

Tips for Navigating a Job Fair

When you attend a career fair or networking event, you can make connections with recruiters and discuss the opportunities within their organizations in real-time.

It is not often that recruiters gather for several hours in a purposeful effort to meet you and other job seekers. For this reason, it's important to be as prepared as possible when connecting with employers at a job fair.

This is the first impression the recruiter will have of you; follow these steps to maximize your chances of turning a chat into an interview!

BEFORE THE FAIR

PREPARE YOUR RESUME

Make sure that your resume is accurate and error-free.

Consider setting up an appointment with a UCC counselor to make sure your documents highlight your experiences.

IDENTIFY & RESEARCH EMPLOYERS

Many platforms will allow job seekers to see the list of companies registered prior to the event.

You may also be able to see what jobs the company is recruiting for and additional information about the company.

PRACTICE YOUR 30-SECOND ELEVATOR PITCH

The elevator pitch is a concise presentation of career goals, generally delivered in approximately 30 seconds.

Focus on skills, knowledge, and experience you can bring to the employer.

PLAN TO DRESS APPROPRIATELY

Your outfit is your first impression visually to the employer. If the career fair has a webpage, review it to see what dress is recommended for the event.

If you are unsure, err on the side of caution and overdress.

DURING THE FAIR

TREAT THE CONVERSATION AS AN INFORMAL INTERVIEW

Be prepared to introduce yourself with your "elevator pitch".

Demonstrate how you can contribute to the company, and talk about your strengths and weaknesses.

DON'T BE AFRAID TO ASK QUESTIONS

Ask informed questions based on your prior research and preparation. Avoid questions that can be easily answered by a Google search.

Focus on questions that show that you prepared ahead of time that are specific to the positions you are interested in.

PAY ATTENTION TO NONVERBALS

Focus on appearing relaxed and confident. Maintain eye contact during the conversation and be sure to smile throughout the conversation.

GET THEIR CONTACT INFORMATION AND DISCUSS WHAT HAPPENS AFTER THE FAIR

Before the conversation ends, ask about next steps and the best way to follow-up after the virtual fair.

SCAN THE QR CODE



CHECK OUT OUR UPCOMING CAREER FAIRS!

AFTER THE FAIR

WRITE THANK YOU NOTES!

The best way to connect with the recruiter may be through email.

Send a well-written thank you note that emphasizes how you match the needs of the organization.

Keep the email short – 3 or 4 sentences only.

TAKE NOTES AND FOLLOW-UP

After the conversation, write a few notes to remember the recruiter, interview questions, and other details.

This information can be helpful for writing thank you notes and for any type of second interview or follow up you might have with the company.

Have any questions? Contact Us!

WEBSITE

www.careercenter.ttu.edu

HIRE RED RAIDERS

www.hireredraiders.ttu.edu

EMAIL

careercenter@ttu.edu

PHONE

(806) 742-2210