

# Career Fair Packet



## Career Services

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Make an appointment at 918-594-8404

**HIRE OSU GRADS.com**  
OSU Career Services

## What to Do At a Career Fair

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### Before the Career Fair

Sign up for a HIRE system account if you don't already have one.

- Upload your resume, cover letter, references and browse available positions.

If you already have a HIRE system account, make sure all of your information is up to date.

- Check to see if there are on-campus interview sign-ups for companies you're interested in.
- Know what your top strengths are and be prepared to work these into conversation with employers at the career fair.
- Research the employers and study the job fair map so that you know where the employers are who you are interested in speaking with.
- Make a list of questions you may want to ask potential employers (example questions are included in this packet).

### Research Employers and Positions ahead of time:

- Utilize hireosugrads.com to research which employers are signed up to attend the career fair and what positions you might be interested in applying for. On hireosugrads.com click the events tab, scroll down to locate the career fair event and then the button "view employers attending" to learn which companies have registered for the event.
- Use pages 6-7 of this handout to organize information on which companies you want to be sure to talk with and details on their locations and positions. Bring the cheat sheet with you in order to keep information organized and show your preparation. This will also help you start conversations, prepare questions to ask, and demonstrate your interest.

### What to bring:

Resume – Bring multiple copies (10-20) of your resume printed on resume paper. You can also visit North Hall 130 to print your resume on resume paper or pick up 10 sheets of resume paper per day. **You should visit with career services before the fair to make sure your document is well organized and up to date.** Plan ahead of time to schedule this appointment as it will be in career services leading up to the career fair.

Leather portfolio - A portfolio will help you stay organized, keep your resumes crisp, and give you paper to write down important information. Visit North Hall 130 to purchase one for \$5.

Business cards: (OPTIONAL) Order online at [www.hireosugrads.com](http://www.hireosugrads.com) under Job search supplies tab. Cost is \$5 and orders take up to 14 days to arrive so order in advance.

### **What to wear:**

Wear a business suit in dark colors like brown, black or grey. Be sure your suit fits well or have it altered. Iron your clothes and practice wearing them. Conservative styles and colors are best. Choose items that can be worn again to future interviews or paired easily with other clothing items to begin building a professional wardrobe.

#### **Men**

- Wear a tie and jacket
- Be clean shaven and get a fresh hair cut
- Choose dress socks and dress shoes that match the color of your suit
- Choose muted or light colors for your dress shirt and tie
- Wear a belt and tuck in your shirt
- Vests are optional
- No hats, especially baseball hats, should be worn
- Limited cologne or other scents

#### **Women**

- Wear a knee length skirt or slacks with a suit jacket
- Pair your suit with a dress shirt or blouse in a conservative color
- Choose low heels or flats and break in new shoes before wearing them to the fair
- Limited make up, accessories, and perfume should be worn
- Avoid large handbags or purses
- Be aware of necklines and skirt lengths, both should be modest in cut and style
- Panty hose are expected during cold weather if wearing a skirt
- Avoid bright colors or vibrant prints

### **During the Career Fair**

- Arrive early; some recruiters will start to leave before the career fair is over.
- Bring your student ID in order to be checked in at the event.
- Don't ramble or awkwardly walk away from a recruiter. Practice your pitch and be confident.

- Don't bring a friend or a girl/boyfriend and especially not mom. You will appear unprofessional and immature.
- If you will miss class to attend the fair, let your professor know ahead of time and ask how you can make up attendance points or turn in assignments early. If there is another section of that class you can attend with instructor permission.
- Be aware of deadlines; some positions will expire within 24-48 hours of the fair.
- Leave your backpack or purse in the lobby or at home and keep your clutter to a minimum.
- Don't grab the goodies on the table until they are offered. Engage with the recruiters before you help yourself to the freebies.
- Take your time. Be prepared to wait your turn.
- It's perfectly acceptable to apply for positions before the fair and follow up with recruiters at the event. Tight deadlines might actually make this more ideal.
- Your attire should send the message that you are looking for a job, not a date.
- Professional communication goes a long way, practice so you can be seen as a polished candidate.
- Don't be frustrated if a company does not choose to collect resumes, they will still have an application process in place for you to apply online or using hireosugrads.com.
- Follow application instructions as described by the recruiters, handing your resume to them at the career fair is typically not how you formally apply for the position.
- Career services staff are present at the event, if you need help feel free to ask them questions.

### **Networking with Recruiters:**

Approach the table, and wait your turn if the recruiter is occupied with another student. Lead with a handshake, and your 30 second commercial. Be prepared to answer a few questions or provide more information if they ask and don't be afraid to ask questions. Have a resume easily accessible to hand them and don't forget to ask for a business card. Hold off on eye balling or reaching for their give a ways, the recruiter will offer them after you are done visiting. Thank them for their time and don't forget to apply ASAP for the positions of interest.

### **30 second commercial:**

- Include your name, major, class year, and graduation date
- Communicate your interest in a position
- Highlight your related experience / show how your major applies to the position
- Summarize your experiences both in and out of the classroom that connect to the job
- Explain how you can be an asset to the company/organization
- Give an example of an accomplishment you're particularly proud
- Demonstrate your knowledge of the company/organization

Example:

My name is \_\_\_\_\_ and I am studying \_\_\_\_\_ here at Oklahoma State. I plan to graduate in \_\_\_\_\_ so I am looking for a \_\_\_\_\_ position. I saw that you are hiring for \_\_\_\_\_ and I was interested because \_\_\_\_\_. Some of my key skills/experiences have come from \_\_\_\_\_ and I feel prepared to take on roles in \_\_\_\_\_. Most recently I have \_\_\_\_\_ that has prepared me for \_\_\_\_\_. I spent some time learning about your company from \_\_\_\_\_ and I was especially interested to learn \_\_\_\_\_. Could you tell me a little more about \_\_\_\_\_?

### Asking Questions:

- Tell me a little about the training process new hires complete?
- Is there a mentor program for interns?
- What type of projects do new hires/interns work on?
- How is success measured by your company?
- What are some of the skills you look for in candidates?
- What type of experience is necessary to work in this role?
- What type of long term career is possible with your company?
- What is culture of your office/location like?
- Could you describe the leadership in your organization?
- What is your hiring timeline?

### After the Career Fair

- Visit the OSU-Tulsa Career Services Office in NH 130 for free thank you cards and envelopes. Write thank you notes to recruiters for companies you're very interested in or anyone you learned a lot from.
  - Writing a thank you note goes a long way in making an excellent impression and helping a recruiter or potential employer remember you!
- Look to see if potential employers are participating in on-campus information sessions for a chance to speak to them again and further reinforce who you are so they remember you.
- Always make sure your voicemail box and email inbox are not full so that if an employer wants to contact you, they are able to reach you.
  - Also make sure your voicemail box has a professional sounding greeting or states your name. Voicemail boxes that only list a phone number or simply beep can be confusing and an employer wants to make sure they've reached the correct person.
  - Whenever possible, it's always best to answer the phone.

Company Name	Location City, State	Position Title	Career Fair table location	On-campus interview date	Expiration date
1.					
My Questions and notes:					
2.					
My Questions and notes:					
3.					
My Questions and notes:					
4.					
My Questions and notes:					
5.					
My Questions and notes:					
6.					
My Questions and notes:					
7.					
My Questions and notes:					

Company Name	Location City, State	Position Title	Career Fair table location	On-campus Interview date	Expiration date
8.					
My Questions and notes:					
9.					
My Questions and notes:					
10.					
My Questions and notes:					
11.					
My Questions and notes:					
12.					
My Questions and notes:					