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|  | **Job Fair Best Practices** |

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| **BEFORE THE FAIR:** |
| |  | | --- | | * Determine the companies you want to see * Research the companies you are interested in, and try the best you can to see what they are recruiting for. * Prioritize in which order you would like to approach the employers, with non-critical companies first in order to warm up your personal sales pitch and get a feel for the job fair. * You should prepare/practice your 30 - 45 second introduction (elevator speech) * Fairs are always business professional dress with the possibility of on-site interviews * Make sure your hair is neat and well groomed and clothes are clean, not wrinkled. * Do not overdue/overuse cologne or perfume, and make sure you have clean and fresh breath. * Bring copies of your resume on good quality paper, something to write on and something to write with. * Bring a big enough pad-folio to keep track of job descriptions that may be given out during the fair * Go away with some possible next steps, by asking some questions:   How would you recommend that I follow up? (Online application, email to recruiters.)   * Best case is when you get the personal contact information of the recruiter. | |

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| **DURING THE FAIR:** |
| * First impressions are critical and you only get one chance at it, so be direct, assertive, visible and confident. * Make sure you have had a breath mint (good idea to keep a few with you just in case you need them later) * The area will most likely be noisy so make sure you communicate clearly, talk slowly and maintain eye contact * As you approach the company area determine who the person is that will be responsible hiring someone with your background * When you approach the “responsible” recruiter you need to be able to present yourself confidently and to introduce yourself professionally, clearly and with a firm handshake, and hand them your resume. You should be prepared to give your 30 second speech (quick intro and overview of your skills) and ask a relevant question. * Remember the recruiter may try to present a relaxed attitude, but they are looking and listening carefully to determine your fit within their company * Make sure you listen to what the recruiter says so you can complete the communication process, don’t interrupt them if they are talking. Learn as much as you can as it this will be important when you follow up with the person after the job fair. * Don’t just drop your resume and leave, learn more about the company and what they are looking for in a qualified candidate, while at the same time being sensitive to their time and the number of candidates in line. * Be sure and get a business card, and ask them how to best follow up in the future * When you leave the company area jot down a few points on the person’s business card so you won’t forget personal details when you prepare your follow up correspondence |

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|  | CAREER MANAGEMENT |  |

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| **AFTER THE FAIR:** |
| * Write a thank you letter to all the employers you met/spoke with concerning your career opportunities. In the letter express your interest in the company and position as well as any relevant personal notes you took down after the meeting. This helps the person remember who you are. * Send the thank you letter and a thank you email as soon as possible …no later than 24 hours from the career fair * Build and organize a contact list as you never know when you might need to contact that person or company in the future * Determine the company / position that seems like the best fit from the job fair * If interested in a position, contact them within a week from the time they received your letter and email to follow up the opportunity. Don’t wait longer than a week. * Be professional and persistent. * If it does not work out either because of your desires or theirs, don’t burn any bridges….stay professional and maintain the contact for future reference. |

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