

Career Fair Checklist

▼ Preparing for the Career Fair

- Visit the Career Services website at careerservices.iit.edu to review the list of companies attending the fair, and create a list of target companies
- Attend a Career Services workshop, resume review session, or meet with a career coach prior to the fair
- Determine your top companies by researching their mission and vision statements, products and services, and community interests
- Make sure your resume is up to date in Jobs4Hawks
- Prioritize a list of the employers you plan to visit
- Write and practice an insightful “elevator pitch”
- Rehearse responses to standard interview questions
 - Tell me about yourself.
 - Why do you want to work for our organization?
 - Why do you want work in this industry?
- Determine the professional attire you plan to wear and be mindful of hygiene and grooming
- Prepare a checklist of items to take to the fair:
 - Portfolio with notepad and pens
 - Copies of your resume
 - Research notes on the companies you plan to visit
 - Business cards, if you have them

▼ Day of the Fair

- Be mindful of traffic—if a line is too long, move on to another employer
- Review the information about the employer before you approach them
- Ask for the business card of each contact and keep notes of each conversation
- Take breaks to assure that you will look and feel your best

▼ Following Up After the Fair

- Write thank you e-mails within 24 hours
- Organize accurate records of your company contacts, including contact information, correspondence (email and letters), and submitted application materials