



Making the Most of a Job Fair

Attending a job or internship fair helps get your foot in the door. Here are a few tips you need to know:

Before the Job Fair

- ◆ Thoroughly research those companies that interest you to gain background information upon which you can base your conversations with the company representatives. Research their history, locations, and current career opportunities ahead of time using the company website, your school's library, or the career center.
- ◆ Express your interest and motivation by arriving early to meet with employers before the fair gets crowded. Remember to bring a list of employers you are interested in meeting.
- ◆ Think about the interview questions you may be asked, and develop a commercial that concisely states your qualifications, interests, skills and strengths. Practice out loud so you become comfortable.
- ◆ Create a professional resume that targets your position(s) of interest. If you need assistance in preparing a résumé, attend a résumé workshop, use the examples found in the Career Resource Library, or visit the links found on the Career Services website. Once you've created a draft, meet with a career counselor to "fine tune" your résumé.
- ◆ Prepare a few relevant questions you would like to ask the employers such as the types of skills the employer is seeking.
- ◆ Prepare your own job fair kit complete with enough resumes for employers you want to talk with, plus a few extras. Make sure your resume is printed on resume-quality paper.

During the Job Fair

- ◆ Dress the same as you would for a job interview. Consider this a preliminary interview. You want to present the best image possible -- jeans, sweatshirts, flip flops, sneakers, and backpacks won't cut it. Avoid excessive jewelry, perfume, loud colors, low cut blouses, short skirts, tight clothing, and ties with animal characters or sayings. You will only have a few minutes to make an impression as a job candidate. Positive first impressions are critical!
- ◆ Turn off all cellular telephones and electronic devices – better yet, don't bring them with you into the event. The noise from these items (even “vibrate” makes noise) is distracting and can be viewed by the recruiter(s) as unprofessional.
- ◆ Keep an open mind and don't reduce your opportunities due to lack of information or effort. You may want to tour the event and make contact with all the participating organizations to learn more about them and what they have to offer, but visit your "priority" companies first.
- ◆ Approach employers with confidence. Make eye contact and shake hands with the employer when you introduce yourself. Prepare a brief introduction. For example: “Hello, my name is Mary Brown and I'm a junior at McDaniel College majoring in Biology. I am interested in learning more about the research positions with your organization.”

◆Present your resume and tell the employer why you would be an excellent candidate for the position and why you are interested in the organization.

◆Ask for company materials and business cards. This enables you to have something to refer to when you follow up with an organization. Take notes immediately after leaving the employer so you remember relevant information. When you send Thank You notes, remember to thank the recruiter for taking the time to speak with you.

After the Job Fair

◆After the event, you should make it a point to follow up with a letter expressing your interest in the company and in what they have to offer. This will help you stand out in the employer's mind. You may want to include an updated résumé or provide better answers to specific questions asked during the event. Thank you/follow up letters should be received by the employer within 2-5 days after an event.

◆Contact the Office of Career Services with updates on interviews and job offers. Call 410-871-3305 or email us at career@mcdaniel.edu.

Questions to Ask Recruiters

◆What are common career paths with your organization?

◆Do you offer an internship program? If so, how do I find out more information?

◆What is the training program for new hires?

◆What do you look for in a candidate?

◆What are some of the duties I would perform in the _____ position?