A-List Career Fair Checklist
September 19, 2019 | Rakuten HQ | 4:30 – 8:30 p.m. | http://www.ajobslist.com

Do Your Homework Before You Go

1. Explore the Eventbrite page for event details and participant information. On our site, we list participating employers.
2. Decide which employers to visit
   a. Know the primary products and functions of the employer
      i. Visit the employer’s website and research their product pages, programs, social media, blogs, and PR.
   b. Know the roles they hire for
   c. Know the industry outlook
      i. Leverage news and research resources
3. Prepare questions that you want answered
4. Develop your “30 second pitch”
   a. Practice telling your story in 30 seconds or less. Identify why you are a strong candidate for the organization and highlight your knowledge of the employer.

First Impressions are Lasting Impressions

1. Dress to impress - Suits are not necessary, but do make a professional first impression.
2. Make sure you have your professional portfolio or folder to keep your resume and notes handy. You can also use this to store business cards you receive at the fair.
3. Make enough copies of your resume. You do not want to run out.
4. Prepare your “cheat sheet” of notes on employers that interest you and questions that you want to ask.
5. A pen and paper to write with the day of the fair.

The Day of the Career Fair

1. Arrive early so you can be composed. Turn off your phone and get a drink of water while you get a lay of the land.
2. Check your “cheat sheet” before you meet with employers so you know what to say.
3. Meet with employers. When you do, give a firm handshake, make eye contact, and share what you know about their company.
4. Take frequent breaks to strategize. Review your notes and plan follow up.

After the Career Fair

1. Complete any follow up actions needed, including sending follow-up cards or contacting representatives.
2. Create your professional contacts list. Add the contact information into a database or spreadsheet to be used for future networking, including emailing and LinkedIn.