

How to Work Job Fairs and Hiring Events

Research employers. Recruiters will see hundreds of job seekers during the course of the day. Stand out from the rest by preparing early. Many event websites list which employers are coming.

Visit Career Services early to create a targeted résumé.

Bring or email your résumé to Career Services several weeks before the event to have it critiqued by a career counselor and discuss how to target it to a specific employer or job.

Strategize. Arrive early. Identify and locate the companies you are most interested in talking to and visit their booths first. Remember, it is about quality, not quantity!

Bring plenty of résumés. Target your résumé objective to each employer you want to speak to and bring at least two copies for each.

Apply online, and do not be discouraged if an employer cannot accept your résumé at a hiring event.

Many companies require online applications because of legal reasons, so apply in advance and tell recruiters you have taken this extra step to demonstrate your enthusiasm for their opportunity. Once you make a good impression in-person, your online application will rise to the top.

Dress to impress. Many career fairs require professional dress. Not sure if what you plan to wear is appropriate? Talk to a Career Services counselor for advice.

Know what you want to say. Talk about your achievements and accomplishments. Use our Elevator Pitch worksheet to plan what you want to talk about or you can meet with a career counselor for assistance.

Listen up! While you wait to talk to recruiters, use your time wisely. Listen to the conversation recruiters are having with other job seekers. You can use the information you learn to develop some great questions and points to wow the recruiters! Also, network with other job seekers.

Ask good questions. Do your research ahead of time so you can ask the recruiter insightful questions. Do not waste the limited time you have to ask, “What does your company do?” If you have done your homework, you already know the answer. Some examples of good questions:

- What are you looking for in a successful candidate?
- What kind of entry-level positions (or internships) exist within your organization?
- Does your company hire on a continual basis or just at certain times of the year?

Be enthusiastic and have a positive attitude. Whether you are looking for a job or internship or are simply getting practice talking to employers, a job fair is a rare opportunity for you to get face-to-face time with those who can help you get ahead.

Collect business cards and follow up. Always follow up with the recruiter to thank them for their time and remind them of your conversation with them. It is best to send them an email the afternoon/evening of the event.

Organize before you leave the hiring event. Take a moment before you leave the event to jot down some quick notes about the recruiters and companies you met with while it is still fresh in your mind.