

TIPS FOR A SUCCESSFUL CAREER FAIR

THE BASICS

- Familiarize yourself with the layout and location of organizations before entering the event.
- Be positive and confident! Sixty percent of an individual interaction involves nonverbal communication - like a firm handshake, eye contact or nodding your head.
- Ask thoughtful questions - get some ideas from the list below.
- Leave your resume/contact information with every organization in which you are interested.
- Request a business card from each representative with whom you speak - follow up and say thank you.
- Be open-minded - this is a chance to learn about the wide world of work!

TIP: It may be helpful to visit with your “favorite employer” last. Use other employers on your list to practice and become more comfortable introducing yourself.

TELL ME ABOUT YOURSELF

Speaking of introductions - are you ready to talk about yourself? Recruiters often start a conversation with an open-ended question like, “Tell me about yourself.” The best answers are honest, brief, and confidently delivered. Your goal is to share something interesting about yourself that illuminates who you are as a person and an employee. If it feels daunting to generate an answer from scratch, you can use the “present-past-future” formula as a way to share key background points while ending on a high note.

- Begin with a **brief overview of where you are now** (which could include your current job along with a reference to a personal hobby or passion).
- Reference **how you got to where you are** (here you could mention education, or an important experience such as a past job, internship or volunteer experience).
- Finish by touching on a **goal for the future**.

QUESTIONS TO ASK EMPLOYERS

- What entry-level positions (mention your interest) are available in your company?
- What are the characteristics of your most successful employees?
- What additional skills, like languages or computer skills, are particularly valuable?
- Does your company hire on a continual basis or just at certain times of the year?
- What kind of skills and experience do you look for in the employees you hire?
- What have you seen in your most recent hires that have made them successful?
- What are the examples of projects that recent hires have worked on?
- How do your company’s professional development and recruiting initiatives support an inclusive culture?
- What is your organization’s culture like?
- Since the mission is important to your company, how does your company make its mission come to life?
- What makes your company unique compared to other companies in this field?
- What do you like best about your company/job?
- How can I contact you if I have further questions?