



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/rEOM26>



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.