

CAREER FAIR PREPARATION & ETIQUETTE

BEFORE THE FAIR

- Meet with the Career Development Specialist to discuss your strategy and preparation for the fair.
- Review the list of participating organizations and their open positions. Determine which ones interest you most.
- Research the organizations that interest you by visiting their website.
- Prepare resumes that are tailored to each organization/position you are interested in.
- Develop an introductory statement and elevator pitch to use as you meet employers.
- If you'll be interviewing at the fair, practice your interviewing skills by visiting with the Career Development Specialist and/or participating in mock interviews.
- Review your strengths, skills, goals, and interests, and consider how they relate to the positions available. Be prepared to promote your suitability for the position and to express your interest.
- Develop a list of questions for the employers that interest you.
- Wear proper job fair attire, usually a business suit.

AT THE FAIR

- Obtain a map of the facility and determine where your target companies are located.
- If you are pressed for time, approach your priority companies first to ensure that you will have a chance to speak with them. However, if an organization has a long line of candidates, consider visiting other key organizations first and return later.
- If this is your first job fair and you are nervous, you might consider starting with some of your lower priority companies first to become more comfortable with the process.
- Be assertive. Approach employers, extend your hand, and introduce yourself confidently. Be prepared to carry the conversation and ask questions. Employers will want to see how you handle yourself and how you utilize your interpersonal communication skills.
- Provide employers with a copy of your resume and describe why you are interested in the company and how you think you'll be a good fit for the position.
- Collect company information for further research.
- Ask the recruiter for their business card so you can follow-up.
- Thank the recruiter for their time and give them your business card.

AFTER THE FAIR

- Write thank-you notes to recruiters from companies of particular interest to you.
- Follow-up on leads by calling the recruiter if you haven't heard from them within two weeks.

CAREER FAIRS PROVIDE YOU WITH AN OPPORTUNITY TO MAKE FACE-TO-FACE CONTACT WITH MANY EMPLOYERS. SOME FAIRS ALSO PROVIDE YOU WITH AN OPPORTUNITY TO INTERVIEW FOR OPEN POSITIONS.