

Job Fair | Tips

The environment of a Job Fair is usually relaxed and friendly. This "open house" concept makes it very easy to approach employers. **Network, identify job openings, explore career options and set up interviews.** Employers promote their organization and want to identify potential candidates for employment.

To maximize your success at the job fair there are a number of steps you should follow:

Before the Job Fair

- Do your homework - **Research the companies in advance.** You will make a much better impression if you can demonstrate that you've done your research on the company.
There is a list of participating organizations here that is always being updated when more employers confirm.
- If you are looking for a summer job - know what date you will be available, and have a resume ready.
- Develop a short list of companies that you would like to target at the job fair. This will allow you to use your time wisely.
- Make sure you understand the skills and qualifications you have to offer and employer.
- Anticipate questions that employers may ask you. You may review potential questions here.
- Put together a list of questions you want to ask.
- Prepare your resume. Print on quality paper. Have enough to give to organizations you are targeting.
- Bring a portfolio to carry your materials (Something that zips up is great so you don't lose any papers)
- Practice how to present yourself! **First impressions are lasting impressions** - you should look and act professionally when meeting recruiters. If possible, dress in business attire. At the very least, good grooming is essential. **Offer a firm, friendly handshake and be sure to make eye contact to establish rapport.**

During the Job Fair

- **DO** convey interest, enthusiasm and confidence.
- Offer a firm handshake, your name, major and grad date. Smile.
- Offer your resume.
- Convey the knowledge you have of the organization.
- Be able to summarize your experiences and skills.
- Ask about the application process.
- Ask for a business card (and after the Job Fair, follow up with a thank-you card).
- Listen to what they are saying.
- **DON'T** ask about salary or benefits.
- Be aware if there are others waiting behind you.
- **DO** keep an open mind and consider all organizations as potential employers.
- Ask questions and increase your knowledge.
- Save your questions on salary and benefits until the company has expressed a clear interest in you.

AFTER THE FAIR:

Follow up with recruiters after the job fair. Use the business cards you collect during the fair, and send them a quick email letting them know that you appreciated the opportunity to talk with them. You can mention what you learned during your conversation, what excites you about their company, etc.