

DURING THE FAIR

KNOW BEFORE YOU GO

Here's what to keep in mind while you are at a career fair or networking event.

- Make sure you have the Career Fair Plus app downloaded (via apps.usfcs.info). This app gives you an interactive map of the fair and allows you to take notes and check off employers once you've visited with them.
- Plan to leave your bag at home or in your car if possible. Some aisles at the fair can get tight, and you can move around more easily without a bag on your shoulder.
 - Need something to carry your resumes and business cards in? Visit the on-campus Pro-Copy Print Center to purchase your discounted professional padfolio! Details at print.usfcs.info.
- Arrive early to the fair, and have your student ID Card ready so that you can check in quickly. Don't have your card? Head to our manual check-in station.
- Find the first employer you want to speak with in the Career Fair Plus app. If you've already marked the employers you want to visit with a star, their location will be starred on the map.
 - Respect the privacy of conversations already going on. Look at the organization's brochures or handouts while you wait, or reference your notes about questions you want to ask the recruiter.
- Greet each recruiter with a firm handshake and smile. Give them your short elevator pitch introduction ([Elevator.usfcs.info](https://elevator.usfcs.info)) and be ready to answer any initial questions they may have. It's okay to reference your notes in the Career Fair Plus app while you talk with them.
- During your conversation, make eye contact, listen attentively, and communicate in a professional manner. Be sure to also speak loudly and clearly enough that the recruiter can hear you well.
- Collect business cards from each of the recruiters that you speak with, and make notes in the app about what your next step is - whether that's applying for a position or connecting with them on a site like LinkedIn.
- Before leaving the fair, double-check the app to make sure you haven't missed any employers you wanted to speak with.



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