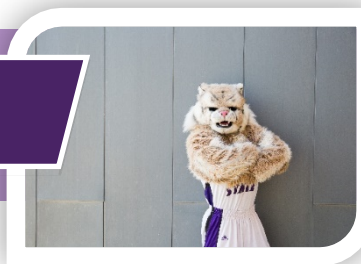


# JOB FAIR CHECKLIST



A job fair is an excellent networking opportunity. A little preparation can go a long way toward maximizing your benefit at one of these events.

## BEFORE THE FAIR: RESEARCH & PREPARE

- Check the list of employers that will be attending the job fair. If the job fair is a Weber State event, the full list of employers will be posted on the Handshake event. Pick 5-10 companies on this list that you would definitely like to speak with.
- Do some research online about the companies that you chose. Find out what positions they have open, look into the company culture, and think of questions to ask the recruiter. If you can, apply for the open positions ahead of time through Handshake or their corporate site.
- Update your resume and print off enough copies for your target companies, plus a few extra.
- Write tailored cover letters for each of your target companies. Use language from the companies' job listings to describe your relevant experience.
- Have a notebook and writing utensil ready to use for quick notes.
- Optional – bring some copies of your references and a few business cards, if you have them.

## BONUS/OPTIONAL EVENTS: COMPANIONS TO JOB

- Often, job fair hosts will have workshops or networking socials surrounding the fair. Find out if this is the case, and attend as many of these opportunities as you can.

## AT THE FAIR – DRESS CODE

- Dress professionally, as if attending an interview.
- Follow any dress code rules posted by the host.
- Be sure to wear professional shoes that are also comfortable. You will be walking around and standing in line for most of the fair; keep that in mind when you select your footwear.

## AT THE FAIR – DOWN TIME

- Use your time while standing in line to network with your peers. You never know what you may learn, or what kind of connection you can make during this time.
- When you are close enough to the front of the line, listen in on the questions being asked.
- Do NOT spend this time playing on your phone.

## AT THE FAIR – YOUR INTERVIEW

- Give your elevator pitch, ask your prepared questions, and answer any questions asked of you professionally.
  - An elevator pitch has three parts:
    - Who are you? Introduce yourself by name. Tell them your major and year in school.
    - What are your major accomplishments/ strengths/unique skills? Make yourself memorable.
    - What do you want? Let them know what you are hoping to happen as a result of your introduction.
  - Sample questions to ask:
    - What is the typical 5-year (or 10-year) trajectory for someone in X position?
    - What is one of the biggest challenges of the position?
    - What is the balance between teamwork and individual work in X position?
    - What courses or on-campus involvement opportunities would best prepare me for your entry-level positions?
    - How does the company measure performance for X position? What are the company's systems for feedback?
    - Does the company offer any training or education programs? If so, what are they?
- Keep it brief; this shows respect for the recruiter's time and that of your peers.
- Always ask for a business card, firmly shake their hand, and say thank you.
- After you complete the interview, jot down some notes in your notebook or on their card.

## AFTER THE FAIR – FOLLOW-UP

- 24-48 hours after the fair, take some time to send personalized thank-you notes to the recruiters you met with. Use your notes from the interview to help you make your messages meaningful.
- If you did not do so before the fair, be sure to apply for the positions you are interested in through Handshake, corporate websites, or wherever the company posts their job listings.