Career Fair | Tips

Before the Fair
• Find out as much as you can about the career fair before the day of the event. This can be accomplished via a website for most fairs. Try to learn:
  • What organizations will be there and what positions are they planning to fill?
  • Research all employers that are of interest to you and find highlights that you can mention during your meeting with the recruiter.
  • What time does the event begin and end? Come as early as possible to maximize your time at the event.
• Bring multiple copies of your resume on professional, quality paper. A cover letter is not necessary when attending a career fair. Carry your resumes in a professional looking portfolio.
• Dress professionally (dark colored suit or tailored dress, polished shoes, no cologne or perfume, very little jewelry)
• Wear comfortable (but professional) shoes. You will be walking and standing most of the time.
• Rehearse a one minute introduction of yourself before you meet with employers. Include your major, why you chose this major, career-related work experience and career goals. In addition, prepare a list of five questions that you plan to ask the recruiter. Ask questions about the company/organization or position, but never ask about salary or benefits.

Sample Questions to Ask the Recruiter
• What positions are you seeking to fill at this time?
• What is your hiring process?
• What are some of the present or future goals for the organization?
• How long have you been with the organization?
• What has the organization accomplished of which you are especially proud?
• Can you describe the timeline of the hiring process?

During the Fair
• When you arrive at the fair, take a few moments to familiarize yourself with the layout and plan a strategy regarding the employers you desire to meet.
• Be confident and approach each employer with a smile and a firm handshake. The employer is there to meet with as many quality candidates as possible. Relax and don’t be anxious.
• Be considerate of the employer’s time. If there is a long line behind you, wrap things up quickly and stop back by later.
• Keep your energy and enthusiasm up the entire day. The last employer you meet may have the job you want most.
• Ask for a business card and if not available, get the name, email address and title of the person you spoke with – making sure of the correct spelling.
• Make notes after talking with each employer. You will collect a lot of information and need to keep it all organized.

After the Fair
• Follow-up after the career fair with each employer that is still of interest to you by sending a cover letter and resume, as well as any supporting documents requested. In addition, include a thank you note to each employer contacted at the fair. Send this information within a week after the event.
• Be prepared to follow-up again if you have not heard from the recruiter within the time line given to you at the fair.