CAREER FAIR TO-DO CHECKLIST

There are several career fairs on campus every semester, each with dozens of employers interested in making connections with students. They’re ready for the interaction. Are you?

Be excited: these employers value the education you’re receiving and want to hire you to fill their positions in a variety of industries, from corporate to nonprofit, and the public sector to education. Check out our brief checklist and make the most of career fairs at UT!

For more information, visit: http://goo.gl/rE0M26

BEFORE THE FAIR

Revise your resume
This is the only document employers will have to remember you!

Research the fair
Explore the list of employers, and identify who you want to meet.

Practice your approach
Prepare a short introductory statement targeted to each employer.

Prepare your materials
Print your resume on resume paper and take something to write on.

Plan your attire
Dressing professionally shows that you are prepared for the career transition and will help you feel more confident.

DURING THE FAIR

Walk through the fair
Get the layout and strategize your approach for each of your key employers.

Listen to what employers say
Eavesdrop on conversations before yours to get a feel for your upcoming conversation.

Connect with the recruiter
Greet the recruiter with a confident handshake, introduce yourself and explain why you are interested in their company and their position(s).

Collect important information
Take notes and always ask for a business card.

AFTER THE FAIR

Contact the employer
Send an email to thank the recruiter for the conversation and to remind them of your interest in and your fit with the position.

Review and reflect
Consider which employers you felt the best connection with, and decide what your next step should be.