* TIPS ON HOW TO PREPARE FOR THE CAREER FAIR *

TRI-COLLEGE RECRUITING DAY & STEM RECRUITING DAY

Friday, January 24, 2020

Career Fair: 10:30am – 1:00 pm  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 will be 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! Some 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.