

# Discover your options

## Careers, Internships & Employment

# How to make the most of Careers Fairs & Employment Events

## Come prepared

Check out the list of exhibitors a few days before the Fair or Event. Identify the organisations that appeal to you and do some research on them.

Make sure you have a good understanding of what they do and prepare some specific questions. You will impress the organisation by your knowledge and genuine interest in them.

## Dress appropriately

First impressions count. Make a little effort and dress up for the event. You don't have to wear a suit, however "smart casual" is recommended.

This will send a positive signal to your potential future employer that you are serious about finding a job.

## Allow yourself enough time

Check the Careers, Internships & Employment website for the time the Fair or Event starts: [www.canterbury.ac.nz/careers/employment\\_fair/employment\\_fair\\_info\\_for\\_students.shtml](http://www.canterbury.ac.nz/careers/employment_fair/employment_fair_info_for_students.shtml) if you can, come in early.



When it is less crowded exhibitors will be more relaxed to take their time in answering all your questions.

## Prioritise the employers you are most interested in

If your schedule allows it, first visit the employers that you are the least interested in and work your way up your list. By the time you have really honed your introduction and approach, you are ready to visit those employers that you are most excited about, making a confident impression. Keep in mind however that you may have to wait to speak with some employers.

## Introduce yourself

Think of an introduction that works for you. It can be as easy as shaking the employer's hand, stating your name and your field/year of study.

You can then ask – in general – what opportunities they have for someone with your degree. However if you have done some research, this is the time to ask your questions and impress the employer.

## Information

Ensure that the valuable information that you receive regarding job opportunities and closing dates or any other company information is not lost.

Take leaflets and brochures when provided. Any additional information you should write down, so have a pen and notebook with you.

## Business card

If you are really interested in a particular company and you had a good conversation with the representative, ask for his/her business card. This will provide you with all the contact details (name, direct line etc.) and ensures that you have a person to link with within that organisation. Send him/her a little 'thank you' email to acknowledge the help you have received on the day of the Fair. You'll give a very professional impression.

## And finally

Relax, focus on the task and enjoy the experience.

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