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
- Career Center Student Toolkit (Canvas)
- Standout
- Career Center Advising Appointments