

# Career Fair Preparation

Johns Hopkins University

# Agenda

- Tips for Success
  - Before
  - During
  - After
- Any Additions?
- Questions and Answers

# Tips for Career Day Success

## Before Career Day

- Ensure that your resume/CV is up-to-date
- Ensure that you have the proper professional dress
- Research the companies and positions you are interested in – The Career Services Office and its website will prove useful

([http://ww3.jhsph.edu/Student\\_Life/career/index.html](http://ww3.jhsph.edu/Student_Life/career/index.html))

# Tips for Career Day Success

## Before Career Day (cont.)

- What should you research?
  - Location(s)
  - Facilities
  - Size
  - Products and services
  - Financial data
  - History
  - Mission, vision, strategies and goals
  - Management and employee data
  - Executive biography

# Tips for Career Day Success

## Before Career Day (cont.)

- Why should you research?
  - Research allows you to interweave your background into what the employer has to offer
  - Research allows you to evaluate the employer's strongest qualities
  - Research allows you to impress the company/agency
- Where should you research?
  - Websites
  - Periodicals
  - Colleagues, Faculty, and company representatives

# Tips for Career Day Success

## Before Career Day (cont.)

- Make sure you have all the items on the Career Day checklist
  - Briefcase or portfolio
  - Notepad and pens
  - Several resumes/CVs and reference sheets
- Prepare several questions for the company/agency representative

# Tips for Career Day Success

## Before Career Day (cont.)

- Sample questions to ask:
  - What is a typical day like for the position?
  - What are the most rewarding aspects of the position?
  - What type of individual are you looking for?
  - What are the most challenging components of the position?
  - What are the next steps for candidates that you are considering (timeline)?

# Tips for Career Day Success

## During Career Day

- Arrive early – most employers are tired by the end of the day
- Plan to stay as long as you need – most conversations will take 5 – 25 minutes
- Prioritize agencies/companies (must talk with, want to talk with, don't want to talk with)

# Tips for Career Day Success

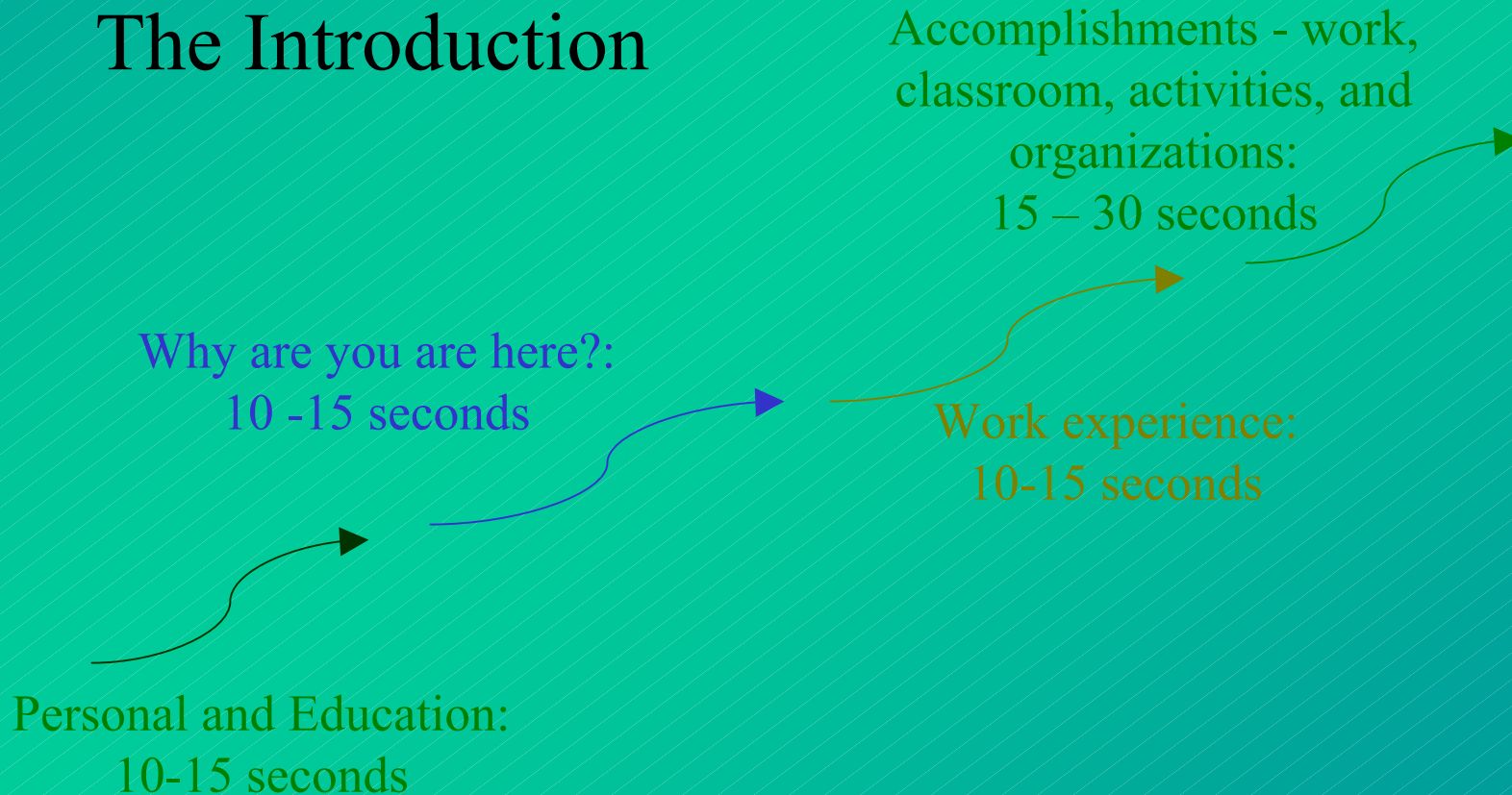
## During Career Day (cont.)

- Don't stand in long lines, plan to come back later
- Don't hesitate to approach employers that you are not familiar with – some may have the opportunity you are looking for
- Introduce yourself

# Tips for Career Day Success

## During Career Day (cont.)

### The Introduction



# Tips for Career Day Success

## During Career Day (cont.)

- Have a firm handshake
- Ask good questions (take out written questions if you need to)
- Answer questions using examples
- Collect the representative's business card – in order to use to follow-up
- After each conversation record any positives and negatives

# Tips for Career Day Success

## After Career Day

- Follow-up with companies
  - Write a thank you letter – it shows you are interested and separates you from the crowd
  - Call to follow-up if that was agreed upon
- If the company does not call you for an interview, it is fine to call and inquire about the status of the position, and restate your interest and skills

# Recap

- Be prepared beforehand
  - Ensure that your resume/CV is updated
  - Have questions ready for the employers
- Be professional during the event
  - Dress properly
  - Answer questions with zeal and enthusiasm
- Follow-up Afterwards
  - Use the employer's business card to send a thank you letter

# Questions and Answers

Email questions to  
[careers@jhsph.edu](mailto:careers@jhsph.edu)