

# Careers Fair Student Guide

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## CLARIFY YOUR GOALS

What do you hope to get out of the DkIT Careers Fair:

- Information about employers?
- A chance to meet a representative from a particular company? An overview of the job market?
- All these questions and so many more can be the focus of your visit to event.

## RESEARCH COMPANIES IN ADVANCE

- Review the list of attending employers. Identify those that are looking for candidates with your qualifications.
- Write down a few questions about the organization that you can ask the representative.
- On the day of the career fair, pick up additional material, find a quiet corner, and study it in more detail.

## FIRST IMPRESSIONS LAST

Approach the exhibitors in a professional manner – show interest by asking questions, showing that you have done some research on their company.

Eye contact, confident body language and a friendly manner will make a positive impression.

In addition to stating your name, course, and the type of position you are interested in, you should

- express why you are interested in the organisation or field.
- Briefly relate your background to what you know about the employer's needs.
- Practice your introduction until you feel comfortable with it.
- This will make you feel and appear more confident, organized, and focused.

## BRING YOUR CV

Make sure you have enough copies of your CV; companies may ask for a copy on the day.

## DURING THE EVENT, PRIORITISE YOUR TIME

- Take a few minutes before you enter the room to review the list of attending companies.
- Highlight and prioritise those you are most interested in so you can organize your time efficiently.

- Instead of standing in line to talk to a particular employer, circulate and come back later.

### **MARKET YOURSELF**

- Consider the Career Fair as "round one" of a job interview. Show interest and enthusiasm by smiling and speaking clearly.
- Have a positive greeting: "Hello, I'm Chris Smith. I'm a final year student studying (course) and will graduate in May. I'm glad to see your company here and would like to ask you about..."

### **ASK APPROPRIATE QUESTIONS**

- Increase your knowledge of industry trends, job options, career paths, training programs, and other information that can help you make a wise career decision. Answer questions clearly and concisely.
- There may be many people in line behind you, so you don't want to take up too much time. Concise answers also show that you are well prepared.
- Save your questions on salary and fringe benefits until the company has expressed a clear interest in you.

### **BROADEN YOUR FOCUS**

- You may miss out on possible opportunities if you pass up an employer because of preconceived ideas.
- Many technical firms offer non-technical positions, and vice-versa.

### **FOLLOW UP & LinkedIn**

- If you have made a connection with a particular company and want to follow up on your initial conversation, we encourage you to connect with them on LinkedIn. Do this by sending a personalised message expressing your continuing interest. If you can, mention something you discussed in your conversation at the job fair.

