



JOB FAIR HELPFUL HINTS

How to prepare

- Prepare a professional, error-free resume. It is strongly recommended that you let Career Planning examine it before attending the fair. Take a look at the companies represented, count the number you are even slightly interested in, and bring that number of resumes plus an additional 5-10. Approximate number of resumes taken should be 25-30.
- Dress for success. A business suit is most appropriate. Bring your resumes in a nice folder or portfolio. Many recruiters comment that students can enhance their employment opportunities by the quality of their initial impression. The image that you present is very important.
 - Be familiar with the companies and organizations that are going to be represented by viewing the participant list on the Career Planning website. It would also help to do some additional research by visiting the companies web site.
 - You should visit the web site frequently (even up to the day before the fairs) since employer additions are added daily.
- Narrow down your specific career goals, interests, and needs, but be open to other options.
- Do not worry about bringing along cover letters to the fair. However, feel free before the fair to mail a cover letter and resume to an employer you are specifically interested in.

What to expect

The earlier you get there the more alert and enthusiastic the recruiters will be. Even though we discourage them from leaving early, some recruiters may pack up and leave early. So, the earlier you get there, the better.

When you get to the Job Fair(s), you will need to check in at the registration desk. There will also be students and alumni from other area colleges and universities.

- Each school will have nametags designating you as a student at that school. Make sure to write your name and major clearly. Nametags should be worn on your right side – this is because when you go to shake someone's hand your eyes will naturally fall to the name if on that side.
- In the main job fair area, each recruiter is assigned a booth with a table and chairs. Most companies have one or two representatives. There may be one or two lines started at each table. If a recruiter's line is long, consider coming back later and speak to another recruiter/company in the meantime.
- Try talking to a few recruiters that have requested your major and the ones that you aren't especially interested in. This will help you practice and get rid of some butterflies.

How to approach a recruiter

1. Introduce yourself in a positive and confident manner. Smile, make eye contact, project enthusiasm and offer a firm handshake.
 2. Give the representative your resume and be ready to discuss your background, qualifications, and career goals.
 3. Ask questions about career opportunities, specific job openings, and the organization. The first thing you say should not be "Are you hiring?" or "How much do you pay?" Try to show that you have done a little research. Collect business cards and literature.
- Speak with as many representatives as possible. **There is no excuse to leave the fair without at least talking to 10 companies.** This is not the proper economic time to think you are too good to work for a certain company. Keep your options open. Don't get discouraged if one company's mini-interview didn't go well. On the other hand, don't get overly excited if one goes extremely well. Still continue talking with other company representatives. Avoid standing in line to speak to one recruiter when you can speak with two or three other recruiters in that same time period.
 - Don't be too disappointed if a company doesn't show up that you wanted to speak with. It happens quite often to have a 5% "no show." You are still welcome to send a cover letter and resume to the person.
 - Companies are here for different reasons. Not every company represented will have immediate job openings in your area of interest. Some will spend 2 minutes, others a half-hour. Some won't ask you any questions and will just give out information; some will spend the entire interaction asking you questions. Be prepared for anything.
 - Please fill out the entire evaluation form. Feel free to give honest feedback. We look at this information very seriously in organizing next year's fair. Point of reference, a common comment is: Have or invite more companies. Over 500 invitations to a diverse range of organizations were sent.

What to do after the fair

- Write thank you notes. Follow up with all leads. Don't just wait for the phone to ring.
- Consult Career Planning for additional job search assistance.
- Take advantage of On-Campus Recruiting, other Job Fairs and Career Planning programs and services.

GOOD LUCK AND HAPPY JOB HUNTING!