

## Career Fair Tips

### What The Career Fair Will Do For YOU

- **Expand** your knowledge of jobs and the job market.
- **Learn** what characteristics lead to success in your field of interest.
- **Introduce** you to full-time, part-time, and/or co op/internship opportunities.
- **Confirm** skills and strengths you already have to offer employers.
- **Build** your professional network.
- **Clarify** your career goals.

### How To Prepare For The Career Fair

- Visit the Career Center's website to view the current list of employers.  
([www.utdallas.edu/student/career](http://www.utdallas.edu/student/career))
- Have someone proof your resume BEFORE you make copies. Make plenty of copies.
- Keep your options open. Don't narrow the field too quickly.
- Research participating employers and know something about them.
- Have a purpose, know what you have to offer, and plan before you arrive.
- Clean and press your dress clothes and shine your shoes.
- Prepare a 30-second presentation (i.e. name, classification, major, and whether you are interested in full-time, part-time, or internships/co-op positions).
- Get a good night's sleep the night before, so you will be alert during the Career Fair.

### The Day of The Career Fair

#### DO

- Dress professionally.
- Arrive early
- Walk around the entire career fair to see which employers are actually in attendance.
- Network actively.
- Approach the employer with confidence.
- Smile, give a firm handshake, and maintain good eye contact.
- Hand a copy of your resume to the employer.
- Ask questions.
- Be courteous.
- Ask for materials and business cards.
- Ask about the next step in the process.
- Enjoy yourself.

## **DON'T**

- Smoke, eat, or drink.
- Spend too much time in one line. If the employer you are interested in has a long line, take the time to visit other booths.
- Monopolize the recruiters' time.
- Debate, bad mouth, or complain
- Interrupt your peers while they are with a recruiter.
- Just grab the "goodies".
- Arrive during the last hour.

## **After The Career Fair**

- Within 2 days of the Career Fair, send thank you notes by e-mail or mail.
- Check out the Career Center's website to see if an employer will be hosting on-campus interviews or information sessions.
- If an employer of your interest did not attend the Career Fair, inform the Career Center
- Visit our website for upcoming workshops/seminars ([www.utdallas.edu/student/career](http://www.utdallas.edu/student/career)).
- Remember, the Career Center staff members are also available by appointment to assist you.

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