Careers Fair Hints and Tips


What is a Careers Fair?
Careers Fairs are a great networking opportunity - come and chat to employers about their opportunities for graduate recruitment, work experience, vacation work and internships. Check the list of exhibitors on the Careers and Employment (C&E) website to see which discipline each exhibitor is targeting - some employers target graduates from any discipline. At the Careers Fair employers set up booths and their sole purpose for the day is to interact with potential employees, that is - you! This means that you will be able to find out about companies, graduate opportunities and application processes as well as discuss potential opportunities for you individually.

Why attend a Careers Fair?
- Meet employers and express your interest in getting a job – this could be the first step in getting an interview
- Meet employers to get an internship or work placement
- Meet employers to explore your career options
- Practice networking and self marketing skills

Things to do before the Fair
- Check which organisations will be attending by looking on the Careers and Employment website.
- Work out which exhibitors you are interested in, and do some research. A good starting point would be to look at the company website.
- Some companies will accept your resume on the day (this information is also available in the list of exhibitors on the C&E website). Develop multiple copies of your resume to give to employers.
- Once you have developed your resume, make the most of the free resume checking service offered by QUT Careers and Employment, by emailing your resume to careers@qut.edu.au – a career counsellor will email you feedback within 5 working days.
- Prepare a list of questions to ask employers that you did not find in your research.

For the list of exhibitors, go to www.careers.qut.edu.au and select Careers Fair under For Students/Graduates and then click on the list of exhibitors for the particular event you are interested in.

Things to do on the day of the Fair
- Use the Careers Fair map to find the companies you are interested in talking to.
- Collect any relevant literature, handouts and business cards. You may wish to walk around the Careers Fair, review your collection, then go back and speak with employers.

Things to ask employers:
- Which areas or projects is the employer planning to recruit for?
- How many graduates are they planning to recruit?
- What skill set is the employer looking for in a graduate recruit?
- Do they offer work experience prior to graduating?
- Do they run a graduate program? – e.g., duration, training, opportunities?
- What is the selection process?
- How and when can you apply?
- Are any of the employer representatives at the fair recent graduates themselves?
  - How did they find the transition from university to work?
  - What is the workplace culture – e.g., hours, expectations, support?
  - What are some of the projects they have participated in?
  - What training have they done since starting?

Things to do after the Fair
- Read the information you have collected.
- Record your conversations and the contacts you have made. This could be the start of a good network.
- Follow up on any opportunities/organisations that particularly appealed to you.
- Check out the Careers and Employment website at www.careers.qut.edu.au for information on other careers fairs held throughout the year.