* TIPS ON HOW TO PREPARE FOR THE CAREER FAIR *

TRI-COLLEGE RECRUITING DAY & STEM RECRUITING DAY

Friday, January 25

Career Fair: 10:30am – 12:45pm  Interviews: 1:30 – 5:00pm

BEFORE THE FAIR
- Review the list of organizations attending the fair in “career fairs” section of Handshake.
- Review your resume and make additional copies for distribution at the fair
- Prepare and Practice a 30-second elevator pitch/introduction
- Prepare questions you can ask to employers
- Determine your professional attire. Business casual is acceptable. Contact your Career Center with any questions

DURING THE FAIR
- Consider the fair layout and map out a plan. TCRD employers will be arranged alphabetically. STEM employers will also be arranged alphabetically with green balloons.
- Stop by the Campus Philly table, who is there to help you practice your introductions!
- Carry as little as possible (no coats or backpacks)
- Organize a list of employers you plan to visit and order their priority
- Practice your introduction with a few employers before approaching your top picks
- Speak with many employers. Remember, this is your chance to explore new opportunities you have not considered before
- Pick up employer literature. Ask for a business card from each contact.
- SMILE – thank the employer for coming to the fair! Try to enjoy connecting with another person about a potential great opportunity that awaits

LAST MINUTE INTERVIEWS
- This is one of the purposes of the Career Fair! Many employers will be soliciting resumes during the Career Fair for open time slots on their afternoon interview schedule
- Complete instructions on how to apply for an afternoon interview slot will be available at the fair

AFTER THE FAIR
- Write thank you emails within 24 hours to the recruiters you met. Reiterate your interest and highlight something you learned
- Keep record of your contacts
- If interested in applying for their positions, follow directions on how to apply within a timely manner

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