

MAKING THE MOST OF JOB FAIRS

The Career Center's job fairs allow you to explore career opportunities with recruiters who are interested in hiring UCR students. Here are a few suggestions to help you maximize your time and effectiveness at the event:

Things to Do Before the Job Fair

- Clarify your career goals giving some thought to your skills, interests, and values
- Obtain a list of participating employers from careers.ucr.edu
- Research employers of interest (e.g. services/products, career opportunities, etc.)
- Develop an error-free resume and make copies for employers
- Practice how you will introduce yourself to employers
- Be prepared to ask questions about the company
- Clean your suit and polish your shoes

Things to Do While Attending the Job Fair

- Arrive dressed to impress and turn off your cell phone
- Greet recruiters with a firm handshake and introduce yourself
- Remember to smile and make eye contact
- Present your resume and explain to the recruiter your purpose for attending the fair
- Ask the representative a few questions demonstrating your interest in the company
 - I noticed your company is one of Businessweek's best places to launch a career. Can you tell me more about that?
 - What qualifications are you looking for in a competitive candidate?
 - What type of projects would a person in this position be responsible for?
- Express your interest in the position and describe your related qualifications
- Ask for a business card

Things to Do After the Job Fair

- Follow instructions from recruiters regarding follow up action (e.g. complete an online job application, provide availability for interviews, etc.)
- Send a thank you email to specific recruiters you met at the fair. Reference the date and location of the event along with any specific points discussed. Reiterate your interest in the company and your related qualifications. You may want to include a copy of your resume even if you provided one for the recruiter at the event.

Additional Resources

http://www.quintcareers.com/career_fair_resources.html
http://jobsearch.about.com/cs/jobfairs1/a/jobfair_2.htm

Strategy for Approaching an Employer

- Identify your interests and goals
- Have some questions in mind to get you started
- Pick up available literature and review it while waiting to introduce yourself
- Get the name of the representative and a business card
- Remember to submit your resume if you are job hunting

Sample Questions to Ask Employers If You Are...**Exploring Careers**

- What are the main products and services of your company?
- Which positions are typically available for college students?
- Are there particular skills or work experiences that you would like job candidates to possess?
- What advice would you give students looking for a position in your field?
- How did you get started at this company? Why do you stay?
- May I get in touch with you in the future to further discuss opportunities with your organization?

Seeking Internships

- Does your company offer internships for college students? In which fields?
- How do students find out about internship opportunities with your company?
- When is the best time to apply for an internship?
- Where are the internships located?
- What types of projects do interns get involved with?
- How are interns supervised?

Looking for a Full-Time Position

- What types of positions are you recruiting for today?
- What are the responsibilities of the position?
- What skills and experience do you look for in your candidates?
- What is a typical career path for someone in this position?
- Where are your full time positions located?
- Why did you choose to work for this company?