



Job Fair Prep Checklist

Preparation: Before the Fair

1. Know who will be attending so you can determine ahead of time who you want to connect with
 - Review the company webpage to find information on what their mission is and what opportunities they have available
 - Prepare a list of questions to ask each employer based on your research of their company
2. Develop your [Elevator Pitch](#)
 - Determine which skills and experiences to highlight that will help you present yourself as a strong candidate to the company
 - Practice giving this introduction to others so that by the day of the fair your confidence will shine bright
3. Review your [Resume](#)
 - Read through your resume to verify your key skills are highlighted within the top 1/3rd portion, your bullet points start with action verbs and are in the correct tense, and you show your work and education accomplishments
 - Ensure your resume is tailored to each employer you plan to connect with
4. Get your outfit ready
 - Assemble your outfit the night before to verify items are clean and not wrinkled
5. Prepare your Padfolio (can purchase at bookstore, [Target/Walmart](#) or [Amazon](#))
 - Place a copy of your resume for each employer, 2-3 pens, and any notes you have on questions to ask the employers in your padfolio
 - Put any forms related to registration verification in your padfolio so you can present them on your way in to the fair

Implementation: At the Fair

1. Use good nonverbal communication
 - Greet each recruiter with a firm handshake and a smile
 - Maintain eye contact with the recruiter throughout the conversation
2. Speak clearly and confidently
 - Try to avoid mumbling, interrupting the speaker, and talking quickly
 - Before walking up to an employer take a few deep breaths to calm any nerves
3. Take notes
 - Write down information the recruiter provides you on the company and the application process as well as how they answer the questions you have prepared for them
4. Obtain contact information
 - Request a business card from each recruiter you speak with. If they do not have this with them write down their name, job title, e-mail address, and phone number

Follow-Up: After the Fair

1. Send a [thank-you note](#) via email
 - Attach your resume and reiterate your interest in the company and how your skills match their needs
2. Track job leads
 - Use a spreadsheet or an organizational app such as Trello to help you keep track of who you have been in contact with and where you are at in the application process
3. Utilize [LinkedIn](#)
 - Add the recruiter as a connection on LinkedIn. When doing so, mention something you found interesting from your conversation or ask another question