Career Fair Prep

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Why Host a Career Fair?

_Employer Benefit_

• Develop or strengthen their on-campus presence and brand
• Communicate opportunities to students
• Perform quick screening interviews on a large population of potential candidates in one location
• Gauge interest on the part of students. Recruit/No Recruit decision
Why Attend a Career Fair?

Student Benefit

• Where else can you find so many potential employers under one roof? (economical)

• “Shop around” – get to know the employers:
  – Find out what companies have a relationship with the university
  – Learn about new companies (expand your base of knowledge)
  – ID company needs. What skills are they looking for? What roles are they trying to fill?
What You Can Expect

• Expect the conversation to last no more than 5 minutes. It’s their job to see as many people as they can in the shortest amount of time.

• Stay focused and don’t hog their time, especially if there’s a long line behind you.

• When you’re next in line, try to listen to the conversation so you can get an idea of what to expect from the recruiter.
Getting Started…

• Greet the recruiter with a smile and a firm handshake

• "Good Morning/Afternoon, my name is Ted Bouras and I am interested in learning about full-time/summer internship opportunities in (i.e.. Marketing, Production Management, Financial Analysis, Purchasing....)"
Be Prepared Questions:

• Walk me through your resume
• What kind of position are you looking for?
• Give me a brief synopsis of your work experience
• Why are you interested in this company?
• What are your strengths?
Questions You Can Ask

• What are your hiring needs?

• What skills and experiences are you looking for in an applicant?

• What is the next step in the recruiting process?

• I’m very interested in this opportunity, how can I make my resume stand out?
End Your Conversation With…

• “It was a pleasure meeting you and thank you for supporting the UNM Career Expo”

• “What is the next step in the recruitment process?”

• Get a business card and a job description

• Impress the recruiter by sending a short e-mail thank-you note and re-attach your resume
Prepare Ahead of Time!

- Names of participating companies
- Hot links to the list of opportunities
- http://www.career.unm.edu/index.php
ANDERSON/UNM Career Fairs

- Accounting & Anderson –each Fall
- UNM Career Expo –each Spring
- SUB Ballroom
- Nice business casual (sport coat/tie-or open shirt collar/nice slacks) or business formal (business suits)
- Bring a pen and a portfolio with at least 10 resumes
- Leave the back pack in the car!
- Don’t hang sunglasses from the back of your neck or around your throat
QUESTIONS?