

## How to Get the Most Out of the Career Fair

### First-Year, Second-Year and Third-Year Students:

This career fair will give you the chance to explore different career opportunities, ask lots of questions and find out about possible internships. You will also be able to begin networking, which will be important in helping you reach your career goals.

### Seniors and Graduate Students:

This is your chance to network, make contacts and find out about full-time career opportunities. Bring plenty of resumes!

### Step-By-Step Suggestions for ALL Students:

- Check in at the Career Center's registration table and pick up handouts describing who the employer participants are, where their tables are located and which employers are specifically interested in talking with students in YOUR college and in YOUR major.
- Ask a Career Center staff member or a student Career Fair assistant for help in how to approach the employer participants and what questions might be appropriate to ask. If you'd like, they can even introduce you to particular employers to help you get started.
- Budget your time carefully. Determine which companies or organizations interest you. It may be a good idea to take a quick walk around to find out where the companies are located and to take a few minutes to jot down questions you may want to ask the representative(s). Being well prepared will help you in case you become nervous and forget what you intended to say.
- As you approach the representatives, greet them with a firm handshake and introduce yourself. **You may want to tell them a little bit about yourself that will help you to build rapport and ease you into the questions you have prepared.** Be sure to speak clearly when asking questions.

### Prepare with Career Spot Videos:

There are great short videos online that can help prepare you for a successful employer interaction at a career fair or event where potential employers are present. These videos can be found on the homepage of the Career Center website ([umaine.edu/career](http://umaine.edu/career)) or directly at [careerspots.com/vidplay\\_links\\_ext.aspx?aid=654&](http://careerspots.com/vidplay_links_ext.aspx?aid=654&)

## Sample Questions to Ask Representatives at the Career Fair

- I am a \_\_\_\_\_ major; what careers exist within your organization for someone with my background?
- How would you describe your work environment?
- What are the major rewards of your job/working for your organization? What are the frustrations?
- Are there specific courses you took during your college career that you would consider necessary for someone entering your line of work, or are there courses you would recommend to me?
- What qualities and skills do you look for when hiring new employees?
- Are there any professional groups I, as a student, can join which would be beneficial to me?
- Do you know other people in this field who might be willing to talk with me about their careers?
- Can you suggest ways I might get experience to make me more competitive in the job market when I graduate?
- Are employees required to move and/or relocate to advance within this organization?
- What is the size of your organization? What are the benefits and limitations of working in an organization like yours?
- How do you see your organization changing in the next five years?
- Is there room for career growth within your company or organization?
- Would you be willing to look over my resume and give me a critique?
- Are there positions currently open within your company?
- What tips can you give me on how to have successful job interviews?