

Networking

Tips for Career Fair Preparation

Before the career fair:

- Research the companies that interest you before you go to the fair. The list of employers will be posted on myCareer approximately 1-2 weeks before the fair takes place. Go online to gather more information about these companies and the projects they are working on;
- Be open to meeting many different organizations. There are often several departments within large companies, and they may have positions that you had not anticipated. For example, high-tech firms have human resources and marketing departments; thus there may be more than just high-tech jobs available;
- Prepare some questions based on the information you find from your research;
- Prepare and practice your 30-60 second career pitch for employers:
 - Include who you are, your career goals, and some of your strengths that can be beneficial in the workplace;
- Dress appropriately. Either business attire, or work casual attire are recommended.

During the career fair:

- The best time to attend the fair is first thing in the morning. That time is usually the least busy;
- Pick up a map when you arrive at the career fair;
- Prioritize the companies you would like to speak to and create your plan of action;
- As you approach employers, make good eye contact, expect to take the lead with the recruiter and be prepared to deliver your pitch. You may ask for their business cards to follow up.
- Have your resumé prepared to distribute at the fair. However, be prepared to start the conversation and only distribute your resumé if the employer asks for it.

After the career fair:

- Make notes about companies or employers you met while your memory is fresh;
- Follow up with thank you letters or cards to companies and individuals you met with at the fair;
- Develop a filing system to keep the information organized.

