How to Make the Most of the:
2018 Career Fairs in Beijing, Shanghai, and Hong Kong

The Center for Career Education supports students and alumni in every stage of their career planning process in a variety of ways, providing access to individual career counseling, internships and jobs via LionSHARE, connections with alumni and employers, professional skill-building workshops, and funding programs.

Prepare Yourself

- **Who will be attending?** Review the employer list before the event.
- **Create a list.** Think about your top choice companies that you want to speak to.
- **Dress appropriately.** Check with the event organizer or online for the dress code.
- **Practice your “30-second” introduction** that briefly highlights your experiences and interests.
- **Prepare open-ended questions.** Check out some examples below!
- **Keep realistic expectations.** You are not there to get a job on the spot; you are there to make new connections. One useful contact can make the whole event worthwhile!

At the Event

- **Check in at the registration table.** Sign in and check if your targeted people have arrived.
- **Be the first to extend your hand.** Smile, keep your arms comfortably at your side, and make eye contact.
- **Express interest and be attentive.** Be genuine and curious to get to know the person.
- **Hand out your business card or resume.** After your conversation, jot a note on the back.
- **Interact with new people.** Take initiative to go up to individuals or groups.
- **Don’t spend too much time with any one person.** Suggest a specific follow-up activity and then move on.
- **Have a question?** Look for Kelly.

Questions to Ask

Here are a few questions you could ask at a career fair (these are just a small sample of relevant questions):

- What skills or experiences do you look for that will set a candidate apart?
- Would you be able to recommend any skills I should develop to be attractive to your field?
- Can you tell me about your hiring timelines for internship and/or full-time positions?
- What new development or initiative are you most excited about within your company currently?
- In your opinion, what sets this company apart from others in the field?
- What do you feel like your company does better than everyone else?

After the Fair

- **Send an email or LinkedIn message** to say you enjoyed meeting them. Reference a topic you discussed or a shared interest.
- **Create a LinkedIn job alert.** Favorite the company to receive an alert about new postings.
- **Consider setting up a Google News Alert** on contacts who work for companies you want to follow. Follow on Twitter if appropriate.