Job Fair Preparation

The KC Job Fair is open to students and alumni seeking professional career opportunities. The following are some helpful tips to make your job fair a productive experience.

Learn Who is Coming Ahead of Time

• Visit the KC webpage for information on companies attending the job fair.
• Develop a list of employers that you plan to speak with and research their employment opportunities, and company products and services.
• Keep in mind all the factors to consider regarding the job. They include location of employment, type of position, job responsibilities, and corporate culture.

Contact Employers of Interest Prior to the Job Fair

• Send a cover letter and resume (via e-mail or ground mail) to companies you plan to visit at the Job Fair.
• Let the employer know that you look forward to meeting him/her at the job fair. Describe your educational and career background, qualifications, and experiences that best relate to the position requirements and the specific company.

Prepare a 45 Second Verbal Summary of Your Qualifications

• Plan to engage in brief, formal interviews with employers regarding your qualifications and their employment needs.
• Review your resume and be prepared to present a 45 second summary your educational and career background, qualifications, work experiences, and career interests.
• Be prepared to ask relevant questions.
• Describe how your skills match those of the position in which you are interested. Promote your abilities.
• Be prepared to schedule interviews with employers later in the day and/or second interviews in the following weeks.

Dress and Act the Part

• First impressions are critical. Dress in conservative, well pressed, professionally tailored business attire.
• Approach employers with confidence and assertiveness. Don’t forget to smile.
• Don’t chew gum, drink, eat, or be rude.
• Don’t ask about salary and benefits unless the employer prompts the conversation. If so, offer realistic salary expectations and appear interested.
• Plan to arrive as close to as early as possible.

Take the Right Things With You

• Take a supply of resumes, unofficial copies of your transcript, and a list of references.
• Take your calendar or date book in order to schedule interviews.

Develop a Plan of Action for the Day of the Fair

• Visit first the employer(s) in which you have the strongest interest (your “A-List”)
• Then visit with all employers whose positions look interesting.
• Record notes in between each employer contact – preferably on the recruiter’s business card or company literature. Use these notes when writing thank you letters, conducting interviews, or evaluating job offers.
Learn What’s Going to Happen Next
• As you leave each employer, ask about the next step in the interview process and how you can advance your candidacy.
• If the employer suggests that you call if you are interested in the position, do so within two days. If you do not, s/he will assume you are not interested.
• Ask for a business card from all recruiters with whom you speak. Shake their hands and thank them for their time.

Follow Up With Your Job Leads
• Write a thank you letter to each recruiter who discussed positions in which you were interested.
• In the letter, remind the recruiter that you met at the KC Job Fair, and reiterate your qualifications and interest in the position.
• Include a copy of your resume and any documentation requested at the Job Fair.