

Job Fair Checklist

Before the Fair

- Check the agenda to see what employers will be attending
- Make a list of the employers that you would want to talk to
- Research participating businesses
- Prepare questions to ask
- Get your resume reviewed ahead of time
- Have a 30-second infomercial prepared
- Plan your wardrobe for the day of the fair

Things to Bring

- Multiple copies of your resume printed on good bond paper
- A portfolio or folder in which to carry your resumes and other materials
- A notebook or planner (and a good pen) to write down upcoming interviews or information sessions

Questions to Ask

- What career opportunities are available in your organization?
- What is the employment outlook in the field right now?
- What opportunities do you have for _____ majors?
- What do you look for in candidates?
- What key skills/experiences are highly desirable?
- Do you have any tips for success in this field?

During the Fair

- Ensure that your clothing and grooming are appropriate and make a great first impression
- Arrive early, prepared with your materials and questions
- Go to the organizations that most interest you first; if time permits, consider other employers
- Pay attention to recruiters speaking to other applicants as you wait--this may help you alter your 30-second infomercial
- Approach the business reps and introduce yourself with a firm handshake and a smile; the employers want to see your interest, professionalism, and positive attitude
- Ask if you can leave your resume, even if they do not have an opening in your field at the time
- Don't go "trick or treating", and don't socialize with your friends
- Pick up business cards and company literature; take notes after you leave an employer

After the Fair

- Send a thank you note to all employers you spoke with, whether you are interested or not in a position with their company, as this may keep things open for the future
- Follow up on any action items that you discussed when meeting with the business representatives