

JOB FAIR PREPARATION CHECKLIST

Are you ready for the job fair? Use this checklist to ensure that you leave a lasting impression on each employer you meet at the job fair!

1 DO YOUR HOMEWORK

- A list of the participating companies is printed in advance, and posted on the Career Center website with a link to their sites. Take a few minutes to familiarize yourself with these employers so that you'll be able to ask intelligent, well thought out questions at the job fair. Select the employers you're most interested in learning about and visit them first.

2 DRESS PROFESSIONALLY

- Conservative, professional business attire is best. You need to be neatly groomed. Wear a neatly pressed suit (men: with a tie) if you are seeking a career position. If you are looking for part-time work or an internship, wear a nice shirt/blouse and dress pants/skirt.



3 FIRST IMPRESSIONS COUNT

- Confidence rates high with recruiters. Have a firm handshake and maintain eye contact. Let employers know how serious you are. Showing interest and good manners is important, regardless of the type of job you are looking for. Remember to smile and have a positive attitude.

4 KNOW YOUR 30 SECOND COMMERCIAL

- Prepare a 20 to 30 second introduction to use with employers. You don't want to sound like a telephone solicitor reading a script; you do want to sound like you thought about why you're there. It might be something like, "Hello. I'm Jane Toro, a junior in Business Administration with a concentration in Marketing. I'm looking for an internship related to marketing for next summer. I read on your website that (name of company) has an internship program in your corporate marketing department, and would really like to learn more about this program."



5 BRING RESUMES

- A resume is an advertisement for you. Cover the basics: your education, experience, skills and accomplishments. Typos are unacceptable. If you're not sure, submit your resume to the Career Center for a resume critique. Cover letters are not necessary at a Job Fair. Carry a simple padfolio/folder to keep your resumes organized and ready.

6 EXPLORE ALL OPTIONS

- Talk with as many recruiters as you can who might be interested in your major, experience, skills and accomplishments. Keep an open mind! For example, a health care company may not be only looking for health science majors – it may have openings in accounting, personnel, and management.

7 ASK PLENTY OF QUESTIONS

- Use each discussion with a recruiter as an opportunity. Increase your knowledge of the company and its job options, the qualities and skills the recruiter is looking for in a job candidate. Examples of questions to ask: What career opportunities are available in your organization? What do you look for in candidates? What key skills/experiences are highly desirable? Note: Do not ask about salary or benefits.

8 BE REALISTIC IN YOUR EXPECTATIONS

- Don't expect an on-the-spot job offer. At the job fair you will be "micro-interviewing" for a short time with each recruiter. If there is a mutual interest, they'll contact you for a follow-up interview.

9 BE PREPARED TO APPLY ONLINE

- Be prepared that some employers will ask you to apply online. This does not mean the employer is brushing you off, and it does not mean the employer is wasting time by attending the fair and talking to you. The employer reps may well be taking note of candidates they are interested in, but they have to follow certain procedures. A laptop work station will be available at the job fair for you to apply to these jobs.

10 FOLLOW-UP WITH A "THANK YOU" LETTER

- If a recruiter has been particularly helpful, don't overlook the courtesy of a "thank you" letter. It is a good way to jog the recruiter's memory of you and relay your interest in the company. If you weren't able to get a business card with the recruiter's name and address, check with the staff in the Career Center.