



Prep CHECKLIST

1 MONTH TO CAREER SUCCESS

Use this checklist to prepare for success at the Career Fairs! The three weekly actions will help you feel prepared and confident heading into the fairs.

4 Weeks Before: All About Handshake

- Update or **complete your Handshake profile** - employers will look at this!
- Register for the Fair(s)** you want to attend to get information about each fair including which employers are attending ([How To Register](#)).
- Explore the different employers** attending the fair & currently open roles

3 Weeks Before: Research Employers

- Sign up** for employer sessions slots at the career fair (1:1 & group sessions) ([How To Sign Up](#))
- Start researching** the companies that you are interested in & signed up to meet with - use handshake, glassdoor, social media & their website
- Start updating your resume** ([Advanced Resume Workshop](#))

2 Weeks Before: Preparation

- Pick out which Pre-Career Fair events you will attend:** industry employer panels, preparation workshops ([Register for Handshake Events](#))
- Prep your pitch:** Make sure you feel prepared to introduce yourself to the employers you are scheduled to speak with by preparing your professional self introduction (aka your elevator pitch)
- Finalize & post your resume** ([Advanced Resume Workshop](#)).

1 Week Before: Preparation

- Attend the pre-events** you selected above (employer panels and workshops)
- Practice interviewing skills** using Standout ([Standout](#))
- Develop questions** you want to ask each employer you are meeting with ([How To Prepare](#))

The Week Of: Getting Ready

- Refresh on your research & preparation:** your elevator pitch, notes on companies you're meeting with, and questions you've developed for each employer
- Test** your computer mic/video
- Pick out a quiet, not distracting spot** to attend the career fairs

Tools For Success:

★ [Handshake](#)

★ [Standout](#)

★ [Career Center Student Toolkit \(Canvas\)](#)

★ [Career Center Advising Appointments](#)