



## Career Fair Checklist

### BEFORE THE FAIR

- Practise networking by engaging in conversations with fellow career fair attendees
- Prepare to introduce yourself (make an elevator pitch)
- Select engaging questions (see below)
- Plan: who to talk to, and where their booths are
- Dress professionally
- Pack lightly (pen, folder of resumes, phone with LinkedIn app), but bring a purse or bag for employer materials in order to keep hands free

### DURING AND AFTER THE FAIR

- Greet employers confidently and maintain eye contact
- Get your resume in their hands
- Follow up after the event with a thank you
- Act: Follow instructions given to apply OR arrange a career conversation

### QUESTIONS YOU MIGHT ASK

What **entry-level positions** are available in your company?

What **skills, work experience, or educational backgrounds** do you look for when recruiting?

What **courses** would best prepare me for your entry-level positions?

Are there any **student organizations or activities** that would be beneficial in preparing for a position at your company?

What are the **primary responsibilities** of a person in this position?

Does your company offer any **internships, co-ops, or training programs**?

I went online and filled out your application for this role. What else can I do to demonstrate that I am a **qualified candidate** for an interview?

How would you describe a **typical day** in this position?

How is **performance measured** for this job? What feedback systems do you have in place?