Career Fair **Checklist**

▼ Preparing for the Career Fair

- ☐ Visit the Career Services website at **careerservices.iit.edu** to review the list of companies attending the fair, and create a list of target companies

- ☐ Determine your top companies by researching their mission and vision statements, products and services, and community interests

- ☐ Prioritize a list of the employers you plan to visit

- ☐ Write and practice an insightful "elevator pitch"

- ☐ Rehearse responses to standard interview questions
  - ○ Tell me about yourself.
  - ○ Why do you want to work for our organization?
  - ○ Why do you want work in this industry?

- ☐ Determine the professional attire you plan to wear and be mindful of hygiene and grooming

- ☐ Prepare a checklist of items to take to the fair:
  - ○ Portfolio with notepad and pens
  - ○ Copies of your resume
  - ○ Research notes on the companies you plan to visit
  - ○ Business cards, if you have them

▼ Day of the Fair

- ☐ Be mindful of traffic—if a line is too long, move on to another employer

- ☐ Review the information about the employer before you approach them

- ☐ Ask for the business card of each contact and keep notes of each conversation

- ☐ Take breaks to assure that you will look and feel your best

▼ Following Up After the Fair

- ☐ Write thank you e-mails within 24 hours

- ☐ Organize accurate records of your company contacts, including contact information, correspondence (email and letters), and submitted application materials

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