

UFV CAREER FAIR

EXPAND YOUR OPPORTUNITIES

How to prepare for the UFV Career Fair

Here are several tips to help you prepare for any Career Fair! This is not an exhaustive list. Do what feels right for you that helps you achieve what you need for your career success. If you're unsure, ask CECE!

Before the Career Fair

- Research participating organizations. Discover organizations you may not have considered before. Create a list of organizations you want to meet... or better yet, meet with them all! Prepare questions that you may not be able to learn from their website or careers page.
- See if they are hiring currently for roles.
 - If they are hiring for roles you are interested in, mention your interest, ask about hiring timeline/process. Ask about someone who you could connect with to learn more about their experience in that role.
 - If they are not hiring for roles you are interested in, think of questions to ask about how to get connected with that department to learn more about their experience.
- Some representatives might be interested in your resume. Have copies handy, but make sure to update your resume.
 - Access CECE's Career Services from booking a Career Coaching appointment, submit your resume online for feedback, and attending drop-in sessions.
- Practice your elevator pitch.
 - Show your excitement and interests in connecting with them!

Example elevator pitch/introduction:

"Hello, my name is [Your Name], and I am currently enrolled in [Your Program] with an expected graduation date of [Your Graduation Date]. I'm very interested in learning more about your organization and exploring potential opportunities that align with my career goals, which includes [briefly mention your goals]."

Or if you already have knowledge about them:

"Hello, my name is [Your Name], I am currently enrolled in [Your Program] with an expected graduation date of [Your Graduation Date]. I have researched your organization, and I am eager to apply for [position name(s)]. What can you tell me about the application process?"

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During the Career Fair

- Avoid travelling in groups. It makes it harder for a representative to remember you. If you are more comfortable having someone with you, consider going in pairs.
- Be receptive to opportunities in new industries.
- Be courteous and be respectful of the representatives' time!
- Dress appropriately. First impressions might matter for some, but not all!
- Deliver your elevator pitch confidently and get your key points across!
- Ask insightful questions and engage in career conversations. There are never wrong questions to ask! Here are some examples:
 - What advice do you have for a university graduate entering this industry?
 - What key moments in your career are you most proud of?
 - What are the steps you took to land your current role?
 - What opportunities are there for mentorship or coaching within your organization?
 - What are the key qualities you look for in a candidate for [specific position or department]?
 - Are there opportunities for professional development and advancement within the company?
 - Could you tell me about the projects your team is currently working on?
 - Are there specific skills or experiences that would make a candidate stand out for this position?
 - What are the biggest challenges someone in this role would face?
 - What are three things you find most challenging about your role?
 - Can you describe your hiring process and the timeline for filling this position?
 - What is the latest trend in your industry?
 - Who would be the best person to contact for further information or to apply for a position?
- Social media savvy? Share your Career Fair experience on LinkedIn by tagging [UFV Centre for Experiential and Career Education](#) or on Instagram by tagging @ufvjobs
- Collect business cards and take notes on who to follow-up later.

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After the Career Fair

- Send thank you emails or LinkedIn messages within 24-48 hours. Any longer than that they may not remember you!
- Compile a list of those you want to conduct follow-up conversations. Think about setting up an informational interview in the future.
- Looking to connect with representatives on LinkedIn? Make sure your LinkedIn profile is all up to date.
- Stay connected with the representatives on LinkedIn with a personalized message. For example:

“Hello [Their Name], my name is [Your Name], and I am currently studying at UFV in the [Your Program]. It was nice meeting you at the UFV Career Fair on March 14, 2024! [Bonus: Mention something you remembered from your conversation] I would like to stay connected with you on LinkedIn.”

- Reflect on your experience to improve for future networking opportunities.
 - Did you prepare well leading up to the Career Fair?
 - Did you get to meet who you wanted to meet?
 - What would you have done differently?
 - Did you learn something about yourself?
 - What insights did you gain from speaking to representatives?
- Follow-up on any commitments made during conversations.
- Subscribe to newsletter/mailling lists and follow organization social media to keep up to date with latest trends/news in your industry!
- Don't forget to update and tailor your resume to the job you'll be applying to! Need help? Book a Career Coaching appointment, submit your resume for feedback or attend a weekly drop-in session! See here: <https://www.ufv.ca/jobs/career-services/>
- Your career preparation doesn't end here. Remember to refine your elevator pitch and practice your interview skills!