Preparing for a Career Fair

BEFORE:

Make sure your resume is polished and presentable
• Should be neatly formatted with relevant content. Examples: ecc.engr.uic/resumes
• Make sure to check for spelling and grammar errors. Have a friend double-check
• Resume paper is ok to use, but keep it simple and not too flashy (light color)
• Carry your resumes in a padfolio or nice folder (no file folders or in your hand)
• If your resume is two pages, print out both pages and staple (no printing on back)

Research the employers you plan on meeting
• Employers appreciate when you know about their business and hiring needs
• There are over 75 employers attending the Engineering Career Fair
• Do your homework on the employers you plan to meet: go.uic.edu/Spring2017Employers
• Besides their websites, check LinkedIn, GlassDoor and news articles or blog posts
• The more you know about your target employers, the more confidence you will have!

Prepare an elevator speech
• An elevator speech (30-45 seconds) will give you confidence to impress the employer
• Here are some tips to help you out: go.uic.edu/ElevatorSpeechTips

Dress to impress the employers
• It is recommended that both women and men wear professional business attire
• Women: Suit, natural looking make-up, no bulky jewelry, closed-toe shoes
• Men: Suit and tie, pressed shirt, fresh haircut, polished dress shoes
• Make your first impression with employers a positive one: go.uic.edu/DressForSuccess

DURING:

Navigating the career fair
• Arrive early if possible. There will be a large turnout and you want to make sure you are able to meet with all of your target companies.
• Meet with the popular companies first since those lines get long. (Ex: GE, Nokia)
• Maintain professional behavior, as if you are in interview mode the entire time.
• Ask for a business card in order to follow up with the employer. No card? Get their name and look them up on LinkedIn so you can follow up with them.
• SMILE! Employers notice how you carry yourself and your facial expressions say a lot
• Stand out in a positive way by displaying your unique brand or sharing a memorable story

AFTER:

Follow up with employers. This is an important last step
• Use the business cards and names you collected and follow up with your target employers
• A brief email or LinkedIn invite shows the employer your strong interest level in them
• Here are some tips on writing a follow-up thank you note: go.uic.edu/ThankYouNote
• Be patient. Employers/Recruiters are busy and will get back to you if they are interested