



# Fall Career & Networking Fair: Event Guide

## Introduction

This guide will help you prepare for and participate in the in-person Fall Career & Networking Fair on October 15. The goal of the Career & Networking Fair is to help you as a Carleton student or alumni to 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, October 15, 10 a.m.-3 p.m. (Last check-in is 2:45 p.m.)
- **Location:** Ravens' Nest (Alumni Hall)
- **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 digital or 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 with your organization?

## Key Locations

- **Resume Review Station:** Located outside of Ravens' Nest in Alumni Hall, the Resume Pop-up 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 Ravens' Nest (Alumni Hall) when you enter through the main doors. 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 the Ravens' Nest near the entrance doors 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).
- **Quiet Room:** Need a time out during the fair? Rest and recharge at the Quiet Room, located on the second floor of Alumni Hall in Room 2301.

## What to Expect

You will begin the event by checking in using your campus card/student ID. 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 Career Services and Co-operative Education 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. Please be prepared for:

- Networking opportunities and initiating conversation with employers
- Listening to employers either one-on-one or in a group setting
- High-traffic expo venue (standing for extended periods, including in lines)
- Loud and vibrant event

Anyone who registers and attends the Fall Career & Networking Fair will automatically be entered into a [draw to win one of five Carleton-branded hoodies](#).

## Participating Employers and Partners

View the lists [alphabetically](#) and by [faculty/department](#) and learn more about them with the [Cheat Sheet](#) (including positions and opportunities).

## 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. [Check out this Instagram post for tips on using AI to prepare for the Career & Networking Fair](#).
- **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. [Check out this Instagram post about myth-busting Career & Networking Fairs](#).
- **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 Fall Career & Networking Fair or require accommodations for a disability to attend this event, please email [careerfair@carleton.ca](mailto:careerfair@carleton.ca).