



PREPARE FOR THE FAIR

A career fair gives you the opportunity to explore careers, obtain employer information and establish contacts. Employers each year come to UL Lafayette to talk to you about full-time, part-time, internship and co-op positions. They enjoy the opportunity to increase student awareness about their organizations, to identify potential candidates for future hiring needs, and to fill specific positions they may currently have available.

BEFORE THE FAIR

- **Adopt a positive attitude** and focus on the benefits of attending this event. You can learn a lot from employers about their companies and job opportunities.
- **Define your goals**, such as finding jobs or internships, seeking information about companies, or making initial contacts.
- **Bring at least 25 copies of your updated resume** to give to interested employers. You may want to prepare more than one version, depending on your goals.
- **Come prepared** – do your homework. Review the list of employers IN Handshake and visit their websites. Spend time researching the organizations and generate specific questions. This impresses recruiters because it shows a genuine interest in them.
- **Be prepared to briefly answer questions** from employers regarding your career goals.
- **Explore all of your options.** Have an open mind when you decide which organizations you want to visit. You never know when you may find a great opportunity with a company you had never considered.
- **Dress appropriately.** Remember that first impressions count! Conservative business attire is best. You need to be neatly groomed. At the very least, dress in business casual attire. Please see our Dress for Success Handout for more information.
- **Prepare a brief introduction** that will briefly, but enthusiastically, show your strengths, skills, goals, experience, and interest. Practice your pitch and your handshake.

AT THE CAREER FAIR

- **Allow yourself adequate time.** Come as early as possible. Be there when the recruiters are fresh, alert and attentive.
- When you arrive, take a few minutes to **review the table layout** for the room. You may feel more comfortable if you quickly locate and walk by the employers of greatest interest to you. This will confirm their location and alert you to any crowds or lines of other students waiting.
- **Keep an open mind** and consider other organizations you are not familiar with – there are great opportunities everywhere.
- **Relax and Smile.** You are prepared for this event. Enjoy yourself! It is a time to make a positive first impression.
- **Establish eye contact, present a firm handshake** and launch your one-minute elevator pitch. Remember to maintain eye contact throughout your conversation. Have your resume ready to give to the employer.
- **Get a business card or contact name** from every person you meet. Take notes about the next step and the possibility of talking with additional managers.
- Expect to **take the lead in your conversations** with the recruiters. Be positive, enthusiastic, and self-confident.
- Many tables have company swag such as pens, candy, and toys. Be courteous when taking these items. If you take any candy or gum, save it for after the fair. **Avoid taking every free item you see.**

AFTER THE FAIR

- Write **thank you notes** to the representatives you met. Include another resume and, if requested, any additional information.
- **Follow up** with any online applications. Call/email those recruiters who indicated that it was ok to do so.
- **Register for the On-Campus Interviewing Program** to be eligible to interview with any companies returning to campus for on-campus interviews.