

How to Work a Job Fair



Tips for navigating and succeeding at
College of Business and Innovation
Job Fair



Why attend?

Employers

- Convenient
- Low Cost
- Branding and demonstrated commitment
- Source candidates and watch growth potential
- Build interview schedules

Job/Internship Seekers

- Convenient, comfortable & opportunity to network
- Good Conversational Practice
- Representation of market for UT COBI students
- Open up job options or Landing a job or internship.

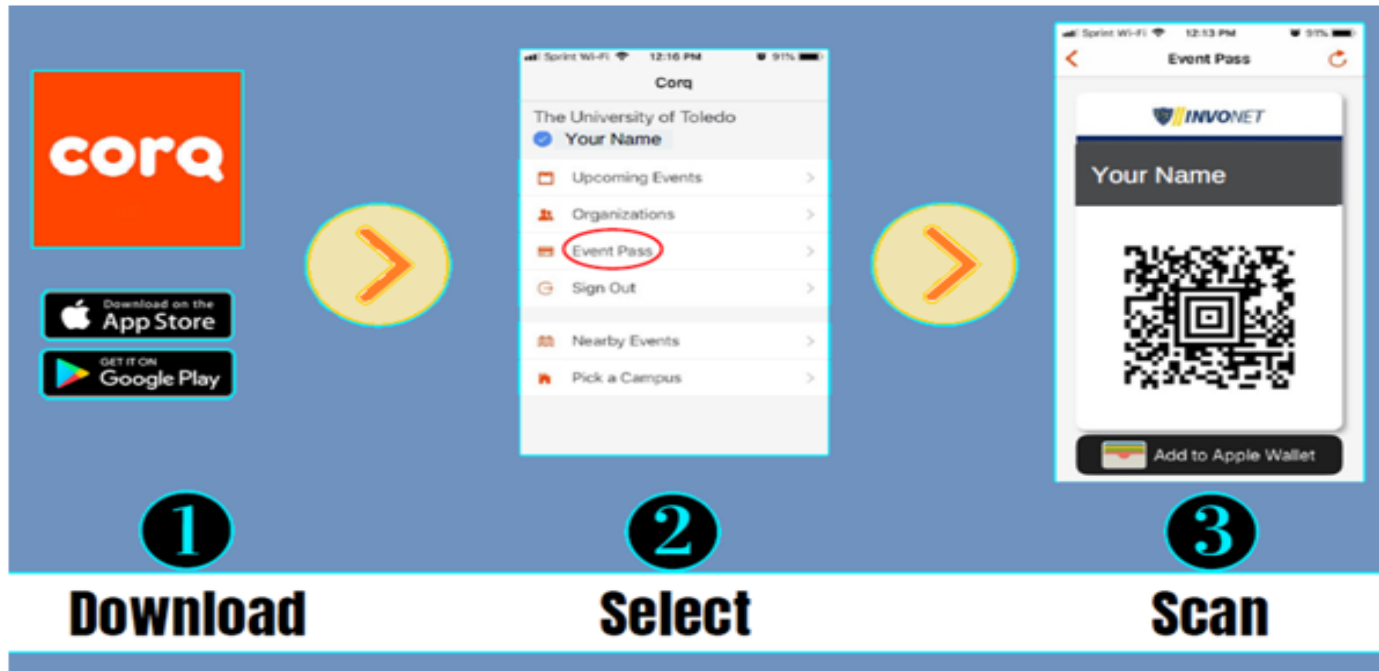


Job Fair Tools

- On site Check-in with Corq app → 
- Participating Employers, Schematic Download Career Fair Plus app → 
- Job Postings on Handshake → 
- Multiple copies of Resumes in a nice vinyl or leather portfolio → 
- Conservative, *quality* business attire → 

When you arrive at the Job Fair

Check-in for **Job Fair** with your phone



- This gives us statistics
- It also provides a means for sharing lists to professors giving extra credit.
- Keep your Rocket ID handy (incase)

Professional Wardrobe

Men

- Dark tailored suit
- White/pale blue cotton shirt
- Tie-not too busy
- Black belt/shoes
- Dark over-the-calf socks

Women

- Dark Tailored Suit
- Cotton/silk blouse
- Skirts knee length
- Neutral stockings
- Conservative shoes
- Limited jewelry/nail polish



It's a little like herding cats at first, so be prepared!



Do Not:

- Assume there's "no chance" if your desired position isn't represented in the list
- Go in unprepared- do your research
- Waste time in lines
- Get overwhelmed by the giveaways

Don't let the maze overwhelm you



Job Fair Do's:

- Do your **homework** Come prepared knowing what **position(s) you are interested in**. Most importantly, be able to explain why you're interested in them
- Go in with a **game plan** in order to be efficient with your time
- Remember to ask for a **business card**. It will make it **easier to follow up** with them in the future
- Be prepared to **ask specific questions based on the research** you've done on their company

Pitch Parts



- Eye Contact
- Firm Handshake
- Name
- Major

- Related Experience
- Skills
- Achievements
- Knowledge of the Company
- The “Question” that demonstrates your research and interest in the position

Sample Pitch

Good Afternoon,

My name is Ray Zoomay and I'm a junior Supply Chain major interested in your Corporate Logistics/Distribution Internship. My leadership, ability to manage multiple tasks simultaneously, and desire to see raw materials turn in to products drive my desire to join the nation's premier integrated pharmacy services provider. How can I make that happen?

During your meeting with the employer

- Offer your resume when the employer asks for it—they may not
- Respond to questions about your assets (be prepared with examples of how you've developed your skills)
- Ask for a business card and offer yours if you have one
- Extend your gratitude and move on to the next



Review

- ✓ Check out the job fair list, associated positions for hire, and the layout
- ✓ Spruce up your resume and make copies
- ✓ Make sure your wardrobe is presentable
- ✓ Conduct research on the companies you wish to visit (their website, people who work there, articles in the news)—know the skills they seek so you can modify your pitch

Before you leave the Job Fair

- ✓ Jot notes about employers you wish to pursue
- ✓ Write thank-you notes/Email to promising contacts using the contact info from their business cards
- ✓ Go back to visit any employers who really impressed you!
- ✓ Perform any follow-up that's been requested of you by recruiters
- ✓ Ask for help if you need guidance



Need help after the Job Fair

- Visit **Business Career Programs**

Savage & Associates Business Complex
Suite 4120
419-530-5400

- Visit COBI's **Career Development Lecturer**
Amy O'Donnell

Stranahan Hall 2022

419-530-2422 / amy.odonnell@utoledo.edu

Office Hours:

Monday & Tuesday 12:00 p.m. – 2:00 p.m.

Wednesday 2:30 p.m. - 3:30 p.m.



GO ROCKETS