

# Job Fair Tips

1. Have a pen/pencil and paper available for notes.
2. Bring lots of resumes and a folder or portfolio to hold your materials. If you have multiple interests or job objectives, make sure you bring enough of each version of your resume.
3. Take the time to find out what companies will be represented before the day of the career fair.
4. Research information about the participating companies and organizations prior to approaching the recruiters.
5. Use time wisely. Determine where employers are located and in what order to visit them. Focus on three companies that you are truly interested in.
6. Broaden your focus and include many types of employers.
7. Be aware of time demands on employers. Do not monopolize an employer's time. Ask specific questions and offer to follow up after the fair, as appropriate.
8. Be direct. Introduce yourself, including your name and career interests. Career fairs are the perfect place to use your elevator speech.
9. Make sure you learn from the recruiter employment and/or hiring trends, skills necessary for different jobs, current openings, salary, benefits, training, and other information about the organization.
10. More and more career experts are emphasizing the importance of career portfolios. These portfolios should include copies of your resumes, a list of references, and samples of your best work.
11. Conservative business attire is essential, even for those Spring Break beachside career fairs because image and first impressions are critical. It is always better to be overdressed than underdressed.
12. Ask the employer for the next steps in the recruitment process and try to obtain the recruiter's business card for follow-up discussions/correspondence.