DEI Career Fair Checklist

Before the Career Fair
- Review companies attending the career fair (get from the Career Center the latest list of companies). Review the industry, job opportunities, size, and geographic locations. For your “must sees” research recent news articles and financial statements.
- Create a strategy to hit as many companies as possible
- Create your 30 Second Elevator Speech*
- Have your resume reviewed/critiqued by the Career Center
- Prepare a list of references
- Print copies of your transcript
- Prepare a list of questions to ask each of the companies:
  - What positions would be good for someone with my skills and experience?
  - Where would these positions be located?
  - How should I apply for these positions?
  - Will you be returning to campus for an information session and/or interviews?
- Created different versions of your resume based on your various interests (examples: Management version of your resume highlighting any management experience versus a Marketing version of your resume.)
- Make sure to have more than enough copies for all potential companies plus a few extras for last minute company additions. Two dozen resumes is recommended.
- Have a notebook/folder with paper for taking notes and two pens. Make sure your various resumes are organized and easily found.
- Rehearse your resume! The representatives will only have your resume to ask specific questions. Make sure you are able to explain any of your activities and experiences quickly and succinctly.
- Review your outfit! Does it need to be pressed? Are you over or underdressed (Check the Dress for Success Program)
- Get plenty of rest! No matter how tempting it might be to go out with your friends, the night before a career fair is one that you should stay home!

During the Career Fair
- Take a few minutes before entering the room to exam yourself:
  - Is there mud on your shoes?
  - Is your clothing neat?
  - Are your resumes in order?
  - Are your hands and nails dry and clean?
  - How’s the breath? Bring some breath mints – NO GUM!
Refrain from smoking immediately before the Career Fair. Smoke can linger on your clothes and breath.
Refrain from using cologne/perfume. Some scents can be overpowering and many people are also allergic.

- Ask the career center representatives for any updated materials and if there have been any additions/cancellations of employers
- Reassess your game plan to accommodate any changes or if there are longer than expected lines at targeted companies. Take a walk through of the fair before talking to companies to get an idea of location, spacing between the companies and where there are lines. Make sure to prioritize those companies that are “must sees”
- Make sure to talk to as many companies as possible. You might be surprised when a company you did not plan to talk to, might have the exact opportunity for you. Besides, many recruiters know each other. The representative might end up having a great networking contact for you.
- Cover your questions! Being prepared will make you appear confident and put together!
- Always request a business card and how best to follow up. See How to Accept a Business Card.
- Be conscientious of the recruiters’ as well as your peers’ time! If there is a long line behind you, make sure to be succinct and limit your questions to the essentials.
- Make sure that before you depart the fair you take a few minutes to review each business card and make a note on the back of each (job availability, topic of conversation, comment about the recruiter). This note will make your recall of the conversation and creating thank you cards easier.
- Thank the employer for their time and for coming to your school!
- Hint: Many companies habitually leave the career fairs early. Make sure to give yourself plenty of time with each company. Also, many companies are only able to send one representative. During a lunch break, many of the booths might not be manned.
- Tip: Although you might be tempted, don’t be greedy about the give aways and freebies! Don’t ask for more than they give you and don’t grab from booths. Employers are watching your behavior as part of the screening process even when you are not near their booth. You never know who is watching!
- Tip: Make sure the cell phone is OFF!

After the Career Fair
- Send Thank you cards to each of the representatives that you met (see thank you letters) within 24 hours!
• Follow their advice and directions: if they informed you how best to follow up or apply, do so immediately!
• Track when and how you followed up with each employer. Stay on top of each of your job potentials by spacing them out over the weeks and months to come!

Don’ts at a Career Fair
• Just grab give-aways from booths
• Interrupt an employer that is speaking with another student
• Chew gum
• Answer/talk on your cell phone (even while waiting in line)
• Monopolize the conversation (let the employer tell you about their company)
• Speak negatively about any other student
• Avoid nervous habits such as rocking back and forth, clammy hands (dry them before entering the fair), twisting your hair, or using fillers such as “Ummmm...” or “Like.....”

How to accept a business card:
• Accept the business card with both hands (holding each side).
• Take a good look at the card (for a few seconds)
• Make a positive comment about the card (nice color, great material, etc.)
• Put it gently in your suit pocket or into your notebook
• Never place it in a back pant pocket
• Remember that when you are giving your card to someone, you are giving a piece of yourself. Treat the card with the same respect you would give the person.
• After the meeting and out of eye site, take a moment to jot down some note on the back of the card: What was the conversation about? What did the person look like? It will help you recall the person later.

*Elevator Speech:
This speech should be a 30 second overview of your background (including major, class standing), work experience, and areas of interest. You should highlight key experiences or activities such as internships or officer position in a student organization. Make sure to rehearse your elevator speech with friends, career center staff, or even record and listen to it yourself!