MAKE THE MOST OF THE JOB FAIR

Attending SJSU Career Center job fairs is an excellent way to learn about internships and jobs directly from the recruiters. To impress recruiters and build your chances of being invited to an interview after the fair, consider the following tips.

BEFORE THE FAIR

1. **Login to SpartaJobs at** [sjsu.joinhandshake.com](http://sjsu.joinhandshake.com) **to find employers and specific opportunities:**
   - From the Fairs menu, select the title of the job fair, e.g., Fall '16 Job/Internship Fair and then select View Employers.
   - Search employers by majors or job types.
   - **To search by job postings**, go to the Jobs menu. Go to the Label filter and search Fall16. Select the label for the fair you are interested in. Note: Not all postings will be on SpartaJobs. Check back regularly for updated postings.
   - **Periodically check for new employers and/or positions** up until the day of the fair.

2. **Select 5-10 target employers** that you will meet. Learn more about the employer by visiting the employer’s website.

3. **Tailor your resume** to specific positions/companies that you want to apply for. Prepare a general resume as well for any additional companies you might be interested in at the fair.

4. **Prepare and practice your conversation starter.**
   - Highlight your major, relevant experience or projects, and strengths.
   - Imagine a two-way conversation with an employer, not a monologue.
   - **Prepare questions to ask representatives** such as: What qualities are you looking for? What growth opportunities are available?

5. **Dress professionally** in business attire.

6. **Pack your gear:** a tidy folder, multiple copies of your resume, a calendar for interview dates, and your student ID.

**ADDITIONAL RESOURCES**

Access online resources at [sjsu.edu/careercenter](http://sjsu.edu/careercenter), including webshops on job fair success, researching employers, resume writing, interviewing, as well as Big interview, a 3rd-party mock-interview tool.

Attend Making the Most of the Job Fair workshops – dates and times listed on the program calendar.

Make an appointment with a career consultant (for undergraduate students only) to learn more about resume writing, job/internship search, etc.

AT THE FAIR

1. **Use the floor map** to locate your 5-10 target employers.

2. **Approach a non-target employer** first to practice your conversation starter and calm your nerves.

3. **When visiting employer booths:**
   - At booths with long lines, have brief conversations (5 minutes).
   - **Initiate a handshake** with a smile.
   - **Introduce yourself** to the recruiter and use your conversation starter. Describe your interest in the employer and how your background and career goals are a good fit.
   - **Avoid questions on salary/benefits.**
   - **Offer your resume** to the recruiter.
   - **Ask about the application process** and whom to contact for follow up. Do expect to apply online.
   - **Request a business card or LinkedIn connection** if the recruiter is willing to share.
   - **Thank the recruiter** and **shake hands** to close.

AFTER THE FAIR

1. **Send an email** thanking the recruiter for his/her time and reiterating your interest in the role. Include another resume and other application requirements.

2. **Follow the application process** and continue checking job listings on SpartaJobs.

3. **After you accept a job offer**, stop interviewing. Instead, plan for success with your new employer.

THE SOCIAL SKILL ADVANTAGE

Employers may assess your social skills as much as your work qualifications.

- **Show respect** for employers, students and SJSU staff.
- **Honor line order**, wait patiently and avoid pushing.
- **Use polite language**, such as “please”, “thank you” and “excuse me”.
- **Maintain pleasant, calm behavior**: facial expression, voice tone, posture.
- **Show interest in employers, but avoid behaviors** that might be viewed as aggressive or unprofessional, like racing between booths or demanding extra time with a recruiter at a busy booth or after the fair has ended.