How to Succeed at the Career Expo Checklist

BEFORE THE CAREER EXPO

Know Yourself
What do you have to offer?
- Ex. previous experience, skills, accomplishments

Get your Resume Critiqued
- Make an appointment with Career Services to have your resume reviewed
- Review the Job Search Handbook

Research the Companies Attending
- Learn about the companies
  Ex. size of company/number of employees, public or private company, products or services, current projects

Where to find the information:
- Careers2Geaux, company websites, search engines

Brainstorm questions to ask recruiters.
- Ask about: opportunities, company culture, recruiter’s career history, what they look for in a new hire

Prepare for the Career Expo
- Download the student handout and identify the companies you know you want to speak with.
- Practice introducing yourself and networking with family and friends.

Professional Attire
- Dress appropriately in business attire
  Ex. wear a suit, iron outfit, polish shoes, pay attention to personal hygiene

DURING THE CAREER EXPO

Be Ready
- Arrive early and review map of employer locations
  Please bring: student ID, copies of your resume, portfolio with pen and paper, know your questions for the recruiters

Asking and Answering Questions
- Answer the recruiters’ questions in an intelligent and well thought out manner
- Ask the recruiter questions about the company and position
- Be enthusiastic when answering and asking questions
- Show them why you would make an excellent employee
- Listen carefully to what they are saying

Closing the conversation
- Prepare an ending statement expressing your interest in the company and highlighting anything you didn’t mention earlier
- Ask the recruiter for a business card and collect information on the table
- Thank the recruiter