

MAKE THE MOST OF THE CAREER FAIR

- Don't be overwhelmed by the number of organizations or other students attending the fair.
- Review the list of employers and identify those you would like to visit.
 - Don't stick to recognizable names; explore as many organizations as possible.
 - Use the map (or Handshake app) to create a plan.
- Greet the employer, ask educated questions, and express your interest in their career opportunities.
 - Provide your resume, and outline some of the highlights in 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!
- The positions listed in the directory are not the only positions available with these organizations.
 - There may be other opportunities that have become available since they registered.
 - They may only recruit on campus for a few positions, but other departments may also have openings.
 - If you know of other positions, or think they may have them, simply ask the employer representative about them and who to contact for further information.
- Ask for a business card or write down the names of the people you meet. Employers' contact information may also be available online through Handshake. Select "Employers" and search for the organization.
- 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!
- Some employers will hold interviews at Career Services in the days following the fair or at their site.
 - If invited for an interview, carefully note the appointment time and plan to arrive 10-15 minutes early.
 - Wear a suit – or as close to a suit as possible – unless they specifically indicate other dress requirements.
 - Visit Career Services' website or schedule a mock interview to practice!
- To access interview schedules and additional employers and positions, log in to Handshake. Be sure to update your profile, upload your resume(s), and explore the "Jobs" and "Events" sections. Even if you provide an employer at the fair with a printed copy of your resume, you should also submit it via Handshake when possible.

TEN SUGGESTED QUESTIONS TO ASK EMPLOYERS

1. What advice would you offer to someone who wants to co-op/work for your organization?
2. What are the typical co-op/internship/entry-level positions for which you hire?
3. What qualifications are you seeking in co-ops/new hires (e.g., personal traits, skills, extra-curricular activities, work experience, etc.)?
4. Do you offer a training program? Could you please describe the training?
5. Would you please describe a typical day for co-op students/newly hired graduates?
6. How much travel is required for this position?
7. Could you please describe possible career paths within your organization?
8. What are some of the possible geographic locations for new hires?
9. How can I receive further consideration for the positions you have described?
10. When will you be on campus recruiting at Career Services?