

MAKING THE CAREER FAIR WORK FOR YOU

Career Fairs provide individuals who are seeking jobs, internships or a chance to network the opportunity to connect with employers. A variety of employers are invited to attend our fairs. We encourage all students to attend these fairs in order to begin their career search. Tips for a successful career fair experience are below.

General Information

- ✔ Dress business casual. Business casual can include dress slacks, dress shirt, or khakis.
- ✔ Check in at the information table. Wear a name tag. Employers like to know with whom they are speaking.
- ✔ Plan to visit a few times throughout the day. Hundreds of students attend and it may be necessary to wait in line. Plan for your own breaks.
- ✔ Don't expect to receive private time with an employer. This is an informational fair and a lot of people are trying to be heard. Be patient and do your best to listen carefully when an employer is talking to you.
- ✔ If you are not looking for a job, gathering information about potential employers is also beneficial. If doing so, spend some time speaking informally with employers and gathering pamphlets and business cards.

Identify Employers

- ✔ Attend a Prepare for the Career Fair session to learn more about speaking with employers.
- ✔ Read the list of employers participating in the fair. You will be more productive if you identify in advance the employers you want to meet with.
- ✔ Research the organizations that interest you. Review their websites or research employer information on Handshake. This will help you be more informed of their company or organization when you speak with them.
- ✔ Write down questions to ask representatives from your targeted companies or organizations.
- ✔ If possible, apply to the positions you are interested in ahead of the fair.



DON'T FORGET!

Have your resume reviewed prior to the Career Fair!

**Meet with a Peer Advisor during drop-in hours:
Monday–Thursday, 10 a.m.–3 p.m. at C310 PC**

Speaking with Employers

- ✔ Visit your target companies/organizations first. You'll tire easily if you talk to too many. Gather business cards when you can.
- ✔ Pick up materials from each employer you visit, this will help you make a decision about pursuing employment with this employer and remember your conversations.
- ✔ Tell the company/organization representative about yourself.
- ✔ Ask the representative questions.
- ✔ Leave your resume if they are accepting them at their booth or complete the next steps for applying that they give you. Note: Many employers cannot accept resumes in person.
- ✔ Walk around and speak informally with organization representatives you may be interested in learning more about.

When the Fair is Over

- ✔ Continue to research potential employers.
- ✔ Apply for positions with those companies.
- ✔ Write thank you notes to representatives you spoke with. This is especially important for employers who are interested in you or in whom you are interested.
- ✔ Attend workshops offered by the Pomerantz Career Center and/or meet with a Career Coach, or the Engineering Student Development Center to learn more about the job search process.

➔ Download the **Handshake** app to research employers and view the employer map!