

# *Know Before You Go*

## **During the Fair**

- Arrive early to the fair.
- Have your student I.D. handy to gain entrance into the fair.
- We'll provide you with a nametag, which you should wear on your right side.
- After you check in, pick up a list of participating organizations and note their location on the room diagram provided.
- If you have a backpack or purse, you can check it in with us to store it safely in the Ready Room while you are at the fair.
- Review the employer location diagram closely and develop an action plan to target your top 10 -20 employers.
- Greet each representative with a firm handshake and a smile. Thank them for taking the time to meet you upon greeting and exiting.
- Don't network in a group because it's difficult to showcase your assets if you're in a crowd.
- Respect the privacy of conversations already going on. Feel free to look at the company's brochures or handouts while you wait.
- Watch for cues (eye contact, a smile in your direction, a nod of the head) that the employer is ready to talk with you.
- If you have a portfolio or bag, make sure it's in your left hand so you can easily shake hands with your right.
- Make eye contact, listen attentively, and communicate in a professional manner.
- Collect business cards and pamphlets about the company from everyone you meet.
- Make notes after speaking with each employer.