MAKING THE MOST OF A CAREER FAIR

Explore
✓ From a distance, observe and listen to employers interacting with other candidates. Listen to what the employers are asking.
✓ First visit one or two booths that are not the ones you are most interested in. By doing this, you can practice your 30-second pitch about yourself on an actual employer. This will build your confidence so you can go after the employers you want to get a formal interview with.

Introduce Yourself
✓ Smile and greet each employer with a handshake. Make eye contact, be polite, and look confident!
✓ Listen carefully to what the employers say. The room may be loud and busy, but don’t let the noise distract you. Focus!

Ask and Receive
✓ Ask your questions but be flexible. You may only have a minute or two if there are a lot of people waiting to talk to the same employer, or you may have the employer to yourself for quite a while.
✓ Take your cue from the employer. Watch for signals that you should wind up the conversation or that the employer wants to hear or tell you more.
✓ Collect a business card or obtain a contact name as well as informational materials.
✓ Keep a list of all the employers you meet. Make notes about each company and your conversations with each representative.

Don’t Forget...
✓ Conduct yourself professionally at all times. Do not say anything negative about yourself or a former boss. Also do not chew gum, eat, or drink at the booths.
✓ Don’t be distracted by the promotional “freebies” on the employers’ booths and do not grab at them.
✓ DO NOT ask questions about salary and benefits.

Resources:
• http://www.mcgeorge.edu/Career_Development_Office/CURRENT_Students/Career_Handout_Series.html

Office of Career Services
Blountville | General Studies Building
Room C2418
Phone: 423-354-5229

Career Development Services Center
Kingsport | Blazer Wilson Hall
Room 113
Phone: 423-354-5101