



Winter Career & Networking Fair: Student Event Guide

Introduction

This guide will help you prepare for and participate in the in-person Winter Career & Networking Fair on February 5. The goal of the Career & Networking Fair is to help you, a Carleton student or alumni, establish and grow your professional network, practice your networking skills, and identify current or future job opportunities. You will have the opportunity to visit employer booths to engage with the representatives directly, learn more about their organizations, and identify what employers are looking for in candidates.

Event Details

- **Date and Time:** Wednesday, February 5, 10 a.m.-3 p.m.
- **Location:** Teraanga Commons
 - Government employers in Conference Rooms (TC270-272-274)
 - Corporate and Non-Government employers in Fenn Lounge (TC227)
- **Dress Code:** Business casual attire that you feel comfortable networking in (an example of this could be dress pants and a button-up shirt or nice sweater).

What to Bring

- Your campus card/student ID
- A hardcopy of your resume if you're planning to visit the Resume Review Station
- A notebook and pen for notes (while some people like taking notes on their phone, this can make you look distracted, so it's better to use pen and paper)
- A list of questions to ask employers. Examples include (but aren't limited to):
 - What qualities make someone successful at your organization?
 - What skills or experiences are most important for someone in this role?
 - What do you enjoy most about working here?
 - How does your organization support professional growth and development?
 - Are there any upcoming networking events or opportunities with your organization?

Key Locations

- **New location format:** To better facilitate your fair experience, the fair will be taking place in several locations within Teraanga Commons. **Government** employers will be stationed in the Conference Rooms (TC270-272-274) and **Corporate and Non-Government** employers will be in Fenn Lounge (TC227). Make sure you visit both spaces to make the most of your Career & Networking Fair experience. See which employers are in which room in the [alphabetical employer list](#) and get a [visual reference](#) of where to go.
- **Name Tag Station:** Located in the main hall of Teraanga Commons on the second floor.
- **Resume Review Station:** Located outside TC270, the Resume Review Station is a drop-in, first-come, first-served service. It opens at 10 a.m. and the last resume review starts at 2:45 p.m.

- **Info Booth:** Located in the main hall of Teraanga Commons on the second floor. Stop by if you have questions or need guidance during the event! You can also look for anyone with a Co-op or Career Services shirt.
- **ACT (Accessible Career Transitions) Booth:** Located inside Fenn Lounge. This booth is staffed with ACT team members who are available to provide information on the services ACT provides, as well as in-fair support for students with disabilities (such as answering questions, quiet room direction, guiding through the fair as requested, and helping to identify next steps).

What to Expect

Employer representatives will be on site to answer your questions about their organization and the types of roles that are available (current and future). The event will begin with remarks from Co-op and Career Services and then the space will open for you to browse the booths at your leisure. You are welcome to attend all or some of the event, depending on your schedule. Once you have checked into the event and written your name on a name tag at the name tag station, you are encouraged to visit both fair rooms and speak to employer representatives. The event will include:

- Networking opportunities and initiating conversation with employers
- Listening to employers either one-on-one or in a group setting
- High-traffic expo venue
- Loud and vibrant event

Participating Employers

View the employer lists [alphabetically](#) and [by degree](#) and learn more about them with the [Employer Cheat Sheet](#).

Tips for Success

- **Prepare:** Research participating organizations in advance. Plan your time accordingly to prioritize the organizations you really want to connect with, but also be open to speaking to employers you hadn't originally considered – this is a good way to see who sparks your interest.
- **Engage:** Smile, maintain eye contact, and introduce yourself confidently. An example introduction is: "Hello, my name is [name], and I'm currently a [year] student studying [major]. I'm particularly interested in [specific field or role, e.g., marketing or software development]. Could you offer insight into your organization's work in [relevant area or industry focus], or share more about [specific role, team, or project]?" [Check out this Instagram reel for additional networking tips.](#)
- **Broaden Your Goals:** Don't think of the Career & Networking Fair as just a job hunt. Instead, frame it as an opportunity to practice networking, learn about organizations, and gather industry insights. Building connections and growing your professional skills are valuable outcomes that can lead to opportunities down the road.
- **Follow Up:** Ask to connect on LinkedIn and send brief thank you messages after the fair.

Photo Policy

Please know that by attending this event you consent to potential photography content to be captured for promotional purposes. [Read the full photo policy.](#)

Contact Information

If you have any questions about the Winter Career & Networking Fair or require accommodations for a disability to attend this event, please email careerfair@carleton.ca.