

Tips on Attending a Career Fair

Preparation for a Career Fair

- Review the schools/organizations scheduled to attend the fair – What positions do they have available? What skills are they seeking? What qualities are they seeking? etc.
- Develop & practice a “One-Minute Sell” (who you are, skill sets/authorizations that set you apart, desired position).
- Be able to discuss your background and highlight professional skills you have developed thus far.
- Prepare questions you may wish to ask employers at the fair (What is your application process?).
- Review/update your resume. Bring enough copies of your resume (on good quality paper, no copier paper) and a notepad to write on. Have a place to store business cards for writing thank you notes after the event.
- Wear a professional suit, as you would for a regular interview.

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

At the Career Fair

Turn off cell phones, no excessive cologne or jewelry, and leave friends and family at home

- Arrive early and stay as late as possible.
- Check in at the registration/information table.
- Review the floor map at the career fair.
- Relax – take a break and a deep breath if necessary to compose yourself
- Market yourself with CONFIDENCE.
- Get comfortable before approaching your targeted agencies. Walk around and get your bearings so you know where certain organizations are and start at booths that would be good to practice with.
- Approach your selected organization and introduce yourself – make sure to use a firm handshake.
- Be aware of your body language and eye contact maintenance.
- Allow others to complete their discussion with recruiters before you interrupt.
- Introduce yourself – mention your degree, program, experience and your interest. This should be about 30 seconds long, and should give employers an idea of what you are looking for.
- 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.
- Be observant of the flow of traffic. If you see a disgruntled fellow student behind you waiting to introduce themselves to the recruiter, move on. This is not the interview.
- Be direct, visible, assertive and ready to summarize your skills in a noisy environment. The goal is to leave a clear impression of the benefits you have to offer
- Inquire about pursuing the next step in the hiring process.

- 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 them and keep you in mind for a potential opening.
- Leave a copy of your resume with each agency/school.
- Obtain business cards from the employers.

Sample 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 company culture like?

What kind of training is provided once hired?

Questions you should NOT ask

- What does your company do?
- Do you have any jobs? Or, what jobs do you have for me?
- When asked what type of position you are seeking, never say that you would be willing to do anything. Don't say, "I'll take anything" or "I don't know" because it shows a lack of focus.
- What can your organization do for me?
- Do not ask about salary.
- Don't confuse one school with another.

After The Career Fair

- Send a follow up letter within two days of the fair. Thank the recruiter 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.