



PREPARING FOR A CAREER FAIR

You should note some important things on how to prepare for a career fair:

- Start researching employers and find out if there's any you would be interested in based on your major
- Have your resume polished and ready to go
- Prepare some questions for employers regarding things you are curious about
- Practice introducing yourself, confidence is key!

STAGES BY YEAR

- Freshman: Freshman can attend to start networking and asking questions to employers/start exploring career opportunities
- Sophomores: Sophomores can attend to start seeking internship opportunities and discover how people with same major stand out
- Juniors: Juniors can attend to look for an internship
- Seniors: Seniors can attend to find a full-time job

DRESS

- When it comes to picking out an outfit your best choice is business casual this could be dress pants, along a blouse/collared shirt. Remember first impressions are important!

**** If you need any business casual clothes you can always stop by the Suit Up Closet in Lewis 225. We also have our professional headshot booth located there! ****



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NETWORKING

Developing effective networking habits during events can further enrich your already thriving list of professional connections.

Below are some tips on how to network at a career fair:

- Have background knowledge on interested employers beforehand
- Converse with the most promising employers first
- Network and make connections with everyone
- Be outgoing!

INTERVIEWING

There are 3 types of interviews that could happen at a career fair:

- **Screening Interview:** The most common career fair interviews are quick, lasting 2-3 minutes. Employers want resumes and first impressions. Highlight your alignment with their needs, which were likely mentioned earlier. Use a 30-second pitch, request a business card, and ask about next steps.
- **Mini-Interview:** These interviews last 5-10 minutes at the employer's booth, often seated. Introduce your background and align with the employer's needs. Expect questions about your resume and provide detailed examples. Be ready for introductory questions and ones about qualitative traits. Ensure your answers showcase you as the right fit. Ask for a business card and inquire about the next step.
- **Full Interview:** Full interviews occur in a more private setting, typically this a second step after a screening interview. Expect 20-30 minutes with a recruiter asking open-ended questions and seeking specific examples. Express your interest at the end and ask about next steps.

**** For more tips on interviewing you can visit our [career center website](#) for a guide on interviewing ****



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ELEVATOR PITCH

An elevator pitch serves as a concise (just 30 seconds!) introduction, conveying key points and establishing a connection with others. It's named an elevator pitch due to its brevity, mirroring the time you'd spend in an elevator with someone.

Your elevator pitch should include the following:

1. Your name present status/situation
2. Brief overview of your unique experiences, skills and qualifications
3. A connection between what you can offer and what you know about the employer
4. Possible questions for the employer

CAREER FAIR DO'S AND DON'TS

DO:

- Have multiple copies of your resume
- Attend career fair early
- Be confident and approach employer alone
- Ask open-ended questions
- Research employers you are visiting
- Ask for business cards

DONT:

- Ask "What does your company do?"
- Ask questions about salary/pay
- Show up for freebies
- Make it obvious you are there because it is a requirement
- Limit your options
- Use your phone

