WHY ATTEND A CAREER FAIR?

Attending a career fair is just one of many steps in the career exploration and job search process.

Employers participate in these events to meet job seekers and recruit employees. They can provide general information about career options, as well as specific information about current openings.

Job seekers can attend career fairs to look for a job, gather career information, and develop a network of career contacts.

CAREER FAIR TIPS

1. Have a pen and paper available for notes or completing an application. (However, most employers will refer you to their website to apply for jobs).
2. Bring several copies of resumes and a folder or portfolio to hold your materials.
3. Take the time to find out what companies will be represented prior to the day of the career fair. Research the companies you are interested in.
4. Use the Internet, news sources, and career fair materials to learn about companies’ booths you plan to visit. Recruiters find it impressive when candidates know something about their company and can discuss their current situation.
5. On the day of the career fair, dress the part of job seeker. Dress at least “office casual”, and be sure you are neat and well groomed to make a good impression.
6. Be sure to visit many types of employers. For instance, you may not have considered working for a hospital, but hospitals recruit and hire professionals in many different fields (e.g. management, information systems, health care and more).
7. Be aware of time demands on employers. Do not monopolize a recruiter’s time. Ask specific questions and offer to follow up after the fair, as appropriate.
8. Be direct. Introduce yourself, including your name and the type of position you want. If you are gathering information, let employers know that you are only interested in materials and information. Remember to use good eye contact and a firm handshake.
9. Ask the recruiter about employment and hiring trends, skills necessary for different jobs, current openings, salary, benefits, training, and other information about the organization. Also make sure you have the name of a contact person for follow-up discussions.
10. Ask the employer for the next steps in the recruitment process. Get the employer’s business card for follow-up discussions/correspondence.

Sample Questions to Ask Employers

✓ Please give me an overview of your company.
✓ What types of products and/or services do you have?
✓ What type of jobs do you have for new college graduates?
✓ What skills, qualifications, and requirements do you organization look for in potential applicants?
✓ What are the steps to apply for a position at your company?
✓ Do you have a web site where I can find out about job openings?

Sample Questions to Ask Employers

✓ Please give me an overview of your company.
✓ What types of products and/or services do you have?
✓ What type of jobs do you have for new college graduates?
✓ What skills, qualifications, and requirements do you organization look for in potential applicants?
✓ What are the steps to apply for a position at your company?
✓ Do you have a web site where I can find out about job openings?