

## **Office of Career Exploration and Success Spring 2023 Career Fair Guide**

**Do Your Research** - Look up the organizations attending the fair and be sure to take time to learn about each one you plan to interact with. You can find the full list of participating organizations at the [online career fair directory](#). Select what type of candidate you are (for example, international student) and then you see a full list of the organizations and the day they will attend the fair. Have a question or two ready to ask them based on what you learn. Look for recruiters on LinkedIn & Handshake and reach out to express that you're looking forward to seeing them.

**Attend a CES Career Fair Prep Event** - Students who attend a [prep event](#) will earn a #MEGAFASPASS — The #MegaFastPass is a digital pass that enables you to skip the registration line at the Spring 2023 Career and Internship Mega Fair. **Plus, it also grants you early admittance at 10:30 AM into the fair.** The #MegaFastPass is valid for each day of the fair, including Thursday, February 16 and Friday, February 17.

- Log in to your [Rutgers Handshake Account](#) using your NetID and Password (If this is your first time logging in, the system will require you to update your profile) select Career Center, and then Resources, and the #MegaFastPass should appear if earned. (The MegaFastPass typically appears in your Handshake account 24 hours after attending a career fair prep event.
- You must present this digital pass (either printed or on your mobile device) upon check-in to skip the line or to take advantage of early admittance. Please note there will be a designated line just for #MegaFastPass holders.

**Create or Update a Resume** - Go to a [Virtual Resume Critique](#) or other prep event to get your resume reviewed prior to the career fair. If you need to create a resume, review the article, '[Anatomy of a Resume](#)' at the CES website.

**Prep an introduction of Yourself to Share with Recruiters** - Practice your introduction with friends. Not sure what to say, check out the [CES website on crafting an "elevator pitch"](#) and review the sample introductions and the [Career Fair Intro worksheet](#)

**Dress the Part** - Make sure you look professional by dressing in [business professional or business casual attire](#) and check out [Indeed for more examples including gender-neutral professional dress](#).

**Be Confident and Make a Good First Impression** - Recruiters at a career fair expect you to approach their table and introduce yourself. They also want to know if you've done your homework and learned about their organizations and the types of opportunities they offer. Be ready with your introduction and have some additional questions in mind to keep the conversation going

*Sample professional questions:*

- What do you like most about working at the company
- What do you enjoy most about your job?
- What does the hiring process look like for this role?
- What does a typical day look like for this role?
- How have you grown from working with this company?

**Be Ready for Questions** - Your conversation with an employer is a form of an interview. Be ready to share about yourself in an intentional and strategic way.

*Sample questions they may ask:*

- What did you do to stay productive over the summer/winter break?
- What have you been working on?
- What are your strengths/weaknesses?
- What do you see yourself in 5 years?
- What is your ideal work environment?
- How do you schedule/prioritize your work?
- Describe your communication style.

- Do you have previous experience working remotely?

**Follow Up** - Connect with employers on LinkedIn and/or get their contact info. For details on how to create or enhance a LinkedIn account go to [Learning LinkedIn for Students](#). Within 48 hours, send an email or message highlighting what you enjoyed about your conversation and thanking them for their time. Write down something unique about the conversation right after it so you can personalize your follow-up message. Don't copy and paste your outreach, especially not to two different people at the same company.

### **Frequently Asked Questions**

#### **What if I don't have time to create/update a resume - should I still attend the career fair?**

No worries! If you don't have time to prepare a resume, attend the career fair anyway. You can still interact with recruiters and let them know you'll follow up with a resume after the event by applying for their opportunity in Handshake or online at their organization website.

#### **Is the fair only for juniors and seniors?**

Absolutely not! Many organizations attending career fairs are looking to hire all students. Your experience and skills are what really matter.

#### **I'm not looking for a job or internship right now, should I still attend the career fair?**

Yes - especially if you've never attended a career fair before. Attending the event to see how it's organized, to see how students are engaging with employers and to practice talking with employers will prepare you for the next career fair. If you are a first-year student and you are exploring at the career fair, let the recruiters know. Recruiters are aware that this is a learning process for students.

#### **What should I wear to a career fair?**

You want to look professional and make a good first impression. You can dress in business professional attire - which is a business suit (if you own one) or you can dress in business casual - which is a nice shirt such as a button down or blouse and nice pants or a skirt (no jeans). Review the samples for business formal and business casual at the [CES website](#).

#### **I have class during the first hour of the career fair. Should I still attend?**

Yes. The career will take place from 11:00 PM to 4:00 PM on both days. You can attend anytime but we recommend you arrive no later than 3:00 PM. You want to make sure you have enough time to connect with organizations. If your schedule is flexible, we recommend arriving earlier in the day when recruiters are fresh and lines are smaller (especially for popular organizations).

#### **How can I best use my time at a career fair?**

Plan to spend 60-90 minutes (if your schedule allows) to connect with organizations. Identify 5-7 organizations you want to connect with and make sure that list includes a mix of smaller, lesser known organizations and larger, well-known organizations. Big name organizations are more popular so more students want to connect with them which means you'll need to wait in line for your turn. Smaller organizations won't have lines so you won't need to wait and you'll have more time to connect with these recruiters. Remember, do your research ahead of time and identify your 5-7 organizations and research them so your conversations will be impactful.