MSU CAREER, INTERNSHIP & STUDENT EMPLOYMENT SERVICES
PREPARING FOR THE CAREER FAIR

The following checklist will help prepare you to make a lasting impression with recruiters.

Before the fair:
• View the list of attending employers in advance at www.montana.edu/aycss/careers/events. Or download the MSU Career Fair Plus app
• Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization.
• Speak with faculty ahead of time if you will be missing class.
• Prepare your resume and have it critiqued by Career & Internship Services.
• Take several copies of your resume to the fair - carry in a portfolio or folder.
• Practice your 20 second introduction that includes 1) Your name, 2) Your major and year (freshman, sophomore …), 3) Why you are interested in their organization.
  “Hi, my name is Alex Williams. I am senior with an interest in sports marketing. I am currently working part-time as an intern with Wolfpack Athletics. I will be graduating in January, and would like to discuss the various positions available with the Hurricanes.”

Day of the fair:
• Dress professionally, whether you are seeking a position or not. If you are seeking a full time position, wear a business suit (men and women). If you are seeking an internship, business casual will work.
• Go early, if possible, when recruiters are fresh.
• Check in at the front desk and pick up a nametag (you MUST wear one) and a map of the fair. Determine where the organizations are you would like to speak to. Plan your approach.
• Leave your backpack and coat at the coat check. Take only your folio with your resume.
• Walk around the entire fair; get a feel for the event. Watch seasoned students in action.
• Large well-known employers receive lots of attention from students. Do not overlook outstanding opportunities with smaller or unknown organizations.
• Speak to recruiters! They attend because they want to speak with you. If you are nervous, approach an employer who is not on your target list to use as “practice.”
• Smile, offer your hand for a handshake, introduce yourself, and offer your resume.
• Follow the cues of the representative.
• Show interest and share your personal strengths.
• Thank them for their time, ask about their timeline, request a business card.
• Career Coaches will be on hand if you have questions or need some quick advice.

After the fair:
• Send thank you notes to employers you spoke with and follow up with the application process as directed by employers.
QUESTIONS YOU MIGHT ASK CAREER FAIR REPRESENTATIVES

1. I see you’re here visiting with students in ________ major. I am very interested in working for your organization, but my major is __________, can you tell me who the best contact would be in your organization for those opportunities?
2. Please tell me about how ___________ position fits into the mission and main functions of your organization.
3. What is your organization/department culture like?
4. What is “a day in the life of” like for individuals in the ____________ position?
5. What types of opportunities are typically available to new college graduates?
6. How many people are employed within the ________ department?
7. What specific skills and qualifications does your organization look for in its employees?
8. Are there specific courses or other requirements you look for in prospective employees?
9. What could someone expect to see as the typical hiring process in your organization?
10. What are the projections for future changes within your organization?
11. How does your organization train its new employees?
12. Please describe what initial assignments in the area of ________ might be.
13. What opportunities does your company offer for individual professional development?
14. I see you have branches in several locations. Where do you see the growth happening?
15. May I have your business card?
16. Tell me about your job. What do you like about it?
17. What is unique about your organization?
18. Can you suggest anything I can do to improve my chances of employment with your company?

For questions or additional information on the Career Fair, please contact MSU Career, Internship & Student Employment Services at 994.4353. Scheduled coaching appointments, practice job interviews and resume critiques are available by contacting Career & Internship Services at 994.4353.