

Career Fair Checklist

By Alex Strickland

- ☐ Before the Fair
 - ☐ Read one or more of the articles on working career fairs.
 - ☐ Visit career fair website.
 - ☐ Pre-register with the career fair.
 - ☐ Make a list of the companies and employers attending the fair.
 - ☐ Decide on the organizations you are most interested in and reasearch them.
 - ☐ Read about their current market value and projects.
 - ☐ Develop a plan of attack for the career fair.
 - ☐ Prepare an error-free and well-documented resume.
 - ☐ Print out extra copies of your standard resume to bring to the career fair.
 - ☐ Create or review your elevator speech - a 15- to 30-second commercial that tells who you are and what makes you unique.
 - ☐ Make a list of any questions that you want answers to.
 - ☐ Get a good night's sleep the night before.
 - ☐ Pack pen and paper for jotting down notes and contact information.
 - ☐ Pack portfolio of your accomplishments and samples of your work.
 - ☐ Dress well and have a professional look.
 - ☐ Go easy on any perfume or cologne.
- ☐ At the Fair
 - ☐ Attempt to establish rapport with each recruiter.
 - ☐ Treat every meeting as an interview with a potential employer.
 - ☐ Use your elevator speech.
 - ☐ Make sure that you feel confident.
 - ☐ Gather information and materials from each organization's booth.
 - ☐ Showcase your knowledge of each company.
 - ☐ Ask questions.
 - ☐ Ask about the organization's recruiting timetable.
 - ☐ Collect business cards from each recruiter.
 - ☐ Be polite.
 - ☐ Make connections with people.

- ☐ After the Fair
 - ☐ Send thank-you notes to each recruiter.
 - ☐ Plan to follow up with each recruiter about two weeks after the career fair.
 - ☐ Keep track of all the recruiters and potential job leads.
 - ☐ Find other sources of job leads.