

## FALL CAREER FAIR CHECK LIST

### Begin doing as soon as possible:

- Put the dates of the career fair(s) you plan to attend on your calendar.
- Download the [Career Fair Plus app](#) and create a profile (or access from a web browser, if desired).
- Email your resume as an editable (i.e., Word) document to [resumehelp@nku.edu](mailto:resumehelp@nku.edu) to be reviewed.
- Begin looking at the employer list in Career Fair Plus and favorite the employers you would like to meet.
  - Employers will continue to be added to the list as they register for the fair.
  - You can make notes in the app about each employer.
  - Don't just stick only to recognizable names; explore as many organizations as possible.
- Update your resume using the feedback from Career Services and upload it to Career Fair Plus
- Begin reflecting on types of positions you are seeking and skills you bring to these roles.
  - Develop examples that illustrate each of your identified skills.

### Once the appointments open for your fair:

- Schedule your one-on-one conversations with the employers you would like to meet.

### Leading up the fair:

- Research the organizations you are scheduled to meet.
- Schedule a Mock Career Fair Conversation with Career Services to hone your career fair conversation skills.
  - Make sure to practice your introduction. Include your name, major, and interest in the specific organization you are meeting.
- Plan your environment for during the fair,
  - Where will you conduct the virtual meetings? Is the area neat, clean and free from distractions?
  - What technology will you use? Consider contacting the Norse Tech Bar if you need to borrow technology.
- Plan your look.
  - What will you wear? A suit jacket is best and business casual would be acceptable.
  - What type of lighting and camera angle do you want for your videos?
- Develop a list of questions to ask each employer.

### Day before the fair:

- Test your technology (audio & video).
- Verify your appointment schedule.
- Review your notes for each employer with whom you are meeting.

### Day of the fair:

- Allow plenty of time to get ready so you are not rushed.
- Silence your cell phone and other notifications; minimize other distractions.
- Join each meeting at the scheduled time.
- Talk with employers; ask educated questions, and express your interest in their career opportunities.
  - Highlight your background (e.g., related classes, leadership roles, work experience, etc.)
  - Smile! Be friendly and be yourself. Simply try to make a good first impression.
  - It is common for an employer to require that you apply online despite being given your resume. Don't get discouraged by this extra step – it means they want to keep talking with you!
- Make notes about each meeting.

### Following the Career Fair:

- Assess how you did at the fair: What went well? What are your areas of improvement?
- Complete any follow-up steps provided by the employer (e.g., apply online or email your resume).
- Send a follow-up email to the employers you met with; thank them for their time and let them know you are still interested, you have applied online, etc. This will help you get interviews!
- If you had a good conversation with an employer, you may want to ask them to connect on LinkedIn; be sure to personalize your message to remind them of your conversation.
- Complete the career fair evaluation emailed to you.