



Preparing for a Job Fair

In an effort to make hiring of new employees as time and cost efficient as possible, many organizations attend job fairs. During these events large numbers of employers, sometimes in excess of 200, are set up with tables in a large facility, such as a hotel ballroom, and interested candidates get to present themselves for a few minutes in hopes of landing a follow-up interview back at the organization's office. Given that this is hardly conducive to effective communication or relationship building, anyone attending a job fair would be advised to consider the following advice.

Prior to the Job Fair

Research the Organizations Which Are Expected to Be Present

- What do they do?
- What is their reputation?

Know Your Resume

- Be ready to elaborate on all points of your academic and work experience.
- Be prepared to provide examples of demonstrated skills and accomplishments.
- Be ready to discuss your interests and goals.
- **Know the highlights: you may only have 5 minutes!**

Rehearse

- Practice providing your introduction.
- Practice responding to questions you'd anticipate.
- Prepare questions for each individual organization.

During the Job Fair

Ask Questions

- What are the entry-level, summer or part-time positions available to students with my background?
- What qualifications do you look for?
- What is the hiring process at your organization?
- What are the current and/or anticipated projects in your firm?

Answer Succinctly and Directly

- What kinds of positions are you looking for?
- Tell me about yourself.
- What interests you most in this field?
- What background or experience will you bring to our organization?
- What is/was your favorite/least favorite course/professor/job?

Dress Professionally

Do's:

- Neatly combed hair, polished shoes
- Clothing that is reasonably neutral, vs. flashy

Don'ts:

- Chew gum
- Loud perfume, distracting jewelry

Act Confidently and Positively

- Introduce yourself with a smile, shake hands firmly, maintain eye contact.
- Explain what you are looking for/wanting information about.
- Ask for a business card.
- Conclude by expressing your continued interest and thanking the recruiter for his/her time.
- Write a thank-you note within three days, reaffirming your interest.

Questions: Contact Career Services, 202 Prybyla Center, 202-319-5623, careers@cua.edu