



PREPARING FOR A CAREER FAIR

employer checklist for success

- **Register early**
Some career fairs fill well in advance of deadlines.
- **Use ePACK**
 - Post internships and jobs
Advertise your opportunities before the fair. Include a statement in your posting that you are attending the fair and encourage interested students to stop by your booth.
 - Schedule on-campus interviews
Reserve rooms at the UCC to interview students you meet at the fair. Choose a date immediately following the fair or a few weeks later. Students can sign up for interviews electronically through ePACK – or create a sign up sheet and sign up students at the fair.
 - Search for candidates to invite
Search the database of student resumes before the fair. Identify students of interest and invite them to stop by your booth. Provide information about your opportunities to help them make a decision.
- **Advertise your visit**
Let students know about your visit by sending announcements to academic departments, student organizations, and media venues of interest.
 - Academic departments: <http://www.ncsu.edu/academics/departments-a-z/index.php>
 - Student organizations: <http://www.ncsu.edu/sorc/myOrgs/index.php>
 - Student media: <http://www.ncsu.edu/sma/index.htm>
- **Bring an NC State intern or graduate**
When possible, bring a representative with ties to NC State. You'll be amazed at the conversations and connections they will make with students, alumni, and faculty.
- **Bring student handouts**
Students appreciate descriptions of internships and jobs. If this is not available, a business card with a website would be fine if up-to-date postings are found easily.
- **Consider freshman & sophomore level students**
These students have lots of questions about majors and careers and are eager to test their choice with an internship. Cultivate a future hire!
- **Consult the UCC staff**
We're here to help you experience success at NC State career fairs.
919.515.2396, career_center@ncsu.edu.