



TEXAS TECH UNIVERSITY

University Career Center™

Job Fair Preparation Checklist

Are you ready for the job fair? A good first impression is invaluable; a poor one is hard to overcome.

Do your homework

Attend How to Work a Job Fair seminar hosted by University Career Center. Two weeks prior to the job fair, the list of the participating companies is posted on the Career Center website. Research potential employers so that you'll be able to ask well thought out questions at the job fair. For example, a health care company may not be only looking for health science majors-it may have openings in accounting, personnel, and management.

Dress Professionally

Conservative, professional business attire is best. You need to be neatly groomed. Wear a neatly pressed suit (men: with a tie) if you are seeking a career position. You only have once to make a first impression.

Arrive Early

Avoid long lines by arriving early. Showing interest and good manners is important regardless of the type of job you are looking for. Remember to smile and have a positive attitude. Have a firm handshake and maintain eye contact.

Know your 30 Second Commercial

Prepare a 20 to 30 second introduction to use with employers. You don't want to sound like a telephone solicitor reading a script; you do want to sound like you thought about why you're there. It might be something like "Hello, I'm Raider Red, a junior Biology major. I am looking for an internship related to research for next summer. I read on your website that (name of company) has an internship program in your Research and Development department and would really like to learn more about this program.

Bring Resumes

A resume is an advertisement for you. Cover the basics: your education, experience, skills, and accomplishments. Typos are unacceptable. If you're not sure, submit your resume to the Career Center for a resume critique. Cover letters are not necessary at a Job Fair. Carry a simple padfolio/folder to keep your resumes organized and ready.

Ask Plenty of Questions

Use each discussion with a recruiter as an opportunity. Increase your knowledge of the company and its job options, the qualities and skills the recruiter is looking for in a job candidate. Examples of questions to ask: What career opportunities are available in your organization? What do you look for in candidates? What key skills/experiences are highly desirable? Note: Do not ask about salary or benefits. Keep in mind the recruiter has limited time, especially if there are others waiting to talk to him/her.

Be Realistic in your Expectations

Don't expect an on-the-spot job offer. At the job fair you will be "micro-interviewing" for a short time with each recruiter. If there is a mutual interest, they'll contact you for a follow-up interview.

Be Prepared to Apply Online

Be prepared that some employers will ask you to apply online. This does not mean the employer is brushing you off, and it does not mean the employer is wasting time by attending the fair and talking to you. The employer reps may well be taking note of candidates they are interested in, but they have to follow certain procedures.

Follow-up with a "Thank-you" Letter

Set yourself apart by following up with a thank you letter. It is a good way to jog the recruiter's memory of you and relay your interest in the company. If you weren't able to get a business card with the recruiter's name and address, check with the staff in the Career Center.

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HIRE RED RAIDERS