



NAU Career Fair Checklist

Preparation:

- Determine your intention with this event. Are you looking to find a job, or maybe an internship? Or are you looking to conduct informational interviews to determine what skills and experiences you will need to be successful in the future.
- Review the list of employers attending the event in [Handshake](#).
- Find Employers of interest in both [Handshake](#) and on [LinkedIn](#) and make a list of those you want to speak with.
- Schedule a career advising appointment with the Career Development department via [Handshake](#) to update your resume or complete a mock interview.
- Undergraduate students can utilize the [Resume Drop Box](#) on our website.
- Attend the Career Fair Resume Bootcamp to have your resume reviewed.
- Complete NAU [Career Steps](#) in Udemy.
- Prepare a 30-60 second elevator pitch to introduce yourself to employers.
- Prepare responses to common interview questions in case you are offered an interview on the spot.
- Prepare any questions you may have for specific employers of interest.
- Make sure your [Handshake](#) profile and [LinkedIn](#) profile are up to date and have your most recent experiences and interests.
- Plan your attire, wear business professional clothing to stand out and make a good first impression.
- Prepare what you will take with you:
 - Something to take notes on and a pen.
 - The NAU Career Fair Tracker.
 - Multiple copies of your resume.
 - Any research notes you completed prior.
 - A portfolio of your work (if applicable).

The day of the fair:

- Be sure to bring the materials you prepared for the fair: resume, questions, notes, list of top employers etc.
- Check in to the Fair at the Student Check In Kiosk, and receive your Career Fair Welcome Packet, event layout map, and name tag.
- Once in the Fair, determine where your employers of interest are located, and make a plan that allows you to speak to all of them.
- If you need a professional headshot, find our headshot booth and get headshots for free!
- Plan to take occasional breaks for yourself, this will allow you to not feel overwhelmed and have the confidence to approach employers in your best manner.
- Visit your least prioritized employers first in order to get comfortable speaking with employers and introducing yourself.
- Ask for business cards and linked In profiles of every employer you speak with.
- If you notice there is a line to speak with an employer of interest, you can visit the next employer on your list and come back to this employer when it is less busy.
- Utilize the NAU Career Fair tracker to have an easy list of who you spoke with and their contact information.
- Take notes of each employer that you spoke with, keep track of what the discussion was about.

After the fair:

- Take some time to reflect on your experience at the fair and review your NAU Career Fair Tracker document.
- Do further research on those employers of interest, or start looking for employment opportunities with those organizations.
- Write thank you emails to those employers of interest, this allows you to grow your network and stay in contact for potential opportunities.
- Schedule an appointment with the NAU Career Development department via [Handshake](#) to review application materials, conduct mock interviews, or simply strategize your Career plan.