

Career Fair Preparation

A career fair, also called a job fair, job expo, or career conference, is an event where recruiters are available to those who are interested in learning more about internships and jobs. It is a great opportunity to meet and network with potential employers. Representatives discuss organization, services, products, and employment needs.

Career Fair Tips

- Determine goals for attending the event (e.g., seeking a specific employment opportunity, networking about future positions, or learning about industries in a geographic area).
- Research organizations attending the career fair and review employers' websites, social media, and additional news articles.
- Prepare and wear business professional dress to the career fair.
- Print and bring copies of your updated resume to give to employers.
- Prepare and utilize an elevator pitch that includes a short introduction of your education, skills, experiences, professional interests, and goals.
- Ask questions to the employer and request a business card to follow-up after the event.
- Reflect on the career fair after the event and take notes on interactions with employers.
- Write a thank you note or email and follow-up with prospective employers within 48 hours of the event. It serves the purpose of putting your name in front of the employer after the event and reminding the recruiter of your interest in the position and organization.

Sample Questions to Ask Recruiters

1. What advice would you give a student about to graduate with a *[major or program name]*?
2. What types of opportunities are typically available to new college graduates?
3. Are there specific courses or requirements you look for in a prospective employee's experience?
4. What is the hiring process at *[company or employer name]*?
5. What are the projections for future changes within your organization?
6. How does *[employer name]* train its new employees?
7. What opportunities does *[employer name]* offer for individual professional development?
8. What specific skills and qualifications does your organization look for in its employee candidates?
9. How does *[company name]* measure performance?
10. May I have your business card?