

Career Fair Checklist

NAVIGATING A CAREER FAIR

During the Career Fair, employers speak with many students. How can you be the student that they remember you as a potential employee? Make a positive first impression by preparing to make the most of this opportunity.

CAREER FAIR QUICK TIPS:

KNOW WHICH EMPLOYERS WILL ATTEND

- Decide which companies to target and learn about them by exploring their websites
- Target the companies who are interested in students/grads from your program
- Get insider information from company websites so you can speak with confidence at the Career Fair

FIRST IMPRESSIONS ARE LASTING IMPRESSIONS

- Dress and Act Professionally! This is the most important message because employers expect it!
- Go alone; if you go to the fair with friends, walk the fair by yourself

AVOID THE FREEBIE TRAP

- Don't wander from booth to booth looking for free stuff
- Be considerate and talk to employers before taking giveaways
- Ask for business cards, pamphlets and brochures

BRING A POSITIVE ATTITUDE

- Smile, be courteous and friendly

CHECKLIST:



BRING YOUR RESUME (SEVERAL COPIES)

make sure it is error-free; you can also bring personalized business/contact cards; get your resume critiqued at Career Services



USE A PROFESSIONAL FOLDER OR PORTFOLIO

to carry your resumes (professional and organized)



PEN AND NOTEPAD

(employers may give you important information that you'll want to remember later); take notes of who you meet so you don't forget and you can follow up later

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CHECKLIST (CONTINUED):



KNOW YOUR 30-SECOND ELEVATOR SPEECH

practice makes perfect; practice at Career Services to gain confidence and advice



PRESENT A PROFESSIONAL APPEARANCE

by dressing and grooming appropriately; leave your backpack, transit gear (e.g. Headphones) and outdoor clothing elsewhere; if you are unsure about appropriate dress ask someone at Career Services



SMALL BREATH MINTS

No gum and no smoking before attending (if you are trying to get an internship or a job, don't scare them off with what you had for lunch)

ALWAYS FOLLOW UP:

- Follow-up on contacts that you make
- When you contact a company that you spoke to, be sure to reference the fair