

Tips for Navigating the Career Fair

BEFORE THE FAIR

- Review the [list of employers](#) that will be at the Career Fair.
- Select 3-5 employers you are interested in talking to or learning more about. When selecting employers, consider those that work in fields related to your major or future career goals.
- Write down 2-3 questions that you would like to ask each employer. For example:
 - Can you tell me about the work your organization does?
 - What do you like about the work you do?
 - What skills or experience do you look for in a candidate for work at your organization?
- Prepare your outfit – we encourage students to dress in clean, modest clothing. This may include slacks, dark jeans, long sleeve shirts, long skirts, blazers, or other “business casual” clothing. Avoid sweatpants, sweatshirts, gym clothes, or items with rips, tears, or large graphics.

DURING THE FAIR

When interacting with employers...

- Introduce yourself with a friendly gesture like a wave or handshake, and share your name and major.
- Have a conversation with the representative using the questions you wrote down, or any additional questions that come up during your conversation.
- If you have a particularly positive conversation with a representative, ask for their business card! An example might be if the employer starts talking to you about specific jobs in their organization that might be a good fit for you.
- To end the interaction, thank the representative and say something like “it was great to meet you, have a great day!”
- Remember, you do not have to speak to every employer. It is okay to simply pass by a table with a friendly “hello.”

If you need a break...

- It is okay to take a seat, step into the hallway, or excuse yourself to the restroom.
- You can also take some time to get your headshot photo taken.

When in doubt...

- Ask for help! DRC and CRC staff are here to answer any questions you have. There will also be **Career Concierges** (current New Paltz students who intern in the Career Resource Center) available to answer questions, visit employer tables with you, and act as support for you throughout the fair.

AFTER THE FAIR

- Follow up with any employers that you were particularly excited about. Your email might ask some follow-up questions and thank them again for their time.
- Feel free to [make an appointment with your Career Specialist](#) to ask any additional follow-up questions you have about your experience at the Career Fair. They can also help you send follow ups to employers, look for internships and jobs, or think about your future career goals!