Career Fair Guide

Career Fair Preparation:

1. Look up companies attending Career Fair and compile list of companies/position/deadlines
   a. Look up companies coming to the Career Fair to recruit on BuckyNet
      i. BuckyNet Home page > Events tab > Career Fairs
   b. Create spreadsheet of companies/positions applying for (example below)

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>Application Deadline</th>
<th>Interview Sign-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kohl’s</td>
<td>Merchandise Analyst</td>
<td>October 1</td>
<td>October 7</td>
</tr>
</tbody>
</table>

2. Polish Your Resume – update your resume and stop in to the BBA Advising Center Grainger Hall 3150 to have an advisor review your resume. The weeks leading up to the Career Fair, drop-in hours are from 10:00AM – 4:00PM, no appointment necessary!

3. Prepare your introduction & practice – what are you going to say when you greet the recruiter at the Career Fair? This can vary from employer to employer, so it’s important to be flexible with your introduction. Here’s what to expect from recruiters:
   a. Elevator pitch: Some recruiters will shake your hand then wait for you to start the conversation. This is where you can give a brief 30 second synopsis of yourself – name, major, recent job/activity experience, and why you are applying to the position/company
   b. Resume “introduction”: after a quick handshake, some recruiters ask for your resume right away and start asking questions. Be ready to talk about what is on your resume and think about the key points you would want to highlight on it.

4. Create your final list, order companies, and gather questions – from your spreadsheet, create a final list of companies you want to talk to at the Career Fair. It can range anywhere from 1 – 10+ companies
   a. Order of companies – when making your list, make an order in which you prefer to talk to companies. Start with a “warm-up” company or two. This would be a company you are applying to, but they aren’t at the top of your list. This will give you a feel for how the Career Fair works and help calm some of your nerves.
   b. Questions – come up with questions you want to ask each recruiter. Recruiters are looking for genuine interest and are there to answer your questions. Be sure to ask intelligent and thought out questions by researching the companies ahead of time. You can research the companies through their website, recent news, and Glassdoor or Vault.

5. Compile your padfolio
   a. Final list of companies you want to visit
   b. Resumes – have more than the number of companies on your list and printed on clean paper
   c. BBA name tag
   d. Wiscard – scanned on entrance
   e. Pen
Day of Career Fair:

1. **Dress Business Professional**
   a. Button up shirt or blouse, dress pants or knee length skirt, suit jacket or blazer, tie, comfortable business shoes (lots of walking!)
   b. If you have questions on attire, please consult with a Career Advisor

2. **Arrive earlier rather than later**
   a. Lines to talk to recruiters will be shorter!
   b. It benefits you to talk to the recruiter while they’re fresh and eager to meet with students!
   When they’re on hour 3.5 of 4, it’s easy to get lost in the shuffle of all the other students they met with before.

3. **Pick up a Career Fair booklet and “map out” companies** – upon arriving at the Career Fair, you will receive a map of where each of the recruiters are. Spend 10 minutes with your list identifying where each of the companies you want to meet with are located. This will save you from taking 5 laps around the Kohl Center searching for each company.

4. **Be Flexible** - Don’t feel like you have to follow your ordered list perfectly. Sometimes when mapping out companies, you find it is easier to mix up your order a little bit. Also, some companies will have long lines at times where you may want to skip over it at the moment and come back later.

5. **Smile, look employers in the eye, ask questions and be yourself!**

6. **Collect e-mail recruiters addresses** – usually recruiters will give you their business card. If they don’t, be sure to write down their name and e-mail address. This will be important for a follow-up thank you note!

7. **Make notes throughout the career fair** – After every employer you talk to, take a minute to jot down a few key things you talked about. This will make your life a lot easier when it comes to writing thank-yous and cover letters!

After the Career Fair:

1. **Write career fair thank yous ASAP** – you want to write a short thank-you e-mail to every recruiter you talked to. This extra step will make a great impression. The e-mail should thank them for their time, something unique you talked about, your continued interest in the position, and possibly another follow up question.

2. **Apply!** – Check your spreadsheet and look up the deadlines of applications! Be careful, some applications are due the week of the career fair.

3. **Practice your interview skills** – the next step after the career fair is (hopefully!) an interview. Prepare yourself ahead of time for:
   a. Mock Interviews – these are performed by employers in the WSB’s interview suite. The mocks last 30 minutes and employers provide feedback on how you interviewed.
      i. Sign up: BukcyNet > Job tab > Search “mock”
   b. Interview Stream – a resource provided by the WSB, find it on the BuckyNet homepage. You are able to go thorough various questions online an practice answering them by recording yourself on the computer.
   c. Schedule an appointment with a career advisor to conduct a mock interview or two.