

Maximizing Career Fair Experiences



Michigan Civil Service Commission - Office of Career Services

Before the Fair

- Review the job fair website or the State of Michigan [Career Fair Calendar](#) for a list of companies and agencies registered to attend.
- Identify and prioritize the companies, departments, and agencies attending in advance.
- Prepare by reviewing department/company websites, social media, mission statements, and, for State of Michigan careers, [job postings on NEOGOV](#), and [job specifications](#).
- Rehearse your personal introduction and conversation points.
- Always include your full name, expertise, position of interest, and why you are qualified.
- Use words and phrases from job postings to show you are taking the opportunity seriously.
- Bring a supply of resumes to distribute and materials to take notes.
- Present yourself professionally. Dress in business attire; ensure your outfit is clean, fits well, and isn't "loud" or distracting.

During the Fair

- Be sure to introduce yourself alone.
- Make an energized impression with your smile, eye contact, and a firm handshake.
- Be ready with thoughtful, intelligent questions and listen intently to answers.
- Always tie the conversation to the job you are seeking.
- Before you leave the venue, write notes to yourself about whom you met.

After the Fair

- Send thank you notes that reiterate your interest, relevant skills, and how to contact you. Inquire about the next step if you do not know already.
- Practice a mock interview. Tips can be found at www.michigan.gov/careerservices.
- Keep a job search log. It should include:
 - Employer name, address, phone, and website
 - Recruiter name and contact information
 - Date and time
 - Point of contact (e.g., job fair, cold call, referral)
 - Position applied for/jobs offered
 - Resume or online process
 - Dates the thank you letter and follow-up were sent