

CAREER FAIR TIPS

Make Every Minute Count at the Career Fair!

BEFORE THE EVENT

1. Update your profile in Handshake.
2. Know yourself – know your skills, strengths, and career interests.
3. Develop a resume – use the Career Studio and/or a Career Coach to assist you. Print multiple copies on professional resume paper.
4. Review the list of employers coming on Handshake – identify targeted employers, research these employers, and prepare questions to ask them such as:
 - a. Can you tell me a little about your internship (or job) program?
 - b. Do new hires have a mentorship or formal training program for onboarding?
 - c. What do you like about working for this company? What gets you up each day?
 - d. What does the near future look like in terms of hiring for interns and employees?
5. Dress for success – be neat and professional.
6. Develop and practice a 30-60 second introduction – tell a little about yourself, your interest in the company, and why you would be a good fit.

AT THE EVENT

1. Arrive early – map out your targeted employers.
2. Use your time wisely – focus on employers that interest you the most. Consider starting out with some of your lower priority companies to become comfortable with the process. As you gain confidence, move on to your higher priority companies.
3. Carry a professional portfolio or binder with your resume(s).
4. Make a positive first impression – smile, good eye contact, & firm handshake. Be confident.
5. Use your 30-60 introduction. Then, STOP and actively listen to the recruiter. Answer questions directly, politely, and concisely. You only have a few minutes with each recruiter.
6. Thank the recruiter and ask for his/her business card. Collect any company literature to assist you in further research.

AFTER THE EVENT

1. Follow-up with a thank-you note or email to recruiters you talked with at the fair.
2. Apply directly for any jobs or internships that interest you from the fair.
3. Look for other ways to stay in touch with targeted employers – LinkedIn, Employer Spotlights, periodic emails, etc.
4. Stay organized in the follow-up process.
5. Keep your profile up-to-date on Handshake.