

Career Fair Tips

What do I do at a job fair?

1. Allow yourself **enough time** to visit with employers at a comfortable pace. Running in quickly and running out quickly may not produce the job search results you are looking for. You may want to spend at least 10-15 minutes with an employer.
2. Try **not to be weighted down by heavy bags and knapsacks**, you want your visit to the fair to be as comfortable and productive as possible.
3. **Dress for success.** Remember you are trying to leave a lasting positive impression with recruiters. Your clothes should probably be a little nicer than usual. Clothes should be clean and pressed.
4. When **approaching recruiters**, smile, a firm hand shake is always appreciated, introduce yourself: Hello, my name is _____.; I am in my ____ year (or I am a graduate from the _____ program) and am majoring in _____ (or majored in _____), and ask questions such as: What's it like to work for your organization? What attributes do you look for in a potential candidate? What's the application procedure for your organization? Etc...
5. Be ready with an **up-to-dated version of your resume.** **Bring several professional copies with you.** There are usually over 50 employers who attend this event. If you require assistance please contact your on-campus Employment Services Office, room C226, Woodroffe Campus, 727-4723 ext. 7171.

6. **Talk to the employers** attending the fair. Don't be afraid to **ask questions** about their organization and about their industry in general.
7. Be prepared to **leave a lasting impression** with all recruiters at the fair.
8. **Gather as much information about companies** attending the fair. You never know where a potential opportunity may come up.
9. **Keep an open mind!** Consider all employers as a potential contact no matter what industry. e.g. Loeb Inc. (a local grocery store) was looking to hire candidates with computer backgrounds last year for their IT department.
10. **Bring a pad of paper and a pen with you.** Remember a job fair is an environment which allows you to exchange information with employers. This demonstrates to the employer that you are able to plan ahead. You are prepared! This will also help you if you need to follow-up with employers concerning your job search and networking efforts.