BEFORE YOU GO

☐ Check which employers are attending
   (http://employment.uc.iupui.edu/Events/StudentEmploymentPartTimeJobFair.aspx)

☐ Know the date, time, and location
   Date: Thursday, August 22, 2013
   Time: 10:00 a.m.–1:00 p.m. (Employer set-up will begin at 9:00 a.m.)
   Location: University College Courtyard (= Taylor Hall Courtyard)

☐ Have plenty of copies of your resume ready.
   There will be 80+ employers so you might need to bring multiple versions of your resume, which are specifically tailored to the company you wish to work for

☐ Prepare a short 30 seconds introduction to use with employers
   Introduce yourself professionally in a memorable way, including your previous experience, transferable skills, your career goal, etc.

☐ Figure out your work availability
   Having your class schedule will be very helpful to potential employers

☐ Dress appropriately, business casual if possible

☐ Bring a notepad and pen to write down information and to use for your follow-ups

☐ Do Research, Research, Research
   Please don’t ask information you can easily access on the company’s website.

At the Job Fair

☐ Remember to pick up a guide book and map out the employers you wish to meet

☐ Have a firm handshakes

☐ Have good eye contacts

☐ Watch your manners (Don’t chew gum!)

☐ Speak clearly and confidently

☐ Get business cards or take down info of potential employers

☐ Visit employers as an individual (This is not a social event. Don’t visit the tables with a large group of friends.)

After a Job Fair

☐ Follow up with contacts by email or phone within 24-48 hours

☐ Thank employers for their time and reconfirm your interest

Need help preparing?

Make an appointment at
   http://employment.uc.iupui.edu/

Office of Student Employment
   815 W. Michigan St.
   Taylor Hall, Third Floor
   (317) 274-4856