



El Camino College Career Center

Career Fair Tips

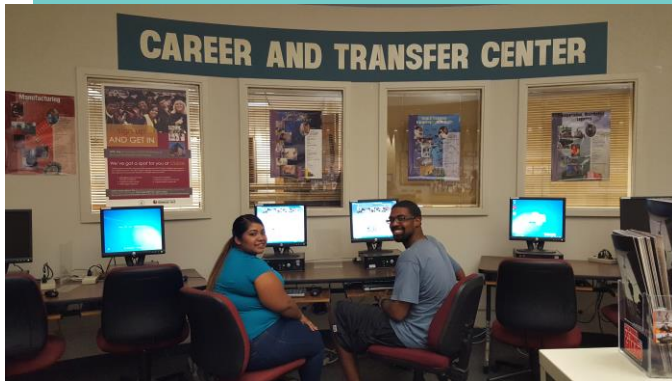


Career Center

Phone #: 310-660-3593 x6137

Location: First floor of the Student Services Center,
in the Counseling Office.

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Career Fair

Attending a job fair can be exciting and intimidating. Here are some helpful tips to make you confident, comfortable and prepared for the El Camino College Career Fair!

Take the Event Seriously

This is your moment to impress the recruiter or representative. First impressions are *very* important. Only a small percentage of students will stand out in the minds of recruiters by the end of the event. Be one of those people. Dress professionally, practice your best handshake, make eye contact and most importantly, be prepared. Research the companies before the career fair and bring plenty of copies of your most recent resume. Don't have your significant other or friends hanging around you when you talk to representatives. The recruiter is not looking to hire a team of you and your friends, only you.

Create the Ideal Package

Know who you are. Be confident in your presentation. In the one minute that the recruiter invests in your resume, the employer should quickly understand your experience and skills. Ensure that your resume is polished, concise and easy to read. Career counselors can help you with your resume. Each semester we host resume workshops dedicated to helping you fine-tune your presentation to create the ideal package. The workshop schedule can be accessed through the Career Center Web page at <http://www.elcamino.edu/student-services/co/careercenter/index.asp>

Plan Your Strategies Carefully

Develop a specific strategy for maximizing your time at the event. A list of participating organizations is made available on the Career Center Web page weeks before the event. Make a list of organizations that you're interested in and research them. Visit their websites, learn the latest news on them, prepare questions about them and try to find out what positions they are looking to fill. Your preparation will become evident in your interaction with company representatives. You'll be able to engage in relevant conversation and ask more intelligent questions. Do not be the student asking, "So tell me about your company." You are interested in an interview, right? Prepare yourself with information.

Know Who You're Talking To

It's easy to get confused with over 150 organizations at each event. Prepare a specific list of questions for each organization you plan on talking with. Make sure you know who you're talking to. Don't call the recruiter by the wrong name! Don't mention another company's name. The representative will realize that you're not paying attention and won't call you back.

It's a Dialogue, Not a Monologue

Don't waste a recruiter's time or yours. You only have a couple of minutes to make an impression. Be prepared with your questions. Ask good questions that will help you decide whether you really would like to work for this organization. Don't be afraid or intimidated by the recruiter; he/she is there to do a job — to meet and screen potential candidates. Don't wait for them to make the first move, take the initiative to begin the conversation.

Communication

The number one skill that recruiters are looking for is communication skills. Can you communicate effectively with them? This is an indicator of how well you will communicate with colleagues and clients. Your resume may be the best they've seen, but it becomes irrelevant if you can't effectively communicate. Words of advice: Don't be afraid, just be comfortable with who you are.

Follow-Up

If you are interested in moving to the next level, which means a more formal interview, let them know. Ask them about the next step. Ask for the recruiter's business card and email address and make sure you know the name of the person you spoke with from each organization. Once you have their information you can thank them for their time or ask follow-up questions by sending a thank you letter or card. If an interview isn't scheduled immediately, don't worry; your card might help them decide to invite you back.