



Tips for your Preparation Before, During, and After a Career Fair

BEFORE THE FAIR:

- Determine your Career Plan.** What do you want to do upon graduation (military contract, civilian employment, graduate school)? What type(s) of position(s) or graduate program(s) are of interest to you?
Take FOCUS and Use the FOCUS Workbook to link your interests and academic major to specific careers.
FOCUS: Access at the Information for Students' page. Use keycode citadel215.
Refer to *My Career*, the Career Planning & Preparation Timeline, and associated resources at www.citadel.edu/career_services/info-students.htm to assist in your decision-making.
- Create and/or Update your Resume.** Visit www.citadel.edu/career_services/ResumeSamples.htm for Resume Construction Tips, Samples, and Information.
- Register with The Citadel Career Center.** Register through *The Gate*, the online job board and resume database system. Registration instructions and other information regarding the system may be found beside *The Gate* icon at www.citadel.edu/career_services/info-students.htm.
- Review the list of participating employers and graduate/professional school programs in the Career Fair** at www.citadel.edu/career_services/fair_list.htm for The Citadel Career Center Fall Fair and www.citadel.edu/career_services/FutureQuestFair.htm for the *FutureQuest* Spring Career Fair. **Mark your calendar** with the date, time and location of the Fair. Check it against your class schedule and other obligations to determine the best time for you to attend.
- Research** the organizations of interest to you via the information provided by the employers and graduate school programs at the appropriate fair link. Further research may be conducted on employers using the Vault Online Career Library through the Daniel Library. Visit <http://www.citadel.edu/library/databases/vault.htm> for details.
- Prepare 20 - 25 resumes** on resume-quality paper to take with you to the Career Fair. (Take one for each organization of interest and at least 5 more for those you become interested in after meeting with the representatives at the fair).
- Prepare questions to ask recruiters.** For example:
 1. Would you please tell me more about your company? In my research, I discovered ____ and would like to learn more.
 2. What opportunities does your company have for graduates with a major in ____? How may I be considered for these?
 3. If the company has scheduled an On-Campus Interview, ask: May I schedule an interview with (company name)?
- Be prepared to share information** about yourself with the recruiter. For example:
 - Your major
 - Career aspirations
 - Why you chose The Citadel
 - What interests you in his/her organization
- Be prepared to answer questions** such as:
 1. Are you willing to relocate?
 2. Why you chose your career field?
 3. What do you know about (company name)?
- Make sure your blazer is ready to be worn at the Career Fair.**

Attend the Career Fair between classes and other obligations for as long as you are able. The Citadel Career Center cannot excuse you from class or other commitments.

DURING THE FAIR:

- Seek out** the companies/organizations on your list, but also take advantage of obtaining more information from the companies not on your list while you are at the fair. You may discover additional interests.
- Introduce yourself** to their representatives. For example:
Hello. My name is _____. I am a 1st Class Cadet, graduating in (Dec./May/Aug 20__), majoring in ____ and I am interested in pursuing a career in _____. Would you please tell me about (company/organization name)?
- Give the recruiter a copy of your resume.**
- Pay attention** to the information the recruiter shares with you. Take notes later.
- Ask the recruiter** for the preferred method of how you may contact him/her after the Fair if you have questions or for when you get closer to being ready for a full-time position.
- Take any brochures, pamphlets, etc.** that the recruiter may offer you for further review.
- Ask for a business card and thank the recruiter for his/her help.**

AFTER THE FAIR:

- Make a list** of the companies/organizations with career opportunities of interest to you and note the names of the recruiters you met at the Fair.
- Visit company/organization websites** for additional information. **Apply Online** to companies that indicated this as your next step.
- Promptly follow up** with recruiters representing companies of particular interest to you by sending a note or email thanking them for their assistance at the Career Fair and letting them know when you applied online, if appropriate. Include another copy of your resume. Request a time when you may be able to meet. (If you graduate in May/August, ask to meet over Winter Furlough or some time in the early Spring).
- Keep all of this information** in your *Career Planning Portfolio* for future reference as to your next steps. (www.citadel.edu/career_services/Cadets.htm)
- Participate in On-Campus Interviews.** Some employers will arrange an interview date through the Career Center to follow-up with candidates met at the Career Fair. Refer to the On-Campus Interview (OCI) Schedule at www.citadel.edu/career_services/OCI.htm for details. Some OCIs will be pre-arranged in connection to the Fall or Spring Career Fair and/or as a posting on *The Gate*. Others will be arranged *after* resumes are collected at the Career Fair. For OCIs connected to a posting on *The Gate*, please be sure to submit your resume by the indicated deadline to be considered for an interview.
- Stay informed.** Know what the next steps are to earn the position you seek. Keep on top of all communication with employers and follow up with them by provided deadlines. Avoid letting too much time lapse in between communications without confusing persistence and pushiness. For example, if the employer indicates that you will hear from them in 2 weeks and on the fourteenth day you haven't heard anything, give it one more day before following up on your own. Sometimes recruiters are on the road longer than anticipated and cannot follow up as they had intended. In the same light, do not wait until week 3 to follow up if you have not heard anything. An appropriate level of persistence is expected to demonstrate your continued interest.
- Review Resources on Interview Preparation, Follow-Up and Offer Evaluation** at www.citadel.edu/career_services/Interviewing.htm.