What should I bring to the Career Fair?

- several copies of your resume
- cover letter is optional
- something to take notes with
- enthusiasm and a smile!

see this website and 'students' for our many job search resources

Have at least 4 questions to ask recruiters

You should come up with your own questions but here are a few examples to get you started:

- Does your organization hire on a continual basis or just certain times of the year?
- What does your organization consider the most important qualities in an employee?
- Is there a G.P.A. cut-off in the recruiting process?
- What made you choose to work for this organization?
- How long have you been with this organization?
- What things have your organization accomplished of which you are especially proud?
- What is the retention rate in your organization?
- What goals does your organization have for the future?
- What majors are you looking for?
- Tell me about your mentoring program.
- May I leave a copy of my resume with you?
- May I contact you after the career fair? How do you prefer to be contacted?
- What is the best time frame?
- What are the procedures to get an interview.
- What is the hiring process for your organization?
Turn your cell phone off or put it on vibrate if you need to be accessible. Network alone rather than in groups – recruiters are interested in you. Please check your bag at the door, it screams ‘student’ instead of ‘candidate!’ Make a good first impression – make eye contact, be polite and enthusiastic. Come early - don’t wait until the end of the day when recruiters are packing up.

‘Business casual’ attire is generally the norm for career fair attendees. Carry a nice folder with copies of your resume and something to take notes with. Speak with confidence and avoid fillers such as uh, um, like, you know, dude. Shaking hands is appropriate but don’t forget to introduce yourself. Gain valuable information by subtly eavesdropping on conversations.

Visit with every recruiter – the experience will enhance your job search skills. Be an active participant and not just a browser or window shopper. Politely wait your turn to speak with the recruiter; come back later if necessary. Never monopolize the recruiter’s time unless it’s their choice to continue talking. Let the recruiter know if you are exploring about careers or seeking a position.

If an employer interests you, give the recruiter your personal 1 minute infomercial. Hand your resume to the recruiter rather than just dropping it on the table. Thank the recruiter for their time and get their business card (and name). Revisit the organizations that most interest you to make a lasting impression. Take notes so that you can follow-up later with those organizations of interest.

Email thank you notes to recruiters of those organizations that interested you. Make sure to indicate your interest in a position and attach your resume. If you haven’t heard from the recruiter within 2 weeks, give them a call. Whether you are searching for a job or just exploring careers, stay positive. For other opportunities check out the job board at www.unr.edu/educ/coecareers.