

WHAT TO DO AFTER A JOB OR CAREER FAIR

1 – Gather your thoughts and compile notes

We suggest that you compile notes about the fair before departing the facility or while in the parking lot so that you don't miss anything. If there's limited time, make use of your smartphone and record your thoughts while driving away. Your personal reflections are important for next steps and for attending future fairs. Key items to collect are: names and positions/titles (if you didn't get a business card), questions asked, topics discussed, any connections you might have (examples: same school or from the same hometown), things that you thought were positive and things you can improve.

2 – Send 'Thank You' notes, as appropriate

Within 24-hours, we suggest sending a thank you note via email or regular mail. Leaving a voicemail is another option, however, we suggest you make this option the last resort. You might call expecting to leave a voicemail and get the recruiter. You can reiterate your interest; however, it risks making them feel uncomfortable and possibly coming across as pushy. Only call if you know you'll get the voicemail or a receptionist. Lastly – don't ramble when leaving the message.

3 – Update your resume, if necessary

If there were items on your resume that were unclear or generated questions, you might consider making a few updates to ensure the reader understands what you're trying to communicate.

4 – Submit resumes or apply online, as appropriate

In today's marketplace, some companies only accept resumes and applications online. If you met with a recruiter and they specifically asked you to submit via their website, please complete this action quickly. If they go into the system looking for your package and you've not submitted in a timely manner, they might move on to the next candidate.

5 – Make a note in your calendar (2-week follow-up)

If you've not heard anything after 2-weeks, we recommend that you contact the recruiter or company representative. Send an email which indicates your continued interest and asks about next steps.

6 – Leverage any networking connections

If you made a connection during the job fair, we suggest that you reach out to them and remind them of your interest.

7 – Ensure your voicemail greeting is professional

After presenting a professional image at the fair, don't allow your voicemail greeting to turn off a potential employer.

8 – Check your social media

In today's digital world, many recruiters check social media of job candidates. We recommend that you review your social media for anything that would present a less than favorable impression such as inappropriate images or text.

9 – Do additional research on the company and position

If you're confident that an interview will be scheduled, go ahead and start doing additional research.

10 – Prepare for a follow-up interview

If you're confident that an interview will be scheduled, make good use of your time and prepare early for the interview.