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 to 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