

Career & Internship Fair Checklist

Webster University's Career & Internship Fair provides students with an opportunity to:

- Explore career options and learn about various openings available within organizations
- Speak with employers about internships, part- and full-time jobs, and volunteer/community service workstudy positions
- Speak with universities about potential graduate school options
- Hone your networking and professional skills

Typically, students do not leave a career and internship fair with a job or internship offer. Rather, the event is an opportunity to initiate contact with an employer, build name recognition, get questions answered, and to follow-up on applications previously submitted.

✓	BEFORE THE FAIR
	<p>Research Companies and Organizations Attending</p> <p>Research the companies and organizations attending the event. A list of employers and organizations attending the fair is available in My Career Connection (https://webster-csm.symlicity.com/), Webster University's online career management database with student employment, internship, and job postings, as well as an employer directory. Based on your occupations of interest, determine which employers you may want to speak with, or target, at the career and internship fair. Conduct research on your target employers by reviewing the company's website, doing a Google News search for recent company headlines, and check My Career Connection and the company's website for available job or internship openings.</p>
	<p>Attend Career and Internship Fair Preparation Workshops</p> <p>To make the most of a career and internship fair, consider attending a pre-event workshop. Tips on navigating the fair successfully will be shared with student attendees. Workshop details can be found on the Career Services website (http://www.webster.edu/careers/) or Facebook page (http://www.facebook.com/WebsterCareerServices).</p>
	<p>Prepare A Resume: http://www.webster.edu/careers/documents/resumewriting.pdf</p> <p>Create or revise your resume. Bring ample copies of your well-written resume to the fair. Not all employers will accept paper resumes, but bringing them shows you are prepared and planned ahead. Seek assistance from an advisor in Career Services as you create your first resume or hone an existing one. On-the-spot resume reviews (walk-in, first-come, first-served) are often offered in the weeks leading up to the fair. Watch for announcements about on-the-spot resume review sessions prior to career and internship fairs, or schedule an appointment with a career advisor by stopping by, calling, or e-mailing Career Services.</p>
	<p>Prepare Your Introduction</p> <p>Prepare to initiate conversations with employers at the fair by practicing your personal introduction. Include your name, major, graduation date, and a summary of your skills and qualifications in a brief 30-60 second intro (or "commercial"), then express interest in the employer. Some students will introduce themselves to an employer by explaining their professional and academic past, present, and future (goals).</p>
	<p>Check Professional Attire</p> <p>Check your professional attire. Be sure that your suit or professional outfit fits and that it is clean and pressed. If you need to purchase professional attire, consider shopping at upscale resale shops like the ScholarShop. Large retail stores also have affordable options.</p>

✓	DURING THE FAIR
	<p>Appear and Act Professionally</p> <p>On the day of the fair, wear professional attire, including a nametag, and bring a portfolio or folder with a pen and copies of your resume, references, and a list of target companies you hope to speak with. Present yourself in an approachable and confident manner. Introduce yourself with a firm handshake, maintain eye contact, and be attentive to non-verbal communication from company and organization representatives. Be polite, and avoid cell phone use (calls and texts) during the fair.</p>
	<p>Ask Questions</p> <p>Ask thoughtful and appropriate questions. Sample questions include: Describe the type of employees and/or skills you are seeking. What are the top three needs at (company name) or in (department name)? Describe your experiences at (company name). How did you get into this career field/organization? What type of internships, jobs, or volunteer positions does your organization have available? Ask for the employer's business card when appropriate and gather any available literature. Note that it is inappropriate to ask questions about salary in this setting.</p>
	<p>Take Notes</p> <p>Following a conversation with an employer, take a few minutes to step aside to a quiet spot and jot down notes about your impressions or questions for follow-up.</p>
	<p>Abide by the Webster University Code of Conduct: http://www.webster.edu/students/handbook/conduct.shtml</p> <p>Participants are expected to follow the policies and procedures that are outlined in the Webster University Student Code of Conduct.</p>

✓	AFTER THE FAIR
	<p>Send Follow Up Notes</p> <p>Send a thank you or a follow-up note (email or written) to companies and organizations with whom you spoke at the fair. Use the notes you took during the fair to make your follow up specific.</p>
	<p>Apply to Openings</p> <p>If employers at the fair suggest that you apply via their company website, be sure to follow through and apply. Many employers cannot consider candidates unless they have formally applied through the company's applicant tracking system. Even if you handed a resume to an employer, check their website for a formal online application system.</p>