

# UTAS Careers Fair tips

## Pointing you in the right direction

### 2009 UTAS Careers Fair

Thursday 19 March

12 noon – 3pm

Activities Centre, Hobart campus

### What is the Careers Fair?

The Careers Fair is an expo-style event of large and medium-sized employers from around Australia who recruit university graduates. These employers come to the Careers Fair to meet with potential employees – which is where you come in! Each employer has a stand with information about their organisation and employment opportunities. Many organisations also bring along a recent university graduate who is now employed with them. A wide range of employers attend, from fields such as accountancy, finance and banking, engineering, IT, and local, state and commonwealth government departments.

### Why attend the Careers Fair?

The Careers Fair is a great opportunity to meet in a fairly informal setting with reps from organisations which employ university graduates. At the Fair you can:

- Talk to employers about career options within their organisation, or internships and work placements.
- Practise networking and self-marketing skills.
- Express interest in the organisation – and maybe take the first step towards an interview.

### Before the Careers Fair

To make best use of your contact with employers at the Fair it's important to do some preparation beforehand:

- Check the list of employers in attendance on the Career Development & Employment Service website.
- Do some research into the organisations that interest you, e.g. go to their websites.
- Ensure that your resume is up-to-date and well-presented.
- If you haven't had a resume-check with staff from the Careers Service, make an appointment to do this. Make multiple copies of your resume to hand out to employers of interest.
- Prepare a list of questions for employers that you plan to contact.

### At the Careers Fair

- Be aware of how you present yourself to employers – it's not a formal interview, but you do want to make a good impression as a potential employee!
- Collect literature, handouts and business cards. Maybe check out the stands and return later for a focused conversation with employers of interest.

Questions for employers might include:

- How many graduates are they planning to recruit?
- What course/subject areas are of interest to them?
- What graduate skills are useful to them?
- Is there a formal graduate program? How long is it, and how is it structured?
- When do applications for the graduate program open and close?
- If a recent graduate is on the stand, ask questions about the workplace culture, transition from university to work, opportunities for additional training, what type of projects or responsibilities have they experienced?

### After the Careers Fair

- Review the printed information that you collected.
- Make notes on conversations and information gathered, and identify networking opportunities.
- Follow up on opportunities with organisations that interested you.



For a list of employers attending the Careers Fair, go to [www.studentservices.utas.edu.au/careers/](http://www.studentservices.utas.edu.au/careers/) and click on **Careers Week**.