

## How to make the most out of careers fairs

### Why should you attend?

If you want to find a job or placement or work experience, you can:

- make personal contact with representatives from a number of organisations
- talk to current employees
- pick up firms' literature to help you research
- find out about vacancies for jobs and placements
- get your questions answered instantaneously
- build networks and establish links – create an impression

### What you need to do:

#### 1. Research the organisations

- You will present a far more professional image at the fair (and be remembered favourably) if you have prepared in advance – invest time now, it's your future!

#### 2. Ask yourself, what do you want?

- What size of organisation?
- What type of work?
- What culture?
- What location?
- What size of intake?
- What work / life balance?

#### 3. Plan ahead and be methodical

- Decide which stands you intend to visit
- Know why you are interested in each firm / organisation
- Prepare questions you genuinely want answered
- Compare firm responses – it's your turn to assess them!
- The more you know beforehand the more you will get out of the fair

#### 4. On the day, make an impression

- Smart / casual dress
- Have something to say when you approach a stand
- Be confident, positive, enthusiastic and professional

- Take notes
- If the stand is busy wait patiently, or come back later
- Only take 'freebies' offered to you

**5. After the fair:**

- Read firm materials
- Diarise important dates, e.g. applications (don't book a summer holiday too early)
- Follow up any interesting contacts you have made
- Decide which organisations to apply to
- Final research – revisit publications & websites