



HOW TO HANDLE A JOB FAIR

BEFORE THE FAIR

- ✓ Have an organized and proofread resume prepared and ready to distribute
 - Don't try to be overly creative – no fancy fonts or language
- ✓ Do your research and know what employers will be there
 - Identify those you definitely want to meet
 - Have knowledge of their services and prepare specific questions related to their organization
- ✓ Prepare a 30-second “commercial” or “elevator pitch” about you that will...
 - Introduce yourself, your major, the type of position you are seeking, and why you are interested in that employer
- ✓ Tell all employers how you will help them!

DURING THE FAIR

- ✓ Target employers you wish to speak to – remember, the more you approach, the better your chances of success!
- ✓ **Don't** limit yourself to just your major area
- ✓ Let employers know you're truly interested by asking follow-up questions such as...
 - What is the next step in the process? What does the hiring process look like?
 - May I have your business card?
 - How can I follow up on opportunities with your organization?
 - What courses/opportunities can I invest in to be successful with your organization/industry?
- ✓ Make a great first impression! Employers are looking for...
 - Professional appearance that projects confidence
 - Eye contact and smiles that convey a positive attitude
 - Good verbal skills that express enthusiasm
- ✓ What you should **NOT** do during the fair
 - Don't fumble for your resume or chew gum
 - Don't monopolize the employer's time
 - Don't ask about salary or benefits

TIP

Plan your time
Log- in to Handshake
to see a list of
registered Employers!

AFTER THE FAIR

- ✓ Send a follow-up (i.e. Thank you) note or email to the reps with whom you spoke
- ✓ Don't be afraid to follow-up by telephone if you have a strong interest in the employer
- ✓ Check out employers' websites for specific openings or to create your personal profile.