



# “Just In Time” Career Expo Tips

## What to do First? Sign in and Register for the Career Expo:

1. **Bring your i-card** and plan to swipe in or sign in at the check-in table.
2. Visit the **name tag table and create a nametag**. Place your nametag around neck. Wearing a name tag can be helpful as you connect with a variety of people during the fair.
3. Visit the **Career Expo Coaching Corner** if you have questions or need help preparing.
4. Review **Employer List** from the program & rank from most to least interested in making a connection.
5. Start with companies you are not as interested in so you can **practice** and **become more relaxed**.
6. Review your prepared “**30-60 second elevator pitch**” or Short Introduction.
7. **Drop your nametag and evaluation** in the basket located at each exit when leaving the Career Fair, scan the QR code on the back of the program to share your feedback about the event.

### **Tell the Recruiter:**

- **Why you are attending the Career Expo/Type of opportunities seeking. Give a brief summary of your education, experience, strengths, etc.**
- Example: Hello, my name is Prairie Star. I am a psychology major planning on graduating in May. I am interested in working for a social service agency as a case manager.

## Before the Career Expo:

- Target your top ten companies. Check out employers attending on Handshake.
- Prepare a competitive resume. Be ready with a visually appealing, skill focused, well written and error-free resume. Get help during our walk-in hours!
- Create a list of questions to ask the recruiter based on your research on the company.
- Be prepared to ask your questions to the employer.
- Be prepared to answer questions. Remember, employers will also be asking you questions! You will be expected to think on your feet.

### **Sample question:**

- **What qualifications are required to enter a job in this field/organization?**
- **Learn to sell yourself:**
  - **Watch “Elevator Pitch” video on homepage of CDC website.**
    - Go to CDC website and scroll down to Career Spots section
    - Select “Click here to watch more” and Click on “Job Search” tab
    - Find and open the Networking/ Personal brand link and select the “Elevator pitch” video clip

### **Create and practice a 60-second “elevator pitch” that includes:**

- Introduction- Introduce yourself, offer a firm hand shake and a resume
- Tell the employer why you are there and what sort of employment you seek
- Brief summary of your education, experience, strengths, etc.
- Reiterate your interest and thank the employer

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## Entering the Career Expo Floor:

- Be independent. Approach employers on your own, not with a friend.
- Turn cell phone off. Instead, remain engaged with recruiters and others at the event.
- Respect recruiter’s materials and “giveaways” by only taking 1 when offered.
- Be confident. Smile, walk confidently with a good posture, and make direct eye contact. Understand that employers view candidates as possible future employees of their organization.
- Chart your course. Survey the room to determine where employers are located and in what order you plan to visit them. If possible, avoid standing in long lines; instead, keep moving and return later.

## Meeting the Recruiter/Employer:

- **Be patient.** Don’t interrupt the employer or jump into a conversation he/she is having with someone else. Wait your turn; you might even pick up some valuable information as you wait!
- When it's your turn to meet the employer, take a deep breath, smile, shake hands firmly and begin your “60-second” commercial.
- Make direct eye contact with the employer throughout your conversation.
- Watch your tempo and tone when speaking to the employer.
- **Ask meaningful questions:**
  - Ask one or two meaningful questions without monopolizing the employer’s time
  - Not a good idea to ask about salary
  - If you are an undergraduate, be sure to ask about internship and student employment
- Review ‘Questions to Ask at a Career Fair’ Quick Guide to review sample questions you could ask employers.

## Put your Resume into a Recruiter’s Hands:

- Thank the employer for his/her time and leave a copy of your resume if accepting. The recruiter may instruct you to upload resume into the employer’s online application system instead.
- Ask the employer for a business card, company brochure, and follow-up process.
- As soon as you walk away from the employer, jot down a few notes about your conversation. You may want to bring up a few memorable points that were discussed during your visit to include in your follow-up letter.

## After the Career Fair: Follow-up is essential to making the most of your career fair experience!

- Within one week, send thank you letters to employers that you meet. Most candidates do not make the effort to send thank you letters; why not give yourself the competitive edge?
- Use the follow-up procedures suggested by the employer.

## Helpful Resources:

- View CDC’s A-Z index on Career Fairs for more information: <https://www.uis.edu/career/events/career-fairs>
- Check out Career Spots at <https://www.uis.edu/career/student-employment/career-toolbox>. Scroll down to "CareerSpots"

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