



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 entry-level 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: www.ncsu.edu/academics/departments-a-z/index.php
- Student organizations: www.ncsu.edu/sorc/myOrgs/index.php
- Student media: www.ncsu.edu/sma/

Bring an NC State intern or graduate

When possible, bring a representative with ties to NC State. You'll be amazed at the connections they will make with students, alumni, and faculty.

Provide handouts

Students appreciate information to take with them -- descriptions of internships and entry-level jobs – or a business card with a website providing this information.

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.