CAREER FAIR PREPARATION

Make the most of the fair by implementing the tips below. Ask questions that will allow you to enhance your application materials and gain insight into the work environment.

EXCEL AT THE FAIR
- Be prepared to share your skills, display confidence, share materials and show respect.
- Be conscious of the employer's time, especially if there is a line behind you.
- Do not be distracted by employer give aways.
- Display your name tag on your right side below your shoulder. The visual reminder may help employers remember you!
- If you have to wait in a line to speak to employers, listen to others' conversations. Use the information to make your questions even better.
- Talk to employers who approach you. You don't have to research all organizations attending in order to talk with an employer showing interest in you.

POST FAIR TIPS
- If you really enjoyed talking to an organization and you want them to remember you, consider sending a thank you email to follow-up on your conversation. Reiterate your skills, remind them of what position you discussed, and highlight the agreed upon next step.
- Consider staying engaged with organizations by "following" them on LinkedIn or Twitter.
- Visit the website of organizations you are interested in and register to receive alerts of openings.
- Find your organization of interest in Careers4Terps' Employer Directory and click the "favorite star." All events or positions the employer posts on Careers4Terps will appear under "Notifications," located on the Home page of Careers4Terps.

SAMPLE ENGAGEMENT QUESTIONS

Prepare questions to gain more information about the position and the organization.

Key Company Information: Designed to provide you with critical inside information you need to know when making a decision about the attractiveness of each potential employer. Remember, a job fair is a two-way street and you should be evaluating these companies as much as they are evaluating you.
- What is your organization's culture like?
- Are there specific career tracks within the organization?
- This full-time position sounds amazing. Has this position been vacant long? Did the previous employee advance within the organization?
- Can you tell me more about how your organization values diversity?

Strategic Questions: Designed to give job-seekers the chance to gain valuable information and respond with examples of how he/she is a fit for the position.
- What kinds of skills and experience do you look for in the employees you hire?
- What are the characteristics of your most successful employees?
- Are graduate degrees important for advancing within your organization?
- Which courses or experiences do you suggest to be a successful candidate?

Planning for the Process: Questions designed to learn more about the hiring process.
- I am interested in XYZ position. I noticed there are two positions open in different cities. What is the best way to note that I am open to both?
- What are the steps in the hiring process?
- How does this position interact with employees within and outside of the department?
- I am interested in two positions with your organization, should I apply separately for each of them or apply once and indicate interest in both?

ROADBLOCKS TO OVERCOME

Many students will walk away if the employer says "Just apply online and someone will contact you if we are interested."

If you find yourself in this position, use the opportunity to gain additional information that you can add to your application material.

Consider asking the following questions.

- What is the best way to find out about future openings?
- Are there any tips for submitting my application online (i.e. using plain text format for my resume, using Safari or Internet Explorer, etc.)?
- What happens to my application after I submit it online?
- How can I be sure that my application is received online?
- What do you look for most on entry level resumes?