

# TIPS FOR CAREER FAIR SUCCESS

## CAREER & TRANSFER CENTER – WOODLAND COMMUNITY COLLEGE



Career Fairs are a great opportunity for students to gather information about companies, organizations, and potential career paths. Fairs offer students the chance to meet employers and learn about related fields. Students will also be able to obtain information about current and future hiring opportunities.

### BEFORE THE FAIR:

- Plan ahead: view a list of companies attending the Career Fair.
- Conduct research on those companies by visiting their website.
- Rank the companies so you can visit those of most interest first; work your way through your list as you have time.
- Dress as though you are attending an interview: consider professional dress or business casual when meeting with employers.
- Prepare a personal pitch/"elevator speech" - a short background statement you can use when you introduce yourself to recruiters. Additionally, it is wise to develop some questions to ask the employers (see back of handout).
- Come prepared with paper copies of your résumé.

### DURING THE FAIR:

- Focus on the organizations and their opportunities—not their giveaways. Be prepared to speak with employer representatives and gather company literature at the fair.
- Display a professional attitude and be polite. Listen to what the recruiter has to say and ask appropriate questions while being respectful of the recruiter's time.
- If you are interested in a company after speaking with them, ask recruiters about the hiring process and any hiring deadlines.
- Ask for a recruiter's business card and write down pertinent notes on them so you can follow up.

### AFTER THE FAIR:

- Email or call the recruiter regarding a specific position or career opportunities of interest to you.
- Send a thank you note by email/LinkedIn the next day.

## **GENERAL QUESTIONS TO ASK EMPLOYERS AT THE FAIR**

1. What types of career opportunities do you offer?
2. Can you describe the qualifications and skills you look for in an applicant?
3. What is a typical career path with your company/organization?
4. What is a typical day like in the position?
5. What makes someone successful within your company/organization?
6. What advice would you give someone seeking work within your company/organization?
7. What types of entry-level opportunities exist within your company/organization?
8. May I follow up with you if I have additional questions? How should I contact you?

## **QUESTIONS TO ASK IF YOU'RE NOT GRADUATING YET**

1. What degrees or fields of study are most desirable within your organization?
2. In addition to my obtaining my degree, what else do you recommend I do to be competitive for your organization in the future?
3. Are there specific courses you would recommend I take?
4. What types of experiences are most valuable to you? (i.e. internships, volunteering, projects, research, leadership, etc.)
5. What is your top piece of advice for a student interested in eventually working for your company?
6. Does your organization offer any internship opportunities?
7. Does your organization have part-time positions related to my field that I may be able to apply for while completing my degree?
8. Would you be willing to speak with me further at a later date so that I can ask you more questions about this field and your organization and seek your advice?

## **QUESTIONS TO ASK IF YOU'RE GRADUATING**

1. In addition to a degree, what other qualifications are you looking for?
2. What types of skills are the most important for success in this role and within your organization?
3. What experiences do you consider to be most valuable for this position?
4. What types of people do well within your organization?
5. How do you recommend I apply for this position?
6. What are typical career paths for college graduates starting in an entry-level position in \_\_\_\_\_ field within your company?
7. When reviewing resumes for this position, what are the top things you look for?
8. Do you have any other advice about how I can ensure my resume will stand out when applying to your organization?
9. Would it be helpful to include a cover letter with my application?