

## BEFORE THE CAREER FAIR

### REGISTER ON GOLDEN OPPORTUNITIES

- Golden OpporTunities is an employer-student database that facilitates interviewing with the organizations you meet at the Career Fair.
- Upload your resume to the [www.hiretugrads.com](http://www.hiretugrads.com) website so employers can view your resume before and after the Career Fair.

### KNOW YOURSELF

- Do you know your three most useful job skills?
- Have you decided whether you want to work primarily with people, data, or ideas?
- Have you identified some careers that interest you?
- Have you thought about how some of your favorite activities relate to jobs?
- Have you thought about the achievements that have been most satisfying to you in the past?
- Do you know what kinds of rewards are important to you in a job?
- Have you thought about the setting in which you would like to work, e.g., large industrial, small business, government, nonprofit?

Employers are most interested in candidates who know who they are and what they want. The whatever-you-have-I'll-do-anything approach is not effective.

### LIST OF SAMPLE QUESTIONS

- What kinds of entry level jobs are available in your organization? What kind of activities or tasks are characteristics of these jobs?
- Do you recruit for summer jobs? If yes, what kinds of summer jobs are available?
- Where (geographically) are the most common locations for summer work? For entry level positions?
- Is mobility expected of employees?
- What educational background, skills, or characteristics are you looking for when you recruit?
- What can I do now to prepare for a career in your organization or industry (e.g., class projects, summer experience, and skill development)?
- What is the work environment like (size of organization, interaction with co-workers, type of supervision, hours in a typical work week and during busy times, travel)?
- What kind of training program do you provide?
- What are the opportunities for professional development?
- How are employees evaluated and what career paths are available?
- What is the job outlook for this career area? What will affect its growth or decline?

If you are **just beginning to explore the job market**, ask questions that will help you learn about the industry, organization, or functions that characterize a specific job. If you are a **serious candidate for a job with a particular organization**, it is in your best interest to research the company ahead of time and to ask questions based on your research.

### RESEARCH EMPLOYERS

- Review the list of employers participating in the Career Fair.
- Thoroughly research those that particularly interest you.
- Use the Career Services library and the Internet to locate the employer's Website.

(continued on reverse)

## **DEVELOP A RESUME**

- Spend time developing your resume and have it critiqued at Business Career Development or Career Services prior to the Career Fair.
- Customize your resume for your targeted employers (objective, content, etc.). You may need to develop more than one resume.
- Print your resume on white, beige, or gray resume paper.
- Have enough copies of your resume printed to give to the organizations you are targeting.

## **PREPARE A SALES PITCH**

- Take time to prepare a thumbnail sketch of your skills and talents that set you apart from the other candidates and be ready to present it if appropriate.
- Study your resume so you can provide details.
- List the skills, experiences, and characteristics that a candidate would have for the positions you are seeking and write down examples of how you have demonstrated those skills, experiences, and characteristics in the past.

## **MAKE SURE YOU HAVE PROFESSIONAL ATTIRE**

- Make sure you have professional clothes to wear.
- Attend a Business Career Development Dressing for Success presentation.

## **PLAN TO BRING THE FOLLOWING ITEMS TO THE CAREER FAIR**

- Portfolio/folder to hold your resumes and notes.
- Copies of your resume on resume paper.
- Your "Top Ten" list of companies.
- Pen and paper for taking notes.

## **LEAVE THE FOLLOWING ITEMS AT HOME**

- Backpacks – use a simple, professional portfolio/folder instead.
- Class books and notes.

## **DURING THE CAREER FAIR**

- If you plan to make professional contacts, dress in business attire.
- Be ready to shake hands, smile, and look the employer in the eyes.
- Try to relax, be friendly, and be yourself. Remember that these employers are interesting in getting to know you.
- Talk to a variety of large and small companies. A large number of new jobs will be created by small to mid-size companies.
- Use your time wisely. Look for shorter lines and approach those employers first.
- Remember, technical companies also have non-technical positions available.
- Pick up business cards and employer literature for companies that interest you the most.

## **AFTER THE CAREER FAIR**

- If an employer was especially helpful or interesting, write a brief letter to let him/her know you appreciated the opportunity to visit.
- Look for opportunities to contact key organizations again.
- Check Golden OpporTunities at [www.hiretugrads.com](http://www.hiretugrads.com) or with Business Career Development to see if the organizations you are interested in have scheduled on-campus interviews.