The Career Center’s

GUIDE TO
JOB FAIR
PREPARATION

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Job Fairs are excellent opportunities for students, alumni, and employers to interact and discuss opportunities for employment. As job seekers, this is your chance to ask questions and garner information about many prospective employers at once. The CBU Career Center usually sponsors a job fair event each semester; companies representing a wide variety of career options and academic majors are invited to attend. This packet will give you a brief overview of the preparations you should make for a job fair, and what you should expect to encounter when you attend.

How Do You Prepare?

1. Review list of companies that will be at the fair.
2. Note the ones you are interested in talking with - for example, those looking for your major.
3. Check the Career Center and/or the internet (websites) to gather information about the company.
4. Make a list of questions you would like to ask the recruiter.
5. Practice introductions, as well as, answering and asking questions.

What To Bring:

1. Extra copies of resumes (preferably in nice folder/portfolio)
2. List of references (extra copies).
3. Writing pad/pencil/pen.
4. Something to hold business cards (Career Center will provide bags.)

What Should You Do?

1. Visit tables of the companies you have targeted first.
2. Introduce yourself and let the recruiter know about your interest in working for his/her company.
3. Listen to recruiter, ask questions and take information about the company and/or positions.
4. Give resume to recruiter, if appropriate.
5. Take business card of those you talk with- if card is not available, be sure to get recruiter's name, address, etc.
6. Immediately note pertinent information such as:
   a. Was resume given or will it need to be sent?
   b. Did the recruiter ask you to call him/her? When?
   c. Did the recruiter say that he/she would get in touch with you? How? When?
7. Visit with other companies' recruiters to gather information and see what other opportunities are available.
What Questions Will You Be Asked?

1. Tell me about yourself.
2. What do you know/What can I tell you about our company?
3. What are your short-range and long-range career objectives?
4. Do you have career-related work experience?
5. Do you have plans for continued study? What are those plans?
6. Why did you select CBU? How do you like your choice of program, etc.?
7. What extra-curricular activities have you been involved in?
8. Why are you interested in seeking a job with this company?
9. What qualifications do you have that might help you to be successful in this company?
10. What do you think it takes to be successful in a company such as ours?
11. In what ways do you think you can contribute to our organization?
12. In what kind of work environment are you most comfortable? How do you work under pressure?
13. What criteria are you using to evaluate the company for whom you would like to work? (company size, geographic preference, travel requirements, etc.)
14. Are you willing to spend time as a trainee?

What Questions Will You Ask?

1. What positions are you looking to fill?
2. What particular qualifications or majors are you seeking?
3. Does the company have offices in other cities or countries?
4. What is the procedure for applying to your company?

After The Fair:

1. Review and organize notes and materials.
2. Follow-up:
   a. List what needs to be done and when.
   b. Write thank you notes/letters and send requested materials such as resumes, applications, references, transcripts, etc. ASAP!
   c. Verify addresses, spellings, etc. in the Career Center.