

WORKFORCE FAIR

JOBS, INTERNSHIPS,  GRADUATE SCHOOLS

PREPARATION

- Gather resumes, business cards, padfolio and pen
- Select professional, well-fitting clothing
- Read about the companies attending the fair and decide which ones you want to visit
- Practice your “elevator pitch”, a brief statement to introduce yourself, your background, and your future goals to jumpstart a conversation with an employer
 - Include:
 - Where you are now (degree, program, year in college)
 - Where you have been (career-related experience, leadership, etc.)
 - Where you are going (future goals)

AT THE FAIR

- Check your coat and bag so you can explore the fair unencumbered
- Grab a map and mark the companies you want to visit—chart the most efficient route
- Smile, give a firm handshake, and be yourself! Confidence comes with practice.
- Be independent—talking to employers with your friends around can be distracting
- Start with a company you’re not targeting to gain confidence and warm up your elevator pitch and professional demeanor
- Keep note of which companies you visited and who you spoke too—hold on to business cards as an easy way to remember your contacts
- Be courteous of other students waiting to speak with employers—don’t overstay your welcome
- Use your time wisely when speaking with employers.
 - Ask thoughtful questions such as :
 - Given my interest in x, y, and z, what positions would be a good fit?
 - Could you share with me a little about your career path and how you got your start at your company?
 - What type of professional development opportunities are available for employees/interns at your company?
 - What does the hiring process look like for xyz position?

AFTER THE FAIR

- Review what went well and what you’d like to improve upon next time
- Follow up with employers you are still interested in—email and LinkedIn are great methods to use for this
 - Thank them for their time
 - Name specific details for the conversation
 - Reiterate your skills and interest
 - Inquire about the hiring process
 - Include a copy of your resume