

Career Faire Preparation

The Career and Internship Faire is a great opportunity for you to meet employers and explore career opportunities. Below are some tips for you to make the most out of the event.

NAVIGATING THE CAREER FAIRE – Since you will spend a limited time at the faire, determine ahead of time who you think you would like to talk to so you can make the most of your time. After talking to each employer, write down who you talked to, what you talked about, and your next steps for follow-up.

APPROACH EMPLOYERS WITH AN OPEN MIND – Look beyond your perceptions about organizations and careers. Employers attend the Career and Internship Faire because they want to talk to Pacific students and they are interested in your degree. There are many opportunities available that have advancement potential and are often overlooked by students.

WHAT TO BRING – Bring 5-10 copies of your resume. An objective is not necessary for a career faire, but make sure your resume looks professional and is free of typos.

Bring a notepad and pen so you can write down some notes about each employer.

Put your resumes in a portfolio or professional folder so that they don't wrinkle and are easily accessible.

Don't bring a lot of extra things that you don't need such as backpacks and text books. This will make things less awkward when you are trying to access your resumes.

SMILE AND BE APPROACHABLE – Make a positive impression by being personable. Employers want to get to know you, so even if you are nervous, smile and focus on having a "friendly conversation". Don't forget to thank the employer at the end of your conversation and ask for a business card.

SPEAK CLEARLY AND CONCISELY – Even if you are nervous, be aware of your speech patterns and slow down your talking.

INTRODUCE YOURSELF – Develop an introduction and practice ahead of time. Give your name, major, year in school and your career interests. Be prepared to shake hands with the employers if they offer. Maintain good eye contact, listen carefully, don't interrupt, and don't chew gum.

Examples:

"Hello, my name is Chris Scott and I am a 4th year psychology major. I'm interested in pursuing a career in the social services field and I wanted to find out what career opportunities are available with your organization"

"Hello, my name is Adam Kennedy and I am a 3rd year political science major. Does your organization offer internship opportunities?"

"Hello, my name is Allison Wong and I'm a freshman majoring in English. I am beginning to explore my career options and wanted to find out about internships that might help me decide on a career. "

DRESS PROFESSIONALLY – This is not a casual event, so do not wear jeans. Suggested attire includes:

Men: Suit or dress slacks
Shirt and tie or polo
Leather shoes

Women: Suit, dress slacks, or skirt (knee length or longer)
Sweater or blouse that is conservative and non revealing
Closed toed heels (not more than 2 inches) or flats

RESEARCH – Research the attending organizations prior to going to the Career and Internship Faire. A lot of helpful information can be found on Tiger Jobs and the organization's website. From the home page of Tiger Jobs, use the quick link to view the list of attending organizations and click on the name of the organization to view the company profile. Determine what the organization does, what types of career opportunities are available, and the organization's mission statement.

If you have already done your research ahead of time, there is no reason to ask "what does your company do?". In fact this can be a big turn off to employers because they assume you are not prepared.

Below are some samples of other questions that you may want to ask:

- I'm a _____ major. What kind of career opportunities does your company have for _____ majors?
- What qualities do you look for in your entry-level candidates (or internship candidates)?
- Why did you choose to work for ____? or What do you like about working for ____?
- What is the typical career path for someone who starts as a ____ at your company?
- How would you describe the culture at your company?
- How many entry-level positions (or internships) do you typically recruit for each year?
- What is your hiring process like?
- What are the opportunities for advancement with your organization and how long does it take for a typical employee to advance?
- What types of training opportunities are available through your organization?
- Do you need to have previous experience related to your field in order to be considered for an opportunity?
- Should I belong to any specific Professional Associations? What professional journals should I be reading?
- How do most people enter this profession?

FOLLOW UP – Do not wait for the employer to contact you. Stand apart from the rest of the candidates by being proactive and following up. Send a thank you note or email to the recruiter that you spoke with at the Career and Internship faire and keep in touch with them several times through out the year (i.e. attend other Career Resource Center events and re-introduce yourself).