

Job Fair Success

STEPHEN F. AUSTIN STATE UNIVERSITY • CCPD

GETTING PREPARED

1. Research companies before the event. Find a list of companies scheduled to attend on the SFA Career Services [website](#).
2. Dress professionally – Now is the time for business casual to business formal
3. Social skills are on display. Practice introducing yourself to an employer, greet recruiters with a firm handshake, be polite while conversing and maintain appropriate eye contact. Sometimes it is crowded and difficult to hear, so speak clearly and concisely.
4. Prepare your sales pitch and deliver it in less than 60 seconds.
 - o Recruiters want to know the basics:
 - Your name
 - Classification
 - Academic Major
 - Opportunities that you are seeking
 - Relevant work experience and internships
 - Your skills and strengths
 - o Demonstrate knowledge of the company
 - o Know what you are looking for and stay on subject
5. Bring copies of your resume, at least 15 – 20.
6. Arrive early. Recruiters may leave early because of travel requirements. Occasionally, recruiters may cancel and arriving early will help you to adjust your strategy.
7. Wear a name tag and write legibly: your name, classification, and certifications as applicable.
8. Plan your strategy. Map out your top companies or districts and visit them first. Then proceed to other recruiters as time permits.
9. Get recruiter or company contact information from pamphlets or business cards and use them to write 'Thank You' notes and ask follow-up questions.
10. Locate a diagram of organization setup, usually located outside the venue or printed on handouts.
11. Confer with faculty in attendance. Many are there to greet recruiters representing companies with whom they once worked or to whom they have referred other graduates.

QUESTIONS TO ASK A PROSPECTIVE EMPLOYER

1. What do recent hires like about working for your company or district?
2. What goals are in place for the next 5 – 10 years in terms of growth and expansion?
3. What is the size of your company or district?
4. What are the opportunities for advancement for successful employees?
5. What are two or three things about your company or district that you believe could be important to me as I move forward in my search process?
6. What benefits does your company provide? Be careful not to prematurely inquire about salary until recruiters broach this subject.
7. How may I contact you if I have questions? Business cards and pamphlets or brochures are typically provided.

OTHER USEFUL INFORMATION

1. Job Fairs are sequential to class periods and this usually means that many tend to arrive at the fair simultaneously. If one business or district is crowded and the line seems to be moving slowly, move to another site and return.
2. TURN OFF YOUR CELL PHONE. DO NOT PUT IT ON VIBRATE. TURN IT OFF.
3. Recruiters are not always from Human Resources departments. They may be representing only one aspect of a very large company or district. Ask for contact information from their Human Resources or a specific contact in your area of interest.
4. Some companies ask for interviews immediately and you may find yourself in a hall or stairwell. Others will stay over and have interest sessions that same day and interview the next.
5. Write down information that is important and organize it immediately after the job fair.
6. Breath mints are acceptable, but chewing gum is not acceptable.