



workshop worksheet

job fair success checklist

Plan and Prepare Before the Fair

- ___ Visit Sun Devil Career Link (asu.edu/career). Review the list of companies attending the fair and determine companies of interest and which companies are conducting employer recruiting info sessions.
- ___ Follow companies of interest on LinkedIn
- ___ Prepare a 30 second commercial which highlights of who you are and what you want.
- ___ Rehearse responses to standard interview questions.
- ___ Determine which professional attire you will wear: pinterest.com/asucareers.
- ___ Prepare essential items to take to the fair:
 - ___ a letter-sized padfolio with note pad and pen
 - ___ more than enough copies of your resume
 - ___ your research notes on companies participating in the fair
 - ___ a compact professional portfolio of your work samples (optional)
 - ___ prepare a business card using the templates provided through the ASU Career Guide

Day of the Fair

- ___ Check in at the candidate registration table to pick up a name tag and a copy of the fair layout.
- ___ Review the information and organize a list of employers you plan to visit, in order of priority.
- ___ Practice your 30 second commercial with a few employers before approaching your top picks.
- ___ Develop a plan which includes taking breaks to assure that you will look and feel your best.
- ___ Watch the traffic flow in the room and if a line seems too long, it may be more efficient to select another employer.
- ___ Review the information about the employer before you approach them.
- ___ Ask for the business card of each contact.

Following Up After the Fair

- ___ Write thank you e-mails within 24 hours to those recruiters you visited at the job fair.
- ___ Keep accurate records of your contacts with companies. Include dates of your letters or telephone calls and copies of all application materials you send.

Best Practices at the Fair

Approaching the Employer

Respect other people's privacy as they complete their conversation with the employer.

Conduct yourself professionally at all times, you are on stage even as you stand in line or move about the fair.

Immediately following the interaction, make notes on topics of conversation, contact names and follow-up procedures. Then prepare for your next employer contact.

Final Tips

Focus on learning as much as you can about what employers are looking for in the people they hire.

Networking is key!!! The primary benefit of participation in a job fair is to collect information and make contacts.