



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

BEFORE THE FAIR:

- Why attend the career fair as a junior, sophomore, or freshman?** Use it as an opportunity to ask questions and learn about careers of interest to you. Find out what types of leadership experience an employer or a graduate program seek. Find out what elective courses you should take to make yourself a more successful candidate as you round out your Citadel Career. Learn about potential internship and summer/seasonal job opportunities.
- 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. *The Citadel Career Center cannot excuse you from class or other commitments.*
- Review the list of participating organizations** (employers and graduate/professional school programs).
The Citadel Fall Career Fair: www.citadel.edu/career_services/fair_list.htm
The *FutureQuest* Spring Career Fair: www.citadel.edu/career_services/FutureQuestFair.htm
- 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? What steps do you need to take now through your senior year to outline your path?
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.
Explore your options (www.citadel.edu/career_services/Explore.htm).
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.** Use the *Brainstorm Activity* at www.citadel.edu/career_services/Cadets.htm to start. Visit www.citadel.edu/career_services/ResumeSamples.htm for Resume Construction Tips and Samples. Prepare 10-15 resumes to take with you to the Career Fair.
- Prepare questions** to ask recruiters. For example:
 1. How may I best prepare myself for a career in this field?
 2. What types of elective courses should I take?
 3. Do you offer internship opportunities?
 4. Are there summer/seasonal jobs available with your company?
- 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
- Juniors with blazers should plan to wear them at the Career Fair.** Duty uniform is appropriate for all other junior, sophomore, and freshmen Cadets.

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 Junior/Sophomore/Freshman Cadet, 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, ask for a business card** (or 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 an internship, summer, or full-time position), and **thank the recruiter for his/her help**.
- Take any brochures, pamphlets, etc.** that the recruiter may offer you for further review.

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 identifying any next steps they suggested you take. (For example, if they asked you to apply online, indicate when you did for their reference). Include another copy of your resume.
- 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. (Registration Instructions are available beside *The Gate* icon at www.citadel.edu/career_services/info-students.htm).
- 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.