



Everything to do Before, During and After the Job/Career Fair

Pre-Career Fair (Preparation)

- ✓ Budget at least 8 hours for this phase and start it two weeks before the career fair.
- ✓ Research which relevant companies will be at the event and enter them into your Job Search Radar.
- ✓ Utilize LinkedIn and Google News to research relevant companies beforehand.
- ✓ For each company that you're interested in, you must know:
 - ✓ What the company does.
 - ✓ Why it might be of interest to you.
 - ✓ Two great questions.
- ✓ Prioritize 3-5 primary companies
- ✓ Add 3-5 secondary companies
- ✓ Plan your attire – make sure this outfit is professional

During the Career Fair

- ✓ Come alone
- ✓ Show up early
- ✓ Print out your Job Search Radar
- ✓ Bring your business cards
- ✓ Review your prep-notes in Job Search Radar
- ✓ After you engage – make notes for follow-up

Post-Career Fair Follow-Up

- ✓ Block time on your calendar to follow-up
- ✓ Send a tie-down email with context (within 12 hours).
- ✓ Add their contact information into your repository
- ✓ Copy your tie-down email into the notes section
- ✓ Add follow-up details to Job Search Radar
- ✓ Set up Google Alerts to assist in follow-up later