**THE CAREER FAIR: STEP BY STEP**

Tuesday, September 20th - 12:00pm-5:00pm - Engineering, Computing and Sciences, Fike
Wednesday, September 21st - 12:00pm-4:00pm - Business, Non-Profit and Government, Fike

**Pre-Fair Preparation**

**RESUME BLITZ**

Don’t miss this valuable opportunity to receive resume feedback and network with employers. Employers and career counselors will offer valuable one-on-one critiquing and advice. Bring your resume! The Resume Blitz will be held on:

- Friday, September 16th - 9:00am-12:00pm; 1:30pm-4:00pm, Hendrix 316
- Monday, September 19th - 9:00am-12:00pm, Hendrix 316

**CAREER FAIR: INSIDE EDITION**

Come talk, laugh, and learn with a panel of professionals who have the inside scoop on what it takes to not only survive the career fair, but how to make the most of the time and resources. You will discuss what to bring to the event, how to find the companies attending, what to wear, and how to market yourself at the fairs. During this time, employers who frequently recruit at Clemson will give you the inside scoop on the "do's and don'ts" to make your visit to the fairs productive. You will have an opportunity to ask questions, so please come prepared!

Location for all workshops: Center for Career and Professional Development Conference Room - 3rd Floor of Hendrix Student Center

- Wednesday, September 14th, 5:30pm – 6:30pm
- Thursday, September 15th, 4:00pm – 5:00pm and 6:00pm to 7:00pm
- Monday, September 19th, 5:30pm – 6:30pm

**Before the Fair**

- Print out **multiple, generic** copies of your resume. **Do not include an Objective Statement.**
- Bring an attractive binder or padfolio to hold the copies of your resume, business cards and other materials you may gather.
- Prepare one or two business-professional outfits. Many employers hold on-campus interviews the day after the fair.
  - Suits, sweaters, dress shirts, dress pants, and skirts are all appropriate.
  - Stay away from heavy perfume/cologne, chewing gum, or smoking before the Career Fair.
- Research which employers will be attending the Career Fair - keep in mind, **there will be different employers each day.**
  - Go to Center for Career and Professional Development website (career.clemson.edu) or download the “Careers by Symplicity” app from Apple App Store or Google Play to view employers attending, what majors they are recruiting and information on their company.
  - You can log into your ClemsonJobLink on the website homepage.
  - Use your Clemson network id (your network ID is your email without the @clemson.edu) and password as log in credentials.
  - Once logged in to ClemsonJobLink, click ‘Events’ on the left-hand navigation toolbar. Select “Career Fairs.”
  - Click “Fall 2016 Career Fair”. Employers are listed alphabetically.
  - Click on “Advanced Search” to narrow the search to employers who are recruiting your major or college.
- Prepare a 30 second introduction or “commercial” to use when introducing yourself to employers.
  - Include your first name, last name, major, academic standing, career interests, and experiences and skills that match what the company is seeking in internship and full-time candidates.
  - **EXAMPLE:** “Hello, my name is Ima Tiger. I am currently a senior planning to graduate in May of 2017. I am majoring in political science and interested in working full-time with a government agency after graduation…..” “After looking over your website, I am very interested in your… [share something specific that you found on their website]”
- Be ready to answer standard questions that employers may ask, such as:
  - What are your skills? Why are you interested in this company?
- Remember, some employees travel a long way to get to the fair, so if it all possible plan to arrive at the fair at least an hour before it is supposed to end so that you can have the best chance at not missing any employers.
During the Fair

- Remember the Career Fair is in Fike from 12pm – 5pm on Tuesday and 12pm – 4pm on Wednesday.
- Go to the registration table located in the Club Gym at Fike.
- Bring your Tiger One Card with you in order to get a nametag when you arrive.
- Check the whiteboards at the fair for last minute changes.
- Take a map and walk around first to identify where the employers you are interested in are located. The fair sponsors will be the first companies you see. Employers will mainly be in alphabetical order as much as possible with the exception of employers that have electrical needs.
- Only bottled water is allowed inside of Fike. If employers have product samples and/or gifts for students that are food, please refrain from eating inside of Fike.
- Student lounges are available to make notes in between connecting with different recruiters.
- Relax – use the Career Fair as a networking tool. Every connection is a good connection!
- Have fun and be yourself!

After the Fair

- Ensure your voicemail sounds professional.
- Develop a tracking method, so it’s easy to see how many positions you are interested in, have applied to, are interviewing with, etc... Excel is a great way to track this information.
- Tailor/customize resumes and cover letters. Now that you have submitted generic resumes, it is time to create resumes and cover letters with specific objectives and experiences that relate most to each position and company. Need help with this step? Come see us and bring a copy of a position description.
- Brush-up on interview skills. Online resources include our annual career guide and handouts as well as mock interview and career spot videos. You can also call the Career Resource Center to schedule a mock interview.
- Follow-up with recruiters and follow the directions they gave you. If one employer said to send your documents but another said to check ClemsonJobLink in a week for a posting, you don’t want to confuse their instructions.
- Continue networking and conducting informational interviews to learn more about the industry and what internship or entry-level positions are out there. Check out our career guide for details or see us for more info.

STAY CONNECTED
The Center for Career and Professional Development advertises positions and posts career advice through Facebook, Twitter, LinkedIn, and Instagram. For more information on everything Career Fair related, visit http://career.clemson.edu/fairs

SAVE THE DATE
The Spring 2017 Career Fair will be held at Littlejohn Coliseum in January.

Follow us on social media: ClemsonCCPD

Updated: 07/2016