

JOB RECRUITMENT

A Planning Guide for Job Seekers



Find out who will be there

Research the companies who will be attending prior to the event, and prioritize the ones you want to approach, if you run out of time to meet everyone, you will at least be sure you have hit your top choices. Be prepared to tailor your conversations specifically to each recruiter.



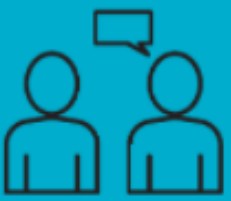
Pack your (small) bag

Don't carry a bulky briefcase or handbag. Keep your hands free for handshaking. Simply pack a small purse and/or folder to hold your resumes and any information you may pick up at the event.



Dress for success (and comfort)

As with any interview, it is important to dress professionally, but at a career fair, you want to be comfortable too. Wear a lightweight outfit that won't get too hot. Make sure your shoes are extra comfortable - you may be on your feet for a few hours.



Don't be shy

As you approach each table, be friendly, be confident, and be prepared with something to say. Introduce yourself with a smile, eye contact, and a handshake. Often, the recruiter will lead and ask you questions as this is your first interview. Use your time wisely and be concise on why you're interested in the particular company and how your skills or qualifications suit the position.



Get your resume in their hands

As you speak about yourself to the employer, hand your resume to the recruiter, and point out the places that substantiate what you are telling them. This will draw attention to your resume and make you stand out from the other faces at the table. Do NOT wait to provide your resume until the end of your discussion.



Give a memorable goodbye

You want the person you are speaking with to know you're interested in his or her company. Ask relevant questions and be sure to ask about next steps. You should also offer to come by the recruiter's office for a longer conversation in person if it has not already been offered. Make sure to thank the person you're speaking with for their time and most importantly request a business card. You will then have a form of contact so you can follow up.



After the job fair

- Follow up: within 24-48 hours of the career fair, send a thank you note to each person you met with, whether you are interested or not.
- Take action: for the companies you are interested in, follow up with the request for next steps or an opportunity to meet for an on-site interview.