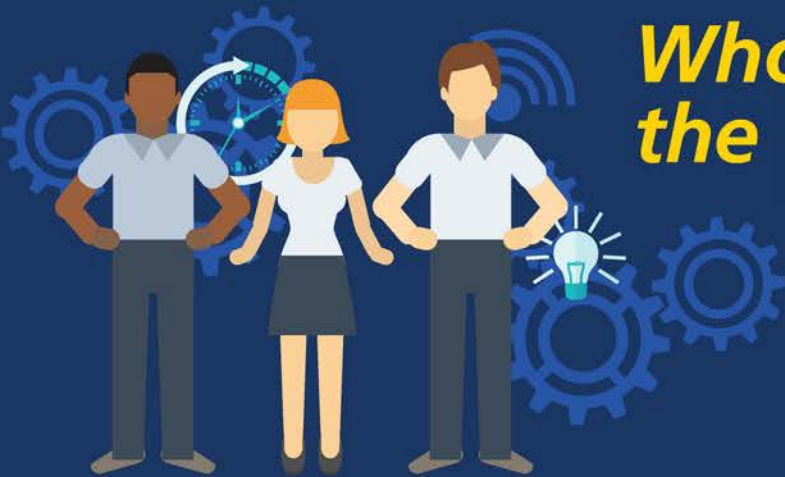


# CAREER FAIR PREP GUIDE

## What to expect at the Career Fair

Career fairs are composed of a group of organizations that are currently looking to hire new employees, interns or volunteers. At a fair, each participating organization will have human resources and/or program representatives available to explain what the organization does and what types of positions may be available. Use this opportunity to present yourself favorably, gather useful information and establish new contacts.



## Who should attend the Career Fair

Whether it's your first or final year on campus, regardless of your major, you can benefit from attending the career fair. The career fair is a great place for you to:

- Conduct company research
  - Explore numerous career opportunities
  - Make personal contacts that can lead to a job
- Gather information from potential employers
  - Find out what an employer values in its employees
  - Demonstrate an ability to communicate effectively

## How to research employers attending the Career Fair

Research provides the opportunity to learn more about your options as well as important information for your decision-making process. Employer research provides information to assist in marketing yourself as a match for a job and company.



**Company websites**  
Review the company mission statement, the news sections, information about the management team, locations, history, and organization structure.



**LinkedIn**  
Many companies now have profiles on LinkedIn, the world's largest online professional networking site.



**Identify people**  
Talk to individuals you know who work for or know the employer or industry. These could be your professors, family members or friends.



**Read the news** Use the internet or search local and national newspapers or journals to find out about new company developments and industry trends.



**Other Websites**  
Look at websites that allow employees to post information about their experience with a particular company, such as Glassdoor.com.

## What to do before the Career Fair



Attending the career fair takes some advance preparation. Here are some tips on how to prepare before the fair to make your experience successful.



**Develop your resume**  
Make sure your resume is updated and critiqued. View sample resumes on [flemingcollegecareerservices.ca](http://flemingcollegecareerservices.ca), create your own and get it critiqued by a career educator.



**Research employers**  
Review information about the fair and the employers that are registered to attend on [flemingcollegecareerservices.ca](http://flemingcollegecareerservices.ca)



**Create a brief introduction**  
Provide the recruiter a summary of your experience, background, achievements and career interests.



**Prepare for questions**  
Prepare for potential questions asked by the employer, as well as questions to ask employers, based on your research.



**Wear professional clothes**  
Make sure your attire is appropriate, fits, and is clean.

Information to Research

- Company mission/purpose
  - The size and structure
  - Recent news
- Any awards/recognition
  - Services/products it provides

## What to bring to the Career Fair



Several copies of your resume



Professional pen



Portfolio/professional folders



List of employers to meet at the fair



List of prepared questions