TIPS FOR NAVIGATING CAREER FAIRS

Before the Fair

Research:
- Check the careerservices.uic.edu and studentemployment.uic.edu websites to find upcoming events and identify registered fair employers
- Make a list of employers with whom you want to meet. Plan to meet employers you’re less interested in first until you’re feeling confident
- Research companies thoroughly: Business Research Guide

Resumes:
- Update your resume and have someone review/proofread it for typos
- Make plenty of copies of your resume to bring to the fair
- Use a portfolio to carry your resumes
- Needs tips and samples? Review Resume, CV, and Cover Letter on careerservices.uic.edu

Elevator Speech/Introduction:
- Prepare to tell the employer about your interest in the job/career, your relevant experience & the skills you offer (Your “elevator pitch”)
- Practice answering interview questions about your skills & experiences
- Make a list of questions to ask employers
- Need training? Review Networking and Interviews on careerservices.uic.edu

Appearance/Apparel:
- Invest in a professional suit or outfit in a conservative style and color: What to Wear to an Interview Guide
- Shower and groom yourself so you look neat and appropriate for an interview

During the Fair

Etiquette:
- Refrain from using your cell phone because it could make you appear uninterested in the fair or the employers
- While waiting in line, please be patient and respectful
- No smoking, chewing gum, or eating
- Leave your coat and backpack at coat racks, but be aware they are not monitored
- Review the career fair program when you arrive to determine employer locations
During the Fair (continued)

What to do when you approach employers:

☐ Introduce yourself and provide a confident handshake
☐ Hand the employer a copy of your resume
☐ Give the employer your “elevator pitch” expressing your interest in the company & position, and your relevant skills & experience
☐ Attempt to engage the employer in a short conversation about the company - Discuss information you found on their webpage or other research
☐ Watch your non-verbal communication - Facial expressions, eye contact, hand gestures, posture, tone of voice, fillers (um, like, and you know)
☐ Smile & appear interested, enthusiastic, and upbeat
☐ Answer questions interested, enthusiastic, and upbeat
☐ Ask your questions and inquire about next steps in the process
☐ At the end of the conversation, reiterate your interest in the position
☐ Obtain business cards or contact information from every recruiter you meet
☐ Shake hands and say “thank you”
☐ Need training? Review Networking and Interviews on careerservices.uic.edu

After the Fair

☐ Send a brief email within 24 hours of the fair thanking recruiters for their time
☐ Follow up after a week to check the status of your application
☐ Need samples? Review Sample Thank You Letters, Notes, and Emails

Want further help?

Visit the Hours and Location page on careerservices.uic.edu to schedule a career advising appointment or use walk-in advising services