Career Fair Preparation

What is the Career Fair?
The UTSA Career Fair is a special opportunity for you to meet with employer representatives face to face, to explore job opportunities and to network with hiring professionals in a variety of fields.

Before the Career Fair
DEVELOP a plan of action. Decide which companies, fields or industries you will be targeting. Visit the Career Services’ website to get an updated list of participating employers.
PREPARE a one-minute ad/bio about yourself. Who are you? What you have to offer? Your major and interests?
RESEARCH specific information about the employers you are most interested in to generate interest and generate intelligent questions.
RESUME should be prepared and proofread: Bring at least 20 copies of your resume. Do not include a cover letter (only use it when you are not there in person).
PORTFOLIO typically is not needed for the job fair; however, you may need this for the second interview with employers.
ATTIRE Even though “casual” attire may be more common, your outfit tells recruiters if you are serious about the job. Keep jewelry and cologne to a minimum. Dress in a business suit. Dress to be interviewed. Jeans and flip flops will not represent you as a professional and will not get you to the next step.

During the Fair
ARRIVE EARLY to avoid long lines and familiarize yourself with the layout. Career Services will provide a booth layout.
ETIQUETTE Don’t hog the employers’ time. There will be others waiting behind you to visit with the employer. Don’t just grab freebies off the table and walk off.
ATTITUDE should be confident, enthusiastic, and professional. These are very important aspects sought by employers. Be assertive, shake hands and introduce yourself when you arrive at the table.
REVIEW any literature while you are in line.
LISTEN when the recruiters are talking to you and others.
ASK QUESTIONS that are intelligent and direct. Such as, “what do I need to do to obtain an interview with your company?” Remember: Ask for a business card

Common Mistakes
- Unprofessional Attire
- Lack of focus or knowledge
- Monopolizing recruiters’ time
- Forgetting resume/pen
- Grabbing free it