
Job Fairs provide a terrific opportunity to learn about and network with many potential employers. Each year the Smith Career Center hosts several on-campus fairs for students and alumni to gain information about internships, cooperative education, and part- and full-time positions. For a schedule of upcoming fairs, a list of participating employers, job fair table locations, and frequently asked questions, please visit www.bradley.edu/scc.

Suggested Preparation

1. Prepare resume and select appropriate interview attire.
2. Review List of Participating Employers and identify employers of interest. Review the event map for table locations.
3. Visit websites of selected employers to review product, services, and locations.
4. Visit Bradley netWORK for job descriptions and potential interview schedules.
5. Prepare a "30-second" introduction of yourself.

Day of the Event

1. Bring a list of selected employers, a folder or portfolio with pen/paper, and multiple copies of your resume.
2. Note any additions, cancellations, or table location changes and adjust your plans accordingly.
3. Plan to spend 10-20 minutes talking with your selected employers.
4. Ask each employer about appropriate application follow-up and a business card.
5. Make notes about follow-up steps. Complete online applications and other follow-up activities within a few days of the event.
6. Ask for help from Smith Career Center staff, if necessary.

Sample Questions to Ask

- What key skills are you looking for in candidates?
- What is the application process for this position?
- When do you hope to have these positions filled?
- When will you be selecting candidates to invite for interviews?
- Do you have any suggestions on how I should prepare for an interview?
- Once I submit an application, is it OK to follow up with you? What date should I target?
- How did you get started with the employer?
- Any suggestions/advice on additional experience I should gather before applying?

Job Fair Do's

- **Research employers:** Check out employers' websites and info in Bradley netWORK.
- **Dress professionally:** First impressions count!
- **Greet the recruiter with a firm handshake and establish eye contact.**
- **30-second introduction:** Briefly relate your background and relevant experience.
- **Develop informed questions:** "How would you describe an ideal candidate?" or "What are the key skills that help a person succeed in this type of job?"
- **Be independent.** Avoid approaching employers with groups of your friends.
- **Have an open mind.** Talk with several employers to discover new information.
- **Carry multiple copies of your resume and be prepared to schedule an interview.**
- **"Close the deal!"** Inquire about next steps and ask for a business card to follow up.

Job Fair Don'ts

- **Don't be afraid of the recruiter.** Approach him/her with confidence and enthusiasm.
- **Don't jump into someone else's conversation.** Be patient and professional.
- **Don't just toss your resume on the table.** Take time to learn about the organization.
- **Don't be disheartened if asked to apply online.** It may be a corporate requirement.
- **Don't overstate your abilities.** You may end up pursuing a job you are not equipped for.
- **Don't ask questions about salary, benefits/perks, or vacation time.**
- **Don't complain about former jobs or bosses.** Leave a positive impression.
- **Don't monopolize the recruiter's time.** Give the next student a chance.
- **Don't pretend you're interested.** Don't schedule an interview you won't keep.
- **Don't assume the recruiter can't be of help even if there are no current openings.** He/she may be a good contact in the future.