Prepare for the Fair

To Resume or not to Resume

- Bring resumes if you have them ready.
- If you do not have your resume ready, ask the recruiter where you can send your resume.
- Do not give out an ill-prepared resume! It is better to send it to them later and make sure it looks good. Be sure to have someone from the Internship & Career Center critique it prior to the fair.
- Speak to the recruiter first and then ask them if they would like a copy of your resume.
- Do not give out an ill-prepared resume! It is better to send it to them later and make sure it looks good. Be sure to have someone from the Internship & Career Center critique it prior to the fair.

What to Wear

- You do not need to wear a suit, but if you are close to graduation it may be a good idea.
- Wear business attire.
- Males: Nice pants, dress shirt, tie is optional.
- Females: Skirt or slacks with a nice shirt or a business-style dress. Jacket is recommended. Heels are not necessary.
- No jeans or messy clothing. Dress a cut above the “Student Look.”

Who are the Recruiters?

- They are representatives of the company comprised of: Recruiters/Personnel/Human Resources (HR), Supervisors or Managers, company employees or specialists, and UC Davis Alumni.

Be Aware

Supervisors or Managers may have positions they are trying to fill so they may do a brief interview at the fair. Specialists may not know hiring/personnel issues. Human Resources people may not know much about the job responsibilities or how to answer specialized questions. You may talk with someone other than an industry specialist. Do not disregard someone’s position title because they may determine whether to pass your resume on to the hiring management.

You may only have 1-2 minutes to talk to you, so be prepared with what you want to ask.

Make a Strong First Impression

- Be bold and positive!
- Introduce yourself, provide a firm handshake, and make eye contact.
- Let representatives know that you are confident and excited to meet them.
- Make a note of the recruiter’s name as many do not give out personal business cards. However you may still request a business card for a follow up.

Interviews

- If it seems like you are being interviewed during the fair, you probably are. Some company reps will take this opportunity to conduct a mini interview to see if they are interested in conducting a formal interview with you.
- If companies do not specify when to follow-up, send a brief e-mail one to two weeks after the fair asking about the status of your application. Attach an updated copy of your resume to the e-mail.
Preparation

- Time passes quickly, decide which organizations you are most interested in.
- Log into your Aggie Job Link account to view up-to-date list of companies attending the fair and to get links to company websites.
- Check Aggie Job Link to see if the company has a job posting, on campus interviews dates or if they have an information meeting scheduled.
- Explore company websites and take notes on where they are located, what positions they have to offer and what skills and qualifications they are looking for.
- Look at the floor plan in the Career Fair Program Guide to find out where organizations you want to visit are located. Expect some cancellations and some last minute arrivals.
- Travel as light as possible. You'll be shaking hands and collecting company literature. There is no coat check.
- Prepare a “1-2 minute commercial” of the skills and talents that set you apart from others. Give a little background about yourself, e.g. your skills, your interests and whether you are looking for a career position, internship, volunteer position or just general information.
- Rehearse your commercial!

Prepare Questions to Ask

- What opportunities are available for someone with my background?
- What kind of candidate does your organization look for?
- Can you tell me something about your internship program?
- What can I be doing now to prepare myself for a job in this field?
- How can I go about applying for a position with your organization?
- What do you look for when you interview?
- What is the application process for these positions?
- What are the differences in responsibilities for bachelors vs. masters students?
- Try to avoid the question, “What does your company or organization do?” That information is available in the organization descriptions on their web page.

Be Prepared to Answer Recruiters’ Questions

- Be honest. Keep in mind who you are talking to and what they may be looking for.
- Recruiters may ask:
  What classes are you taking? What is your favorite class? What is your major? What are your career goals? Why did you select UC Davis? How do you like it?

Follow Up

- Do not forget to post your resume to the organization through Aggie Job Link, if they will be interviewing on campus.
- Do not forget to submit your resume to the company website if you were instructed, in some cases you need to apply through Aggie Job Link and the company website.

Did you know that only a small percentage of people send thank you cards or emails after a meeting or interview? Set yourself apart by sending a brief note thanking the representative for their time. You may want to attach a copy of your resume to the note.

Aggie Job Link

- Lots of companies schedule their on-campus interviews around the career fair so make sure your address, email, and year in school are current in your profile, resume and cover letter uploaded in the system so you can quickly submit your materials to companies.