



Be prepared for the Career Fair

Prepare in Advance

- Visit the Student Employment Center for an up to date list of participating agencies.
- Attend Employability Workshops presented by the Student Employment Center.
- Research participating agencies, trends in the respective industries, and be familiar with industry lingo/terminology.
- Prepare and practice an introduction and questions for agency representatives.
- Practice basic interview questions.

Arrive to the Career Fair Prepared

- Dress professionally in interview attire.
- Bring enough well-organized, error-free resumes to give 2 resumes to each agency.
- Take a deep breath and relax before speaking to agency representatives.

Network Effectively

- Convey confidence and interest through our body language.
- Speak to as many agency representatives as possible — regardless of the type of position you think they are offering.
- Ask relevant questions — avoiding common or salary questions.
- Listen carefully to the information the agency representatives give to you.
- Establish a follow-up plan with agency representatives.

Follow-Through

- Contact and maintain network with employers.
- Always send a Thank You note/letter after an interview.