



How to Navigate a Career Fair

Before

- Research employers attending the career fair on HireOSUGrads and come prepared with questions to ask recruiters
 - What are the initial expectations of a new hire?
 - What professional development opportunities does your company offer?
 - How would you describe your office culture?
 - What types of projects do new hires/interns work on?
- Find your professional wardrobe (suit, dress, etc.)
- Have your resume reviewed and/or edited by career services
- Apply for positions of interest on HireOSUGrads
- Practice your elevator pitch
- Print plenty of resumes on resume paper
- Attend pre-career fair workshops and other career services events on campus (Resume Gallery, Mock Interview Day)

During

- If possible, arrive at the start of the career fair and stay as long as needed
- Leave bulky items and backpacks in the lobby or at home
- Pick up an employer map and make a plan for where you will go first
- It is fine to have a portfolio or notebook with questions to ask employers
- Don't take the freebies until you are done visiting with the recruiters
- Understand that it is normal to be nervous

After

- Follow up with employers and send them thank you emails/cards
- Watch deadlines on job/internship postings and follow application instructions
- Practice and prepare for on-campus interviews
- Attend future employer connection sessions and events on campus
- Maintain professional communication with employers

Elevator Pitch: Your 30-Second Commercial

- When introducing yourself to an employer, include your name, major, class year, and any other information that is pertinent for the company. Highlight your related experience and show how your major applies to the position.

Example:

My name is _____ and I am studying _____ here at Oklahoma State. I plan to graduate in _____ so I am looking for a _____ position. I saw that you are hiring for _____ and I was interested because _____. Some of my key skills/experiences have come from _____ and I feel prepared to take on roles in _____. Most recently I have _____ that has prepared me for _____. I spent some time learning about your company from _____ and I was especially interested to learn _____. Could you tell me a little more about _____?

Crafting Your Elevator Pitch

a quick introduction

(name, college you graduated from, degree)



what are you seeking?

(career goals)



experience

("Currently I am working for..."
Last summer I interned with...")



what can you offer?

(skills and how you would benefit an organization)

Tip: Keep it Simple & Short

Image from Illinois workNet (apps.il-work-net.com)

Company Name	Location City, State	Position Title	Career Fair table location	On-campus interview date	Expiration date
1.					
Questions and notes:					
2.					
Questions and notes:					
3.					
Questions and notes:					
4.					
Questions and notes:					
5.					
Questions and notes:					
6.					
Questions and notes:					

Company Name	Location City, State	Position Title	Career Fair table location	On-campus Interview date	Expiration date
7.					
Questions and notes:					
8.					
Questions and notes:					
9.					
Questions and notes:					
10.					
Questions and notes:					
11.					
Questions and notes:					
12.					
Questions and notes:					