

# CHECKLIST FOR CAREER FAIR SUCCESS

## ***Preparing for Career Fairs:***

- ✓ Find out which employers are planning to participate (information can be obtained from the Career Center).
- ✓ Research employers. (Background, mission/philosophy, services & products, types of positions, etc.)
- ✓ Prepare/update materials to bring to the career fair. These may include the following:
  - Resumes
  - Portfolio (professional folder/file to hold your materials).
  - Note-pad and pen
  - Examples of your work (displayed in a Career Portfolio-if applicable).
- ✓ Review possible interview questions. (Note: Some employers conduct on-the-spot interviews)
- ✓ Develop questions to ask employers.
- ✓ Plan your wardrobe: professional interview attire is always recommended.

## ***At the Career Fair:***

- ✓ Arrive early and use as much time as you need to accomplish your goals at the career fair.
- ✓ Obtain maps; locate recruiters, interview areas, restrooms, phones, etc.
- ✓ Be positive, enthusiastic, and confident.
- ✓ If the line for an employer is long and crowded, consider visiting other employers first and returning at another time.
- ✓ Be open-minded to explore many employers. Companies offer many types of positions. For instance, health care companies offer many types of positions beyond those requiring medical education/training. Some of these include: business, computers, social service, education, and other types of positions.
- ✓ Plan for breaks to review your information, jot down notes and reminders, and re-energize.

## ***Approaching Employers:***

- ✓ Establish good eye contact and introduce yourself with a firm handshake.
- ✓ Use this opportunity to inform the employer about your interests and career goals; learn more about their organization and/or mention about what you know about their organization; present your skills and experience; ask questions you prepared in advance, etc.
- ✓ Overall, be confident and focus on what you want to achieve from this contact.
- ✓ Be mindful of the amount of time spent with each representative, check to see if others are waiting.
- ✓ Before leaving, ask for a business card. If a card is not available, get the representative's name, address and telephone number.
- ✓ Thank the representative.
- ✓ Pick up additional literature to review.

## ***Follow-up:***

- ✓ Send thank you letters to representatives re-iterating your interest in the organization.
- ✓ Keep a log of dates and results to keep track of your communication with these various employers.