

Checklist for career event success

Preparation is the key to career event success.

Employers are looking to meet with students and alumni who may be a good fit for their organization. Use this checklist to ensure you are ready to participate in any career event with confidence.

Market yourself at career events by focusing on **your skills**, not necessarily **your major**.

Before the event:

Visit Handshake (asu.joinhandshake.com) to review the list of organizations attending the event. Determine which organizations you want to meet.

Follow organizations of interest on LinkedIn, favorite them on Handshake and research their mission, values and career opportunities ahead of the career fair/ hiring event.

Submit your resume for review to ensure you highlight your skills and achievements.

Prepare a **powerful introduction** to explain who you are and what opportunities you are seeking in less than 30 seconds.

Some employers may choose to interview you on the spot at a career fair. Be prepared by reviewing **common interview questions** ahead of time.

Practice your response a friend, Career Services staff member, or by using **Interviewing.com**.

Choose an outfit that is professional to create a good first impression.

If possible, leave behind your backpack, skateboard or other bulky items.

Identify 3-5 questions that you want to ask the employer. Write these down below, before the event!

Prepare in advance: bring a **pen and paper**, **research** the organization and bring **copies of your resume** if possible.

Day of the career fair:

Download the Handshake app to view a list of employers and the layout of the event.

If you are attending an in-person career event extra bags or backpacks are not permitted in the event. Leave your items at the complementary "bag check".

Ask for the business card, LinkedIn profile link or contact information for each employer you speak with in order to follow up with them.

Review the information and organize a list of employers you plan to visit, in order of priority.

Take breaks as needed to ensure that you look and feel your best when approaching the next employer.

Watch the traffic flow in the room. If a line seems too long, it may be more efficient to select another employer.

Take notes during your conversation and reference those notes in future correspondence.

After the event:

Send a thank you email to each organization you spoke to within 24 hours.

When sending a thank you email, remind recruiters of the details of your conversation and ask to stay in touch.

Consider sending these after business hours so your email is at the top of their inbox the next morning.

Keep accurate record of your contacts with the organizations you met with.