



# Ready Reference D-27

## Preparing for the Career Fair

### Steps to Prepare

There are many things to take into consideration when preparing for the career fair. This ready reference is here to help you figure out the essentials and to make you the best candidate possible.

#### **Preparation:**

Preparation is the key to success for the career fair. If you come unprepared it is shown to the recruiters and first impressions are everything. Here we are going to talk about the specific things to keep in mind while you prepare.

#### **Research:**

Research companies and figure out what they do, where they are located, and who they are hiring. Coming in with basic knowledge is one key to success at the career fair. The best way to get this information is through the Career Fair Plus app. It houses much of this basic information and is a great starting point. Be sure you visit the company's website to learn about their projects, research, and company life.

TIP: Be sure to use the tools in the Career Fair Plus app such as featured companies, filters, favorites, notes, and the map, to help organize and find information.

#### **Resumes:**

Your resume is an employer's first impression of you, so it is important that it is up to date and contains the information employers are looking for. When creating your resume, it is important to keep it short and concise. Your resume is to help you get your foot through the door, not to list everything you have achieved. You can go more in depth about your achievements in person, so create a sales pitch to go along with your resume. Finally, be sure to print it on special resume paper so it is clean and professional.

TIP: CEAT Career Services offers resume reviews via walk-ins and appointments as well as resume paper you can check out.

#### **Professional Dress:**

The career fair is a business professional environment, so be sure your dress reflects that. For women, your attire should be conservative, loose, neutral-colored suits, blouses, and skirts. If you choose to use accessories, they should be simple, high-quality, and leather if applicable. For men, attire should be neutral-colored suits and light-colored shirts. Men's accessories should be neutral colors and should match, ties should have simple colors and patterns.

TIP: Recruiters watch everything you do so be sure to dress to impress and set a good image for yourself!

**Mock Interviews:**

Talking to recruiters can be very intimidating, a great way to help minimize this is by scheduling a mock interview. A mock interview allows you to test your interview skills and to help gauge your social skills. They cover common questions employers ask and include constructive criticism going over things you can improve upon. Mock interviews can be scheduled by appointment with CEAT Career Services at:

<https://ceat.okstate.edu/student-services/career-services/mock-interview.html>

In addition, OSU Career Services also hosts a mock interview day once each semester so be sure to check the date!

TIP: Mock interviews take about 30 minutes so be sure you schedule enough time for them.

To learn more about the CEAT Career Fair you can visit:

<https://ceat.okstate.edu/students/student-council/career-fair.html>

The career fair is a great way to network, gain internships, and to meet new people. Being prepared for it is crucial to your success. For more information on a certain topic, be sure to stop by CEAT Career Services to learn more.