

# 10 Career Fair Tips

Career Fairs are a great opportunity to talk directly to organizations and learn about their recruiting needs. Here are ten tips to help you make the most of these events.

- TIP 1** **Research participating organizations.** Find out as much as you can regarding their products, services, history and operations - before the day of the event. Visit company websites. Knowledge allows you to pose intelligent questions. Check the CAPS website at <http://caps.concordia.ca> to see if employers are participating in on-campus recruitment and if so, when.
- TIP 2** **Don't overlook companies assuming their hire only from one discipline.** All organizations need the skills of a variety of academic majors to operate. Ask whether the organization ever hires your major, and if they do, for what positions.
- TIP 3** **Talk to employers about yourself, ask questions, don't be shy.** Companies are eager to answer your questions. Talking about their organizations and sizing up potential applicants are major reasons companies are there! Be ready to "sell" yourself. Know yourself, your career goals, and the content on your résumé. Identify your skills and strengths. Be prepared to provide examples of how you have used them.
- TIP 4** **Don't rely on your memory.** Jot down brief notes as you leave each booth. Record your impressions and items needing following up. Ask for a business card.
- TIP 5** **Bring copies of your résumé, an agenda and a pen.** Bring a briefcase instead of your schoolbag. Carry these networking tools in a portfolio or small briefcase.
- TIP 6** **Arrive early.** Company representatives will be alert and have more energy than later in the day. Try to avoid the lunch hours when booths will be short staffed and experiencing line ups.
- TIP 7** **Budget your time wisely.** Prioritize companies you are interested in, but keep all of your options open. Don't monopolize representatives. Should conversations become lengthy, ask for the opportunity to meet the recruiter at a later date.
- TIP 8** **Be outgoing and friendly.** Be prepared to smile, shake hands firmly, and make eye contact with representatives. Fairs tend to be noisy events so make sure you project enough volume when you speak. Network while you wait. Talk to fellow job seekers. Who have they talked to? Have they heard of anyone hiring someone with your background? Be yourself when interacting with employers; smile, be enthusiastic and show interest. Use body language to show interest; good posture and being attentive help you look excited and enthusiastic about the company. Try to remember the employer's name; refer to it when thanking them for their time.
- TIP 9** **Dress appropriately.** Dress professionally, your attire should be clean and neat. Avoid casual clothing, such as jeans, t-shirts, running shoes and baseball caps. You want to be remembered for what you said - not what you wore! Wear comfortable shoes. Avoid chewing gum.
- TIP 10** **After the fair.** Mail a Thank You letter to employers you remain interested in. This is not only appropriate but it brings positive attention to your name. Include information about your conversation and your interest in the company. File all of the brochures, annual reports, and other materials you received from employers with your job search materials. This information can shave hours off your interview preparation. Make a note of the companies you need to research further. Use the recruiter as the main contact with their company throughout your job search process until you are referred to a different contact.