

MAKE THE MOST OF A JOB FAIR

1. Find out about job fairs...

Visit your Career Development office. We have many ways to connect you with the right job fair.

Sign up for the job fairs sponsored by Career Development. They are:

Accounting Interview Day
Health Career Day
Not For Profit Career Fair
College Talent Recruitment Day
Teacher Candidate Interview Day

*Be sure to inquire about fees, deadlines,
and pre-selection procedures.*

Locate other job fairs by visiting the Career Library and using these resources:

- A binder marked *Job Fairs* includes both national and international opportunities.
- A listing of web sites specific to majors and industries.

2. Preparing for the fair...

- Plan exactly what professional attire you will wear. Ask for an early graduation, birthday or Christmas gift!



- Set an appointment early with a counselor in Career Development for a Resume Critique.
- At the same time, sign up for a videotaped Mock Interview.
- Obtain a list of employers who will be attending the job fair. Target those “must see” employers before the day of the event.
- Write your “verbal resume.” Then practice it aloud. (Refer to “Your Verbal Resume” in this brochure.)

A month before the fair, put together your “job hunting kit” which includes:

- A leather-like portfolio with notepad and pen for a professional look.
- Be prepared for other employers to solicit your resume. That means, if you plan to target 5 employers, **take at least 25 additional resumes** on quality paper stock. Remember that you can always use them after the fair.
- Teachers and graphic designers should bring their professional portfolio. Other majors may wish to bring work samples or a well-constructed class project as an example of skills and abilities.

A week or two before the fair, prepare this way:

- Be sure you have directions and have made transportation arrangements for the day.
- Research the employers so that you are knowledgeable, using the resources in the Career Library.
- Write out a list of questions that you plan to ask the employer during the fair.
- Try out your verbal resume aloud with another person, and practice it as a conversation. (Refer to “Your Verbal Resume” in this brochure.)
- Use the Interviewing handout in the Career Library to practice standard interview questions.
- Put together personal items such as money for parking, food and telephone, as well as personal grooming items. Do not get caught unaware—Take an umbrella!
- Organize your materials so that you can access them quickly.

3. At the fair...

- Arrive early. Check in—get your registration materials and then orient yourself to the layout of the fair.
- Review your list of “must see” employers and set your action plan.
- Practice approaching a few tables before you approach your “must see” employers.
- Don’t limit yourself to the “must sees”. Use the fair to expand your horizons.
- During your interview, be sure to share examples from your portfolio.

- Is the interview going well? Offer to send your references or credentials packet.
- At the end of the interview, ask for a business card so you can send a follow-up thank you letter to the employer.

If the interview line seems too long, it may be more efficient to select another recruiter to talk

4. After the fair...

Keep an accurate record of your contacts, letters, and telephone calls. Keep a copy of any application materials you send.

- Within five days, send a typewritten thank you letter to the specific interviewer(s) you talked to at the fair. If you received an application, you should return it with your letter.
- A good way to remind the employer of your interest is to call in 10 days. Offer to send your references if you have not already done so. If you have sent them, inquire about the interviewing process.

Immediately following the interview, go to an out-of-the way area and make notes on topics of conversation, contact names, and how you plan to follow-up. Then prepare for your next interview.

Your Verbal Resume

Don't hang back. Take an active part in the interview by approaching the interviewer with confidence. Shake the interviewer's hand and introduce yourself. Use the verbal resume as a guideline to begin your dialogue. Your presentation should be a natural conversation, not a monologue. Pause to allow the recruiter to ask questions or to interject a thought.

Your verbal resume should include:

1. Your name, major, and your area of career interest. (i.e. My major is Accounting and I am interested in tax accounting or auditing.)
2. Any special knowledge or additional training you have that might benefit the employer.
3. Share two or three strengths or skills you have and relate them to what the employer needs. All work experience is relevant to the employer if you share this way. Be prepared to share an example of where you developed those strengths or skills.
4. Why you are interested in working for that employer. You should sound enthusiastic and eager to work.
5. Practice your resume, but don't memorize it. A canned speech will not impress a recruiter.

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