

How to Prepare for an Internship & Career Fair:

- ★ There are new federal laws (OFCCP) that affect recruiting, so take note to maximize your success!

How to Prepare:

- **Research** the companies in advance of the fair. The directory is online at <http://www.unh.edu/uacc/events1.html> and includes the company websites. A brief understanding of the company and industry is sufficient. For more info, view our research handout: <http://www.unh.edu/uacc/handouts.html>
- **Apply on-line in advance of the fair.** New federal law mandates that candidates have to apply on-line or create an on-line profile in order for many employers to talk to them about specific opportunities within their organizations. Use the fair directory in advance of the fair, to identify a top 10 company list and apply on their websites. If you receive a candidate number when you apply note the number so that you can share it with the employer at the fair. This will help the employers communicate with you and comply with OFCCP regulations.
- **Dress professionally.** You should at least dress business casual (one notch down from a suit—think conservative). If you want to impress the employer, wear a suit.

Market Yourself at the Fair:

- Introduce yourself: shake hands and state your name, major, experience/internships, skills, work ethic, & leadership.
- Wrap-up your introduction with a question (see below).
- Bring resumes
- Find out how to apply if you are interested.
- Ask for the recruiter's business card for a follow-up thank you note.
- Be POLITE, enthusiastic and proactive

Fair Etiquette:

- Don't mill about with your friends—be assertive and utilize this time
- Don't show up slovenly—impress these employers
- Don't just grab some brochures and run—have questions prepared
- Don't just go to the big named companies—research them all
- Don't forget to follow up with a thank you email—it will impress

Sample Questions for Employers:

- What kind of internships or entry-level positions do you offer?
- What kinds of skills and experience do you look for in a candidate?
- What are the characteristics of your most successful employees?
- What are the typical responsibilities of an intern or entry-level candidate?
- Is there a process to apply? What is the timeline?
- Do you offer a leadership or training program?
- What differentiates your company from your competitors?
- (If you are interested) What do you recommend as a next step?
- Will you be interviewing on campus and if so, when?

For the most part you will only have a few minutes with an employer; however some may ask you a question or two such as:

- *"Tell me about yourself."* A warm-up question which calls for a very short response. A quick formula: a few seconds on your schooling/studies, and what you're looking for right now in terms of employment, and long-term goals (of course, all related to this job).

Updated 8/06