



CAREER FAIR CHECKLIST

DO YOUR HOMEWORK (BEFORE YOU GO)

- Explore the Career Fair's website for event details and participant information. You can find a list of Career Fairs and links to their websites at [HireAggies.com](https://www.hireaggies.com) -> **Current Students** -> **Events** -> **Career Fairs**.
- Decide which companies to visit.
 - Know the primary products/function of the employers and be able to state why you want to work for them.
 - Visit the organization's website and seek out pages that highlight products, services and programs. Go beyond the front page, seek investor pages, annual reports, and highlighted achievements.
 - Know the majors they hire.
 - Visit the Careers pages for the organizations that interest you. Seek out the majors they recruit and the jobs they have available. Be able to explain why you want to be hired for the job.
 - Visit [HireAggies.com](https://www.hireaggies.com) to research possible positions available and apply for those that interest you.
 - Use [AggieNetwork.com](https://www.aggienetwork.com) -> Find An Aggie to research the former students hired in the past.
 - Use CareerShift inside [HireAggies.com](https://www.hireaggies.com) to find more employer, position and contact information.
 - Know the industry outlook.
 - Research online resources, trade journals and periodicals like Google News, Yahoo Finance, BusinessWeek and the Wall Street Journal.
- Prepare questions that you would like the employers to answer.
- Develop your "30 Second Pitch"
 - 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

- Look Employable
 - Suits are not always necessary but do make a professional first impression.
 - Most important, do not attend wearing what you would typically wear to class.
- Make sure you have a professional portfolio or folder to keep your resumes and notes organized. You can also use this to store business cards you receive at the fair.
- Make enough copies of your resume to hand to all the employers at the event. While you may not visit every fair participant, you do not want to run short on copies of your resumes.
- Prepare written notes on employers that interest you and questions you may want to ask. You have done your homework and do not want to miss any important points. Make sure you carry this with you to the career fair.
- Take a pen and blank paper to write additional notes the day of the fair.

THE DAY OF THE CAREER FAIR

- Arrive early so that you have enough time to plan your strategy for visiting with the employers, check your appearance, get a quick drink of water and silence your phone.
- Check the notes you have prepared prior to visiting with each company to review the important points you found while doing your homework.
- Meet with the employers, firmly shaking their hands, making eye contact and sharing your key points, including your knowledge of their organization and your "30 Second Pitch".
- Take frequent breaks. Review your notes, write down additional notes on the contacts you made, create a list of any follow-up actions and collect your thoughts for the next meeting.

AFTER THE CAREER FAIR

- Complete any follow-up actions needed, such as sending thank you notes or contacting an additional representative if asked to do so.
- Create your Professional Contacts list. Add the contact information you gathered at the fair into a database or spreadsheet to be used for future professional networking purposes. You can then use this to make connections through LinkedIn, the AggieNetwork and other networking resources.