



2022
Career Fair
Guidebook

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What is a Career Fair?

A Career Fair is a professional recruiting event during which various employers seek out prospective employees for their companies. As such, it is a fantastic opportunity for students to network and learn about different industries, and for recruiters to identify and hire promising students for a role in their company!



Industrial Roundtable is not only Purdue's largest Career Fair, but the largest student-run Career Fair in the country! For 2022, IR will be hybrid, both in-person and online, to accommodate all Boilermakers!

2022 Hybrid Fair Information

In-Person: September 13th & 14th from 8 AM to 4 PM EST

Online: September 15th from 10 AM to 4 PM EST

Basic Requirements of a Career Fair

Know Yourself

Every company rep wants to hear why you want to work for them specifically. Be yourself, and make sure to highlight your individual interests and uniqueness! If you're stuck, check out the CCO's Career Decision Making Model as a resource to help identify your personal strengths and skills.

The CCO's Career Decision Making Model:

<https://www.cco.purdue.edu/Students/CareerCompass?tab=SelfAssessment>

Resume

- With your personal strengths and interests in mind, draft a resume! This is basically a one-page summary of all you've accomplished.
- If you're in the initial stages of creating a resume, check out the CCO Website for brainstorming help or some of the templates in their Career Success Handbook.
 - Website:
<https://www.cco.purdue.edu/Students/ResumesAndCVs>

- Handbook:
<https://www.cco.purdue.edu/Files/Uploaded/Handbook.pdf>
- If you're looking for resume review and tips, you can schedule an appointment with the CCO beforehand, or use the online enhancement tool Vmock.

Vmock: <https://www.vmock.com/purdue>

Cover Letter

Cover letters are a great way to stand out among other applicants. They are a personal letter detailing your specific interest in a company, separate from your resume. Successful Cover Letters will illustrate your interest and how you hope to contribute to the company. The CCO has a great guide to get started!

CCO Guide:

<https://www.cco.purdue.edu/Students/CoverLetters#DiscoverthePurpose>

Company Research and Selection

Before walking into a career fair, you should get to know which companies, especially within your industry, will be attending. Once narrowing down the list of companies to those you are interested in, make sure to research the company's mission and what it has

accomplished. Talk to recruiters about what you've read and what you know, and if you can, go ahead and apply for the position early! These go a long way to show that you've spent extra time getting to know the company beforehand and really want to work for them!

Dress

First impressions are always important! Career fairs are professional events, so western business casual attire is highly preferred! However, the CCO office has alternatives if you do not currently own any professional clothes. If you're struggling with choosing an outfit, check out this article from CareerFair+ and the CCO Closet Blog:

- CareerFair+ Article: <https://www.careerfairplus.com/blog/what-to-wear-to-a-career-fair>
- Blog: <https://purduecco.wordpress.com/cco-career-closet/>

Download CF+ App

The Career Fair Plus App will be your go-to guide during the career fair, whether virtual or in-person! See more information on CF+ on the next page.

Career Fair Plus



Before the fair, create an account on Career Fair Plus! You must register on CF+ to meet with companies for virtual interviews but not in-person ones.

For your PC:

1. Go to app.careerfairplus.com/profile/create

For your Mobile Device:

1. Download the App:
Search 'Career Fair Plus' in the App Store or Play Store

2. Create a New Account*

Use your **Purdue email address* to create a new account. The password can be whatever you like.

3. Find your Organization/School and Fair

Find and select 'Purdue University'

Purdue University
15 Upcoming Fairs

4. Find your Event

For IR, find and select

'Industrial Roundtable' (there are separate events listed for virtual and in-person)

In-Person Industrial Roundtable 2022
Purdue Engineering Student Council
Tue, Sep 13th - Wed, Sep 14th 2022 (8:00 am - 4:00 pm EDT)
Oval Dr, West Lafayette, IN 47907, USA

Virtual Industrial Roundtable 2022
Purdue Engineering Student Council
Thu, Sep 15th 2022 (10:00 am - 4:00 pm EDT)
Purdue University, Purdue Mall, West Lafayette, IN, USA

5. Optimize Your Experience

- Filter companies by major, class, GPA, etc.
- Upload your Resume
- Indicate your Major on your profile



6. Register for Meetings with Companies

For Industrial Roundtable 2022:

September 1st @ 7:00 AM EDT: Students will be able to begin scheduling appointments.

- Some companies may say "No Schedules", this means the company will be taking walk ups only.
- The In-Person fair is by walks up **and** appointments while the virtual fair is **only** by appointment
- You will initially be limited to **4** appointments in-person and **4** appointments virtually until September 8th.

Thursday, September 8th @ 5:00 PM EDT: The appointment restrictions will be lifted. Then, students will be able to schedule any number of additional available appointments.

Before the Fair

Preparing for a Successful Day: To Do List

€ Elevator Pitch (Know Yourself)

€ Resume

€ Print 10-20 copies for in-person, upload to CF+ for virtual

€ Register on Career Fair Plus

€ Add in Resume and Major

€ Schedule Appointments

€ Download CF+ App on mobile device

€ Research Companies of Interest

€ Business Casual/Formal Clothing

€ Attend Virtual IR Prep Night

€ Attend Seminars

Day of the Fair

Get the Most out of Your Experience

Get There on Time

With pre-registered time slots, you do not need to show up overly early. Instead, double check your appointment times and make sure to be punctual! If you intend to walk-up to a large company, be as early as possible and be ready to stand in line for extended periods of time.

Continue Using the CareerFair+ App

Check for notifications and updates that get sent out throughout the day of the fair!

Get Contact Information

Maintaining a contact with someone at your desired company is a gateway into learning more about or getting a future opportunity there. When talking to a recruiter, try to get their business card and remember a few key facts about them. Ask them relevant questions and try to understand why they choose to recruit and what they look for in prospective employees.

After the Fair

How to Follow Up

Follow Up and Stay in Touch

Every year, recruiters meet hundreds of eager students, and it can be difficult to remember each one. So, try to get the recruiter's contact information and let him or her know how appreciative you were to have the time to meet with them. Show that you are still interested in the role and the company and try to stay in touch with them even after the fair. Remember, recruiters are more likely to hire people they recognize or are comfortable with!

Interviews

The interview is one of the most crucial aspects of the job application process; this is your chance to show recruiters your personality and ability. However, it shouldn't be just a question-and-answer session; think of the interview as a conversation between you and the recruiter. Interviewers typically use a technique called the "STAR Method" to gather all the relevant information about a specific capability that the job requires. Oftentimes, you may be asked to describe a scenario that highlights your problem-solving abilities. So, try to think ahead and prepare a few example scenarios to adapt and explain to interviewers. To practice and see examples of good interview responses and etiquette, check out the links below:

General Preparation:

https://career.ku.edu/sites/career.ku.edu/files/files/jobsearch/Interview_Guide_Accessible.pdf

STAR Method: https://www.vawizard.org/wizard/pdf/STAR_Method_Interviews.pdf

Writing a Follow Up Email: <https://www.indeed.com/career-advice/interviewing/follow-up-email-examples-after-interview>