



## CAREER FAIR CHECKLIST

### DO YOUR HOMEWORK (BEFORE YOU GO)

- Explore the Career Fair's website for event details and participant information. You can find a list of Career Fairs and links to their websites at **HireAggies.com** -> **Current Students** -> **Events**.
- Decide which companies to visit.
  - Know the primary products/ function of the employer.
    - Visit the organization's website and seek out pages that highlight products, services and programs. Go beyond the front page.
  - Know the majors they hire.
    - Visit the Careers pages for the organizations that interest you. Seek out the positions they hire and the majors they seek.
    - Visit HireAggies.com to research possible positions available.
    - Use AggieNetwork.com -> Find An Aggie to research the former students hired in the past.
    - CareerShift inside HireAggies.com can also help identify positions and majors being recruited.
  - Know the industry outlook.
    - Research industry journals, online resources.
- Prepare questions you want employers to answer.
- Develop your "30 Second Pitch"
  - Practice telling your story in 30 seconds or less. Identify why you are a strong candidate for the organization and highlight your knowledge of the employer.
- Register with the Career Center for on-campus interviews.

### FIRST IMPRESSIONS ARE LASTING IMPRESSIONS

- Look Employable
  - Suits are not always necessary but do make a professional first impression.
  - Most important, do not attend wearing what you would typically wear to class.
- Make sure you have a professional portfolio or folder to keep your resumes and any notes organized. You can also use this to store business cards you receive at the fair.
- Make enough copies of your resume to hand to all the employers at the event. While you may not visit every fair participant, you do not want to run short on your resumes.
- Prepare your "cheat sheet" of notes on employers that interest you and questions you may want to ask. You have done your homework and do not want to miss any important points.
- A pen and paper to write additional notes the day of the fair.

### THE DAY OF THE CAREER FAIR

- Arrive early so that you have enough time to plan your strategy for visiting with the employers, check your appearance, get a quick drink of water and silence your phone.
- Check your "cheat sheet" prior to visiting with each company to review the important points you found while doing your homework.
- Meet with the employers, firmly shaking their hands, making eye contact and sharing your key points, including your knowledge of their organization and what you can contribute as a potential employee.
- Take frequent breaks. Review your notes, plan any follow up actions and collect your thoughts for the next meeting.

### AFTER THE CAREER FAIR

- Complete any follow up actions needed, such as sending thank you notes or contacting an additional representative if asked to do so.
- Create your Professional Contacts list. Add the contact information you gathered at the fair into a database or spreadsheet to be used for future professional networking purposes. You can then use this to make connections through LinkedIn, the AggieNetwork and other networking resources.