



## Tips for Attending a Corporate Gray Job Fair

### BEFORE THE EVENT

- Register for the event on [Corporate Gray Online](#) (login and click “Job Fairs” in the menu bar)
- Click “My Account” to update your profile
- Visit the [job fair page](#) for this event – view each company’s profile and jobs
- Search and apply to the company jobs posted on Corporate Gray Online
- Research the companies by:
  - Exploring the company profile and website
  - Searching jobs to determine their staffing needs
  - Reaching out to your LinkedIn connections at those companies
  - Reviewing the Employer Directory you receive a week before the event
  - If a virtual event, explore the company booths from the lobby
- Prepare your questions and answers ahead of time to reference during the event
  - Commonly asked interview questions: Why are you interested in our company? What do you know about us? What type of work are you seeking? Which of your skills are you most interested in leveraging? How would you characterize your leadership style? What are your salary requirements? (a ballpark range) When are you available to start work?
  - Make a list of questions you will want to ask a company recruiter (generic & specific)

### DURING THE EVENT

- Dress for success in business attire (even if a virtual event, as interviews will be via video)
- If a virtual event, check for invitations from recruiters; accept invites to be placed at the top of their booth queue
- Visit each company booth
- If a virtual event, enter a booth’s queue – you will be prompted to answer the queue questions and then placed in line for a private conversation with a recruiter; then return to lobby to enter other company booths and queues
- Engage in conversations with recruiters -- convey to recruiter the jobs you have applied for and why you are a good match; ask recruiter for their email to follow-up with them later
- If no time to wait in line, leave your resume and a note to recruiters at the booth

### AFTER THE EVENT

- Review your conversations and notes
- Apply to jobs you learned about during the event
- Follow-up with recruiters:
  - Reinforce your interest in their company with a well-written thank you email
  - Attach a tailored resume that maps your skills and experience to their requirements
  - Find the recruiter on LinkedIn and invite them to join your network -- Customize the invitation to remind them that you met at the Corporate Gray Job Fair