How To Work a Job Fair

How to Prepare – General:
- Get your one-page resume ready early
  - Use the TTU Engineering recommended resume template on Job Grid and the EOC website.
  - Bring your draft to the EOC for resume reviews. Walk-ins are accepted most weekdays.
- Pre-register to avoid long check-in lines (see the Job Fair Event on Job Grid for details).

How to Prepare – Establishing a Game Plan:
- Check the Employer Tab of the Job Fair Event on Job Grid to track which employers are attending
- Note which companies are hiring your major and desired position type (full-time or intern/co-op)
- Make a list of companies that you specifically want to visit during the Fair
  - This will depend on your schedule, but probably around 5-10+
- Research each company and how your skills and interests fit with their objectives
- Write down a couple talking points for each company and why you want to work for them
- When the layout is released, find where your companies will be and decide in what order to visit them
  - Try not to visit your top company first if possible – give yourself a chance to warm up
- Be prepared to be flexible – some lines might be long and you’ll need to reorder, or you might see another company that you decide to visit

How to Prepare – Talking to Recruiters:
- Practice non-verbals
  - Firm handshake
  - Relaxed, open stance
  - Smile and make eye contact
- Know what you will say in advance by preparing and practicing your elevator pitch for recruiters
  - See Elevator Pitch handout
- Practice answering standard questions:
  - Tell me about yourself?
    - Know your elevator pitch
  - Tell me about X on your resume?
    - Know your resume. Anything on your resume is fair game for recruiters to ask about!
  - What are your career goals?
  - What do you know about us?
- Prepare 1-2 questions for each company
- Ask for their contact info and more detail on their application process (write it down so you don’t forget)
- End on a positive note by thanking them for their time and indicating your continued interest

What to Bring:
- Several copies of your resume
  - Always bring more copies of your resume than you think you need
- A portfolio or nice-looking, dark-colored folder
• A notepad and pen
• If you pre-registered, bring your lanyard with you
• If not, bring your student ID to register at the Fair
• Tip: Remember that any giveaways you take, you will have to carry for the remainder of the event. Always make sure that you can still interact with recruiters professionally while carrying your giveaways.

What to Wear:
• Dress code is Business Professional, meaning all students should wear a suit or similar
  o If you don’t have a suit, dress pants and a nice shirt are great for men and women. Professional dresses or skirts with a blouse/cardigan are also appropriate for women.
  o This doesn’t have to be expensive! The University Career Center has a clothes closet with free professional clothing and you can also visit thrift or discount stores as well.
  o Dress code is enforced. Students wearing unprofessional attire such as jeans, hats, tennis shoes, low-cut tops, short skirts, or stilettos will not be allowed in the Fair
• Wear professional but comfortable shoes that have been broken in
• Practice good personal hygiene (shower, brush your teeth, use deodorant, etc.)

General Tips:
• Attend a Job Fair Prep Workshop for additional tips (schedule on Job Grid)
• Pre-register and plan to arrive as early as your schedule allows to avoid lines
• Follow-up with recruiters and thank them for their time via email or LinkedIn
• Be confident – recruiters are there to meet with you
• Don’t get discouraged if a company doesn’t have something for you, just keep going! Each recruiter you speak with is a new beginning.

Contact Career Services at coe.careers@ttu.edu with any questions.