

Career Fair Checklist



Before

✓ **Determine your career plan**

- Military, Civilian, Graduate/ Professional School
- Full-time, Internship, Part-time, Graduate/Professional School

✓ **Update Resume and Upload to your Gate account**

- If you don't have a Gate account, register at www.citadel.edu/career_services/TheGate.htm

✓ **Research participating recruiters**

- Use The Gate and check their website

✓ **Prepare your personal commercial**

- 60 seconds include: name, major, what you are seeking. Have additional information about yourself to share upon request from recruiter

✓ **Prepare questions**

- About company, positions, what you researched

✓ **Map out which recruiters you will visit and in what order**

- Practice with the least important so that you are ready for those that are most important to you

During

✓ Bring 20-25 resumes

-At least 1 for each organization of interest to you and 5-10 more for organizations that you discover to be of interest during the fair

✓ Wear blazer if applicable or uniform for that day

-Business attire for all evening students

✓ Use your map and determine best approach

✓ Give your commercial

-Firm handshake, use proper business etiquette

✓ Pay attention, take recruiting information

-Ask questions as needed about their hiring / admission process and by when you should expect to hear from them

✓ Ask for a business card

- do not put away until conversation is over and put notes on the back after the fair

After

✓ Organize the information you collected by interest

-Follow application instructions

✓ Follow up with a thank you card or email

-Thank the representative for sharing information with you about X organization/position and include any additional questions or ask for more information

✓ Research when companies will be back on campus or conducting interviews

✓ Reassess your values and interests with the vision and mission of the organization in mind