



## **Making the Most of the Careers Fair**

### **Careers Fair Perspectives**

**First year**— Research opportunities that are available to you further down the track in your degree and expose yourself to potential employers you wish to apply to in the future.

**Second/Penultimate year**—Find out more information about internship opportunities. It is also useful to network and gain contacts with employers to apply for jobs within their organisation that have not been advertised.

**Final year/Recent Graduate**—By having direct contact with employers, you are able to find out more about their graduate opportunities to make your application stand out from the crowd! Network and gain industry contacts to get your ‘foot-in-the-door’ within your chosen career path.

### **Before the Fair**

- ☐ Print out the MAP of the Careers Fair
- ☐ Check the list of participating organisations
- ☐ Identify the employers you want to meet at the Fair to prioritise your time
- ☐ Research these employers as much as possible to prepare for conversations on the day
- ☐ Prepare your elevator pitch or a way of introducing yourself
- ☐ Think of possible questions or conversation starters
- ☐ Make sure to bring your student ID to register (!)

### **During the Fair**

- ☐ Speak to exhibitors you are most interested in first
- ☐ Have a positive attitude and be enthusiastic
- ☐ Show curiosity, ask questions – but remember to also listen
- ☐ Where appropriate in the conversation, tell them something about yourself that will help create a connection
- ☐ Body language is important e.g. making eye contact, firm handshake and smile!
- ☐ Bring a nice pen and notepad
- ☐ Build contacts by asking for business cards
- ☐ Make notes on who you met and who you need to follow up on
- ☐ Collect any relevant information from organisations e.g. brochures, handouts and flyers
- ☐ Hand out your resume only to companies that choose to collect them

### **After the Fair**

- ☐ Reflect on how you did and where you can improve
- ☐ Follow up on promises e.g. calls or emails
- ☐ Keep in touch with who you met and build new relationships (network)
- ☐ Further research the companies you’re interested in
- ☐ Make sure you know key deadlines for submitting applications



## **Making your Conversations Count**

### **Approaching Organisations**

- Make eye contact and smile.
- Introduce yourself in 20-30 secs.
- During the self introduction make sure you have provided information on what you are studying, the year you are in your degree, your possible career interests and why you are interested in the organisation.
- Be energetic and show genuine interest in the organisation/person.
- Be confident, professional and show a positive attitude.
- Ask for business cards and further contact details.

### **Follow up with Employers**

- Be sure to follow up with a phone call or email to each representative you have spoken with at the Fair a few days after the event. This will keep you fresh in their minds.
- Seek out Career and Employment Service resources for networking tips, resume help and interview preparation.

## **Things to Avoid**

- Hanging around for freebies
- Asking questions you should have researched.
- Dressing inappropriately.
- Eating, drinking and talking at the same time.
- Using slang language or inappropriate language at the event.

### **Talk to organisations and Ask Questions**

#### **Organisation and Career questions**

1. What do you enjoy most about your job and working for X organisation?
2. How did you get into your area of work?
3. Are there opportunities for overseas work?
4. What type of work or projects would I be involved in during the vacation work experience?
5. What professional associations do people in your field join?
6. How would you describe your organisation's culture?

#### **Selection process questions**

1. What general qualities and skills do you look for in potential candidates?
2. What experiences are considered valuable?
3. What will make the difference in getting an interview?
4. What does your selection and recruitment process consist of?
5. What do you look for in an online application (or resume)?
6. What advice would you give to someone looking for a vacation or internship positions?

- Being disrespectful to the organisations by being impolite and cutting in on conversations.
- Making complaints or negative comments.
- Introducing inappropriate topics i.e. politics, religion, economy, negative comments about your previous employers.