

How to make the most of the job fair!

At the fair...

- ◆ Plan your day! Be sure to meet with the employers you are most interested in first in case you run short on time.
- ◆ Approach employers with a firm handshake and a smile when there is a natural break in the conversation with the individual who was there before you.
- ◆ Provide a brief introduction of yourself – include your name, major, anticipated graduation date, and a request for action on behalf of the employer (can you tell me more about your company/position).
- ◆ Be polite and mature everywhere. You will be making an impression throughout the day!
- ◆ Before leaving each employer be sure to get their contact information, leave your contact information, and ask for an interview if you are interested in their positions.
- ◆ Be ready and on-time for all interview appointments.
- ◆ Return your evaluation before leaving. Your input will help us make the fair even better next year!

After the fair...

- ◆ Be sure to immediately make notes - What do you still have questions about? What are the pros and cons of the companies/positions? How do you feel about your performance at the fair/in the interviews? What could you improve on next time?
- ◆ Complete any follow-up instructions given to you by the employers.
- ◆ Send a thank you letter to the employer within 24 hours.



Typical Job Interview Questions

- How would you describe yourself?
- What are your long range and short range goals and objectives?
- What do you see yourself doing five years from now? Ten years from now?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- Why did you choose this career?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What do you consider to be your greatest strengths and weaknesses?
- How would a good friend describe you?
- Describe the best job and supervisor you've ever had.
- What would your last boss say about your work performance?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our company?
- Do you have any hobbies? What do you do in your spare time?
- What qualities should a successful manager possess?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Which is more important: creativity or efficiency? Why?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?
- What two or three accomplishments have given you the most satisfaction?
- Do you have plans for continued study? An advanced degree?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Are you good at delegating tasks?
- What's one of the hardest decisions you've ever had to make?
- How well do you adapt to new situations?
- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What interests you about our products/services?
- What do you know about our competitors?
- Are you seeking employment in a company of a certain size? Why?
- What are your expectations regarding promotions and salary increases?
- Do you have a geographic preference? Why?
- Are you willing to relocate?
- Are you willing to travel for the job?
- Why do you think you might like to live in the community in which our company is located?
- What have you learned from your mistakes?
- Do you have any questions for us?