**CAREER 701 CAREER FAIRS & RECRUITING**

**FROM THE DESK OF THE DEAN**

**A WINNING GAME PLAN**

**TOPIC 1**

***Review Past experiences – Good, Bad & Grade Yourself***

***Goals for Attending a Career Fair***

* Have conversations with the Fairs Recruiters
* Employers are meeting and pre-screening potential candidates - make sure you are prepared and meet as many recruiters as possible
* Meet and Share your Elevator Pitch with recruiters
* Create a network of recruiters from the fair to follow up with

**At the Career Fair**

* Walk the event and locate who you may want to meet
* Go on Linkedin and research the recruiters present at the fair
* Make a great First Impression
* Engage in a conversation with recruiters
* Ask for information that you are seeking to understand if there is an opportunity for you and more specifics of the steps.
* Conclude your conversations with recruiters - Do Not monopolize his or her time

**Make a Great First Impression**

* Do your research on Linkedin about the recruiter and company
* Make eye contact with the recruiter and smile.
* Deliver your 30 second commercial/Elevator Pitch
* Present your resume if appropriate

**Example of 30 second commercial**

Hi!. My name is XXX and I noticed your firm or company is looking for a XXX. I have taken many XXXX related classes and at this point I have worked as a XXXX specialist. I would enjoy an opportunity to speak with you about my qualifications and how they fit into your needs as a company.

**Engaging Conversation with Recruiters**

* Let the recruiter lead the conversation after your introduction
* Answer the recruiters questions with tangible answers
* Ask for the information you are seeking

Concluding the Conversation with the Recruiter

* Thank the recruiter
* Ask how to follow up
* Ask for a business card and or contact information

What Not To Do During A Career Fair

* Do not have your phone present
* Do not ask what the organization does
* Do not ask about compensation
* Do not take Giveaways without talking to the recruiter
* Do not prolong questions and or conversations

The Key Takeaways

* Do your homework on the recruiter and company
* Make a Great First Impression
* Engage in a meaningful conversation after the Pitch
* Answer basic questions with examples
* Ask recruiters questions that will help them understand you.

**Know when to conclude a conversation**

**TOPIC 1**

**DISCUSSION QUESTION 1**

Name 2 goals of attending a Career Fair, 2 things you should do at a Career Fair to gain attention from recruiters and 2 ways to make a great first impression?

**DISCUSSION QUESTION 2**

Provide me with your 30 second commercial you will give to recruiters at the Career Fair?

**DISCUSSION QUESTION 3**

At the conclusion of the Career Fair, what 2 things should you not do and why?

**DISCUSSION QUESTION 4**

At the conclusion of the Career Fair what should be your next 2 steps?

**DISCUSSION QUESTION 5 – MOCK INTERVIEW WITH THE DEAN**

Have your questions prepared to ask before the Mock Interview that you are unsure of.