

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
- Need 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 with concrete examples using the STAR method (Situation, Task, Action, Result)
- 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