



Career Fair Navigation Tips!

Prepare!

- Research the employers attending. Learn more about each company, its product/services, etc.
- **Dress professionally.**
- Determine which employers you want to visit.
- Bring enough resumes.
- Bring a folder to carry resumes and a notepad for notes.
- Prepare a "2 Minute Summary of Your Qualifications"
- Anticipate interviewing questions and practice answers.
- Prepare questions you want to ask the employer

During the Job Fair!

- Go alone, if you go with friends or family walk the fair by yourself.
- Do not assume a company does not have open positions in your field. Instead, ask what positions they have available.
- When greeting a recruiter, introduce yourself and be **confident** by initiating a handshake with a smile.
- Express your interest by demonstrating knowledge of the organization.
- Relate your skills, interests and experiences to specific needs of the employer.
- Relax speak slowly and confidently.
- Listen and ask relevant questions about company and position. This is not the time to ask salary related questions.
- **Take notes!**
- Ask the company what the next step is and how to follow up.
- Get appropriate contact information and ask for a **business card**.
- Conduct yourself **professionally** at all times, remember that you could be making impressions when you are standing in line or walking the fair.

After the Job Fair!

- Send a thank you email and reconfirm interest in the position and company.