

Check **CareerLink** to view event details: www.myinterfase.com/msubillings/student/home.aspx

Employers attend career fairs to promote their organizations and to pre-screen applicants. Use this networking event to create a positive first impression. Each connection you make may eventually lead to a job or internship!

Prepare:

- **Learn about employers** who will attend the fair and plan your strategy for those you would like to meet. Research the company, and prepare several questions to ask each recruiter. Consider questions like:

"What majors are a good fit in your organization?"

"What kinds of jobs do you offer?"

"What qualities & experience do you look for in candidates?"

"Where are vacancies advertised?"

"I'm only a freshman--what classes should I take to prepare for my career?"

"How important is my GPA?"

"What community/volunteer experience should I have?"

"What internship/Cooperative Education experiences are available?"

- **Look beyond the obvious!**

While hospitals hire nurses, they also need many other professionals in accounting, human resources, information systems, and marketing, to name a few.

- **Perfect your résumé** to leave with each recruiter. Career Services can give you lots of assistance in fine-tuning this important document.
- **Learn to sell yourself** - and fast! Develop your "elevator speech," your personal commercial that briefly introduces you and your preparation for employment. Practice with Career Services professionals!

Show that you're interested in the company, and spark the recruiter's interest in you for a future, more formal interview. Relax and be yourself, using good eye contact and offering a firm handshake.

Practice:

- **Be conservative!** Now is not the time to "stand out" with unprofessional appearance or behavior. You'll be remembered—but for the wrong reasons. No hats, tats, sweats, or tag-along parents..... Come alone and wear your interview suit.
- **Be friendly.** The person you meet in the parking lot, elevator, hallway, or restroom may be the recruiter you'll meet later in the day. Smile!
- **Confidence is the key.** Recruiters see candidates as possible future representatives of their organization. Display confidence, enthusiasm, and the ability to think and speak on your feet—and under pressure.
- **Collect business cards** from each recruiter and discuss how and when you should follow up with her/him to maximize your networking efforts. You're creating a relationship that may be mutually beneficial.

Persist:

- **You won't receive a job offer at the fair**, and if you do, you're truly one in a million. Most recruiters are not authorized to hire on the spot, but this does NOT mean they are not hiring. Remember: You're trying to land an interview so send follow-up letters (on stationery that matches your résumé) to outline what you know about the company, your qualifications, and why you're a "good fit."
- **Statistics** from job fairs reveal that 49% of candidates receive interviews, and 65% of those eventually get job offers. This process can take 3-4 months or longer, so be persistent.