

Name: _____

Date: _____

CAREER FAIR WORKSHEET



Complete the steps below BEFORE, DURING, & AFTER the fair for career fair success.

- 1 Write down the name of the career fair(s) you will attend this semester. You can view a list of career fairs in [Handshake](#) or on the [OCC events page](#). Registration is not required to attend.

- 2 View the list of organizations attending the fair(s) in Handshake. To do this, [log into Handshake](#), click Events and then "Career Fairs at Your School." Click on a career fair, and then select "All Employers." Write down three organizations you'd like to learn more information about at the fair.

#1 _____ #2 _____ #3 _____

- 3 Prepare at least one question to ask the representatives for each of the three organizations. The best questions come from looking at the organization's website or their job/internship postings.

Question #1

Question #2

Question #3

- 4 Dressing professionally is important to portray a positive first impression. View our [career fair attire page](#). Professional clothing can be rented online for free by [ASG's Boss Hog Outfitters](#). Write below what clothing you plan to wear to the career fair.

- 5 During the fair, scan the QR code sign at each booth you visit and write down the names and emails of three recruiters from three different organizations below. After the fair, send a "Thank You" email to the recruiters you spoke with to remind them of your interest.

Recruiter #1:

Recruiter #2

Recruiter #3
