



# CAREER CENTER

## AMERICAN RIVER COLLEGE

[www.arc.losrios.edu/career](http://www.arc.losrios.edu/career)

### QUICK TIPS FOR CAREER FAIR SUCCESS

Career Fairs are a great place for students to gather information about companies and organizations that are of interest. Fairs offer an opportunity to meet employers and learn about related fields. Students will also be able to obtain information about current and future hiring opportunities.

#### BEFORE THE FAIR:

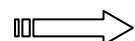
- Plan ahead: view a list of companies attending the Career Fair.
- Conduct research on those companies by visiting their website.
- Rank the companies so you can visit those of most interest first; work your way through your list as you have time.
- Dress as though you are attending an interview: consider professional dress or business casual when meeting with employers.
- Prepare a short “commercial” or short background statement you can use when you introduce yourself to recruiters. Additionally, it is wise to develop some questions to ask the employers (see back of handout).
- Come prepared with paper copies of your résumé, but also load your résumé onto a memory stick or thumb drive so it can be transferred to another computer if necessary.

#### DURING THE FAIR:

- Focus on the organizations and their opportunities—not their giveaways. Be prepared to speak with employer representatives and gather company literature at the fair.
- Display a professional attitude and be polite. Listen to what the recruiter has to say and ask appropriate questions while being respectful of the recruiter’s time.
- If you are interested in a company after speaking with them, ask recruiters about the hiring process and any hiring deadlines.
- Ask for a recruiter’s business card and write down pertinent notes on them so you can follow up.

#### AFTER THE FAIR:

- Email or call the recruiter regarding a specific position or other career opportunities for those companies you are interested in.



## **QUESTIONS YOU CAN ASK EMPLOYERS AT THE FAIR:**

1. What types of career opportunities do you offer?
2. Can you describe the qualifications and skills you look for in an applicant?
3. What is a typical career path with your company/organization?
4. What is a typical day like in the position?
5. What makes someone successful within your company/organization?
6. What advice would you give someone seeking work within your company/organization?
7. What types of entry-level opportunities exist within your company/organization?
8. Are there opportunities for ongoing training in your company/organization?

Source: National Association of Colleges & Employers and CSUS Career Center Handbook

Last updated: July 2010