

Careers Fair Hints and Tips

2009 Careers and Futures Fair

Monday 30 March

10am – 2pm

Main Drive and Gardens Theatre Foyer
Gardens Point Campus

What is the Careers Fair?

The Careers Fair is a **great networking opportunity** - come and chat to employers about their **opportunities** in the fields of Business, Built Environment and Engineering, Information Technology, Health, Law and Science. Some employers are also targeting 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 the 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 (see the **List of employers**, in the **Careers and Futures Fair** section of the C&E website, to work out which companies are accepting resumes). 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, by emailing your resume to careers@qut.edu.au – a career counsellor will email you feedback within 48 hours.
- Prepare a list of questions to ask employers that you did not find in your research.



For the list of exhibitors, select **Careers Fair**, then **Careers and Future Fair**, and click on **List of Exhibitors** in the **Looking for a Job** section of the C&E website.



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 is the employer looking at recruiting for?
- How many graduates will they be looking at recruiting?
- 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.