



HOW TO PREPARE FOR A CAREER FAIR

What is a career fair and why should you attend?

A career fair is an event where numerous employers seek to recruit individuals to work for their organizations. It is an opportunity for employers to increase awareness of their organization while conducting a preliminary assessment of candidates for existing or future positions. Career fairs are also an opportunity for candidates to meet with many employers in one location, learn about multiple organizations and their job opportunities, meet face-to-face with employers, and apply for jobs and internships. Please read Career Center emails to be aware of career fairs taking place throughout the school year.

How to prepare:

- Review the list of participating employers and identify employers that interest you (you will typically be able to see the list of employers for YU career fairs in the “Events > Career Fairs” section of YU CareerLink one week prior to the fair)
- Research each organization of interest and prepare relevant questions to ask
- Practice your “personal pitch” stating your career goals and explaining to employers why you want to work for their organization (see the Career Center’s “Personal Pitch” tip sheet for a quick guide on how to craft your personal pitch)

What to bring:

- Professional folder, portfolio, or briefcase (leave backpacks at home)
- Ample supply of flawless resumes on bond/resume paper
- Pen and paper
- List of organizations that are your top prospects

What to wear:

- Business suit – same as interview attire (for men, this includes a tie, for women, no mini-skirts)
- Polished, appropriate, yet comfortable shoes (no sneakers)
- Men should not wear bright colored socks and yarmulkes
- Minimal jewelry
- Avoid perfume/cologne, BUT do have good hygiene
- Women: Please see Career Center’s “Professional Attire for the Women in the US” for more information

What to expect:

- Crowds!
- Free admission (with some exceptions)
- List/map of employers
- Rows of booths hosted by company representatives
- 1-2 minute meetings with recruiters
- Lines for popular employers

What to do at the event:

- Arrive early and check in when recruiters are fresh, alert, and attentive
- Obtain an employer directory/map
- Review the floor plan and locate your targeted employers first
- Approach recruiters with confidence
- Make eye contact
- Smile, introduce yourself, and offer a firm handshake
- Present your 1-2 minute pitch (see the Career Center fact sheet on “Personal Pitch” for more information). Include the following:
 - Name
 - Area of study/class status (junior, senior, etc.)
 - Career interests
 - Accomplishments/qualifications
 - Why you are interested in the employer
 - Type of position you are seeking (internship or full-time, which division, etc.)
- Offer your resume
- Ask questions to learn if the organization and its positions are a “fit” for you
- Identify further contacts
- Avoid asking sensitive questions on topics such as salary, benefits, and number of hours you will work
- Get a business card from each recruiter with whom you speak
- Inquire about suggested follow-up methods
- Thank the recruiter for his/her time

What NOT to do at the event:

- Do not stick with your friends the whole time
- Do not walk around the fair on your cell phone
- Do not take too many of the “give-aways”
- Do not come unprepared

After the fair:

- Make notes on your interactions with employers
- Follow the application procedures described by the recruiters
- Send thank-you letters to employers you met