

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.