

Job Fairs – “Things to know”

Why should I attend a Job Fair?

- To take a first step towards getting a job/internship.
- To explore career fields and companies that might be interesting.
- To gather information about specific companies and to learn about their needs.
- To make valuable contacts that may lead to career opportunities in the future.

What do the employers want from attending Job Fairs?

- They want to have access to students and alumni of participating institutions.
- They are at the fair to provide career and company information to prospective hires.
- They want to increase awareness and knowledge about their organizations.
- They want to screen and make contacts with individuals who may potentially fill vacant positions.

What do I need to do before going to a Job Fair?

- You first need to know what companies are expected to attend the fair.
- Check the list of registered employers regularly (on the website). New employers will register regularly until right before the event.
- Research the companies before speaking with representatives at the fair. (The more you know about a company, the more educated and impressive you will appear to the company recruiter.)
- Clarify career goals and effectively communicate to the employers what you are seeking in a job or company.

What should I expect to get from attending a Job Fair?

- Lots of information about the represented companies including brochures and promotional material to take home.
- Valuable networking contacts from speaking with the company representatives.
- Website information – you may be directed to the site to complete an online application.

What do I need to bring to a Job Fair?

- Resume (several copies); list of references; transcripts; documents that present your qualifications.
- Paper and pen to sign in at the tables and take notes.
- Professional portfolio or briefcase to organize the materials you gather about the companies.

How should I handle myself at a Job Fair?

- Treat a job fair the same as you would treat an interview. Impressions count:
 - Be professional.
 - Demonstrate good communication skills.
 - Dress for success.
 - Smile and be positive.
 - Make eye contact.

When I meet an employer at a Job Fair, what do I say?

- Start by introducing yourself.
- Shake hands and state your career interests in a confident manner.
- Offer the recruiter a copy of your resume.
- Ask the recruiter relevant questions about his/her company.
- Communicate your capabilities.
- Take a business card from the representative and a copy of the available literature.
- Take notes after each conversation so that you can recall it later.

What do I do after the Job Fair?

- Send a thank you letter to companies/representatives of interest.
- In the letter, try to note something specific regarding the conversation so that they will remember you.
- Enclose another copy of your resume and reiterate your interest in the company.
- Follow recruiter instructions. If you are directed to the website to complete online application materials, do so in a timely manner.