Why Attend a Career Fair?

- Secure job leads for internships and professional employment.
- Gain an understanding of career paths and entry-level job responsibilities.
- Learn first-hand what traits employers look for in new hires.
- Enhance your employment potential through improved self-presentation skills.
- Improve your networking and professional connections.

Preparation Tips:

- Write a quality resume to leave with employers.
- Make business cards of your own just in case employers are not accepting resumes.
- Have a 2-3 minute presentation of your qualities.
- Gather relevant information about organizations attending the fair.
- Identify possible interview questions and answers.
- Determine your wardrobe needs; interview attire is the expected dress code.
- Review which employers will be attending the fair that you wish to speak with.

Tips for the Career Fair:

- Be genuine, confident, pleasant, and honest…Be yourself!
- Be an active participant. Approach employers and shake their hand when introducing yourself.
- Pay attention to your behavior and appearance at all times.
- Balance attentive listening with a display of your personality and achievements.
- Show interest by asking thoughtful questions.
- Ask for business cards so you may follow up.
- Step back after meeting with each recruiter to make notes about your conversation. Use information to tailor follow up communication.
Sample Questions to Ask:

- Please tell me about the mission, functions, and opportunities of your organization.
- What specific skills and qualifications are important for these jobs?
- What courses would you suggest for a successful candidate?
- Given my background, how can I improve my ability to compete for jobs?
- What is the hiring process?
- When will you be hiring?
- How many new employees do you typically hire?
- How do you advertise open positions?
- How is job performance measured, evaluated, and rewarded?
- What opportunities would I have for professional development?
- How long have you worked with your company, and why did you take your current position?
- Who in your organization is the best contact person for a position in (Your Specific Major)?
- May I use your name as a referral source?

After the Career Fair:

- Send a thank-you letter or email to each employer with whom you spoke to.
- Keep a log listing their name, the date of the fair, and the results of each inquiry or form of communication you had.