

MAKING THE MOST OF A CAREER FAIR

AT THE EVENT

● MAKE THE BEST IMPRESSION

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.

Resources:

- Dahlstrom, H. (2009). *Turn a Job Fair into a Job Offer*. Holliston, MA: Dahlstrom+Company, Inc.
- http://www.mcgeorge.edu/Career_Development_Office/Current_Students/Career_Handout_Series_.html



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.

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