

# Career Fair Packet

## Before the career fair

- Research employers attending the career fair, find the list on [hireOSUgrads.com](http://hireOSUgrads.com)
- Purchase, tailor and iron/dry clean a suit
- If you have purchased new shoes, wear them a few times to break them in
- Have your resume reviewed and/or edited by career services
- Apply for positions of interest on the hiresystem
- Practice your pitch and brain storm questions to ask recruiters
- Purchase a leather portfolio from 360 union
- Print plenty of resumes on resume paper
- Ask professors to be excused from class to attend career fair if necessary
- Attend workshops and other career services events on campus
- Practice a strong, confident handshake
- Complete the career fair cheat sheet on the last page of this packet

## At the career fair

- Expect crowds, arrive at the start of the career fair if possible 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
- Don't take the freebees until you are done visiting with the recruiters
- Expect to be nervous, remember it is common and normal
- Wear comfortable shoes and expect to be on your feet for a few hours

## After the career fair

- Follow job/internship application instructions from employers
- Be sure to watch deadlines on job/internships postings
- Send thank you emails/cards to employers that were helpful
- Practice and prepare for on campus interviews
- Continue to apply for positions of interest
- Attend future employer info sessions and events on campus
- Maintain professional communication with employers

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## What to Do At a Career Fair

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### What to bring:

Resume – Bring multiple copies (20-30) of your resume printed on resume paper. You can also visit 213 LSE or 360 Student Union to print your resume on resume paper or pick up 10 sheets of resume paper per day. **You should visit with career services before the fair to make sure your document is well organized and up to date.** Plan ahead of time to schedule this appointment as it will be busy in all career services offices leading up to the career fair.

Leather portfolio - A portfolio will help you stay organized, keep your resumes crisp, and give you note paper to write down important information. Visit 360 Union to purchase one for \$5.

Business cards: (OPTIONAL) Order online at [www.hireOSUgrads.com](http://www.hireOSUgrads.com) under Job search supplies tab. Cost is \$5 and orders take up to 14 days to arrive so order in advance.

### What to wear:

Wear a business suit in dark colors like brown, black or grey. Be sure your suit fits well or have it altered. Iron your clothes and practice wearing them, including dress shoes. Conservative styles and colors are best. Choose items that can be worn again to future interviews or paired easily with other clothing items to begin building a professional wardrobe.

#### Men

- Wear a tie and jacket
- Be clean shaven and get a fresh hair cut
- Choose dress socks and dress shoes that match the color of your suit
- Choose muted or light colors for your dress shirt and tie
- Wear a belt and tuck in your shirt
- Vests are optional
- No hats, especially baseball hats, should be worn
- Limited cologne or other scents

#### Women

- Wear a knee length skirt or slacks with a suit jacket
- Pair your suit with a dress shirt or blouse in a conservative color
- Choose low heels or flats and break in new shoes before wearing them to the fair
- Limited make up, accessories and perfume should be worn
- Avoid large handbags or purses
- Be aware of necklines and skirt lengths, both should be modest in cut and style
- Panty hose are expected during cold weather if wearing a skirt
- Avoid bright colors or vibrant prints

### **Career Fair Etiquette:**

- Review information and update your profile on [hireosugrads.com](http://hireosugrads.com) before the fair.
- Arrive early; some recruiters will start to leave before the career fair is over.
- Bring your student ID in order to be checked in at the event.
- Don't ramble or awkwardly walk away from a recruiter. Practice your pitch and be confident.
- Don't bring a friend or a girl/boyfriend and especially not mom. You will appear unprofessional and immature.
- If you will miss class to attend the fair, let your professor know ahead of time and ask how you can make up attendance points or turn in assignments early. There also may be another section of that class you can attend with instructor permission.
- Be aware of deadlines; some positions will expire within 24-48 hours of the fair.
- Leave your backpack or purse in the lobby or at home and keep your clutter to a minimum.
- Don't grab the goodies on the table until they are offered. Engage with the recruiters before you help yourself to the freebies.
- Take your time, it will be busy and there will be large crowds. Be prepared to wait your turn.
- It's perfectly acceptable to apply for positions before the fair and follow up with recruiters at the event. Tight deadlines might actually make this more ideal.
- Your attire should send the message that you are looking for a job, not a date.
- Professional communication goes a long way, practice so you can be seen as a polished candidate.
- Don't be frustrated if a company does not choose to collect resumes, they will still have an application process in place for you to apply online or using [hireosugrads.com](http://hireosugrads.com).
- Follow application instructions as described by the recruiters, handing your resume to them at the career fair is typically not how you formally apply for the position.
- Career services staff are present at the event, if you need help feel free to ask them questions.
- Send a follow up thank you email or card to the recruiters with whom you spoke.

### **Research Employers and Positions ahead of time:**

Utilize [hireosugrads.com](http://hireosugrads.com) to research which employers are signed up to attend the career fair and what positions you might be interested in applying for. On [hireosugrads.com](http://hireosugrads.com) click the events tab, scroll down to locate the career fair event and then the button "view employers attending" to learn which companies have registered for the event.

Use pages 5-6 of this handout to organize information on which companies you want to be sure to talk with and details on their locations and positions. Bring the cheat sheet with you in order to keep information organized and show your preparation. This will also help you start conversations, prepare questions to ask, and demonstrate your interest.

## **Networking with Recruiters:**

Approach the table, and wait your turn if the recruiter is occupied with another student. Lead with a handshake, and your 30 second commercial. Be prepared to answer a few questions or provide more information if they ask and don't hesitate to ask questions. Have a resume easily accessible to hand them and don't forget to ask for a business card. Hold off on eye balling or reaching for their give a ways, the recruiter will offer them after you are done visiting. Thank them for their time and don't forget to apply ASAP for the positions of interest.

### **30 second commercial:**

- Include your name, major, class year, and graduation date
- Communicate your interest in a position
- Highlight your related experience / show how your major applies to the position
- Summarize your experiences both in and out of the classroom that connect to the job
- Explain how you can be an asset to the company/organization
- Give an example of an accomplishment you're particularly proud
- Demonstrate your knowledge of the company/organization

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 \_\_\_\_\_?

### **Asking Questions:**

- Tell me a little about the training process new hires complete?
- Is there a mentor program for new hires/interns?
- What type of projects do new hires/interns work on?
- How is success measured by your company?
- What are some of the skills you look for in candidates?
- What type of experience is necessary to work in this role?
- What type of long term career is possible with your company?
- What is culture of your office/location like?
- Could you describe the leadership in your organization?
- Do you expect to visit campus again this year?
- What is your hiring timeline?

### Career Fair Research

Company	Position Title	City, state	Expiration date	On campus interview?	Career fair table
1					
Questions?					
2					
Questions?					
3					
Questions?					
4					
Questions?					
5					
Questions?					
6					
Questions?					
7					
Questions?					
8					
Questions?					