

Tips on Attending a Career Fair

Things to Bring:

- Portfolio to hold your documents
- Pen and notebook
- Copies of your resume
- Appropriate clothing, including comfortable, professional shoes
- Small breath mints (no gum!)
- A confident and enthusiastic attitude
- A prepared 30-second “elevator pitch”
- Questions based on your research of the organizations

At the Career Fair:

- Turn off cell phones, no excessive cologne or jewelry, and leave friends and family at home.
- Check in at the registration/information table.
- Market yourself with CONFIDENCE.
- Get comfortable before approaching your targeted organizations. Walk around and get your bearings so you know where certain organizations are and start at booths that would provide good practice.
- Approach your selected organization and introduce yourself – make sure to use a firm handshake.
- Be aware of your body language and eye contact maintenance.
- Be conscious of being too long-winded; be direct and to the point to avoid losing the recruiter’s interest and appearing rude to other students.
- If you need to wait to speak with an employer, wait and listen to the conversations currently taking place. This way, you can build from what you learned by listening and avoid asking the same questions.
- Relax—don’t let the flurry of activity wear you down. Take a break if necessary to compose yourself.
- Be flexible. Employers may have other positions available that may be of interest to you. If the employer does not have your desired position available, ask if you can stay in touch with him/her and to keep you in mind for a potential opening.
- Obtain business cards from the employers.

Sample General Questions to Ask at the Career Fair:

- What type of positions do you have available?
- What is the hiring and interviewing process?
- What is the organizational culture like?
- What kind of training is provided once hired?
- Consider also asking specific questions based on your employer research

After The Career Fair:

- Send a follow-up note within two days of the fair. Thank recruiters for their time and information provided to you.
- Apply to your preferred positions. Follow the application procedures that the recruiter has provided.
- Follow up on the positions you apply for 1.5 – 2 weeks after submitting your application.
- If you are considering a new location, make sure to check out the geography and economy of the area.
- Keep in mind that obtaining employment can take a little time. Be patient yet conscientious; follow up with the recruiter.