



Job Fair | Tips

The environment of a Job Fair is usually relaxed and friendly. The open house concept makes it very easy for employers to promote their organization so potential candidates can **network, identify job openings, explore career options** and **set up interviews**.

To maximize your success at the job fair there are several steps you should follow:

Before the Job Fair

6 ways to prepare:

1. Do your homework by researching companies in advance. Develop a short list of companies you would like to target, allowing you to use your time wisely. You will make a lasting impression if you demonstrate that you've researched the company.
2. If you are looking for a summer job, have a start date in mind, and know what your availability would be.
3. Ensure you understand the skills and qualifications you have to offer an employer. Highlight your soft skills.
4. Put together a list of questions you want to ask an employer.
5. Prepare your resume—print it on quality paper. Have enough to give to the organizations you are targeting. Bring a portfolio to carry your materials.
6. Practice how to present yourself! First impressions are lasting impressions - you should look and act professionally when meeting recruiters. Dressing in business attire and ensuring good grooming is essential. Offer a firm, friendly handshake and make eye contact to establish rapport.

During the Job Fair

Do's:

- Convey interest, enthusiasm and confidence.
- Introduce yourself with a firm handshake, your name, and a friendly smile.
- Offer your resume.

- Convey the knowledge you have of the organization.
- Be able to highlight and summarize your skills and experiences.
- Ask for a business card to contact the employer after the Job Fair.
- Ask relevant questions and ask about the next steps.
- Listen to what the employer is saying.
- Be aware if others are waiting behind you.
- Keep an open mind and consider all organizations as potential employers.
- Ask questions and increase your knowledge.

Don't:

- Ask about salary or benefits. Save your questions on salary and benefits until the company has clearly expressed interest in you.
- Ask too many questions.
- Take too much of the employer's time.
- Drop your resume on the table and walk away.

After the Job Fair

Follow up with recruiters afterwards via email to reintroduce yourself. Let the employer know you appreciated the opportunity to connect and mention what you learned during your conversation and what excites you about their company. For the companies you are interested in, follow the recruiter's instructions about applying for a position. If you need to submit your resume online, do so within a few days of the event to keep yourself fresh in the company's mind.