Career Event Checklist (Pre-Event)

- Learn the event specifics – time/date/location/dress code/registration required. (Check Handshake/CMC Events)
- Ask your job/student organization/professor for time off, as soon as possible, in order to attend the event.
- 3 – 5 days before the event, check the up-to-date list of companies attending (Check Handshake/Events Info).
- Have your resume critiqued by your career center during drop-in hours.
- Learn the basics about the companies attending the event, in order to create a list of companies to visit.
- Do in-depth research on each company you want to visit. Learn topics such as: what they do, their products, recent successes/challenges, financial situation, and a variety of cultural information including their history, values, work culture, and future plans. *(Hint: The Career Event Preparation Cheat Sheet is a great place to write down this information)*
- Check Handshake and company websites to learn what positions they may be looking to fill.
- Develop specific questions for each company to show that you have an interest in them and have taken time to research their company. *(Hint: The Career Event Preparation Cheat Sheet is a great place to write down this information)*
- Develop and practice your 5 step introduction: name, major, year, reason for talking to them and a “hook.” *(Hint: Your “hook” is developed from your company research and is the specific reason why you have an interest in their company, i.e. “your company is the biggest producer of widgets in the Rocky Mountain area and that’s why I want to work for you because I want to work for the best”)*
- Create a minimum of 3 stories using the S.T.A.R. format to highlight potential skills and experiences employers may be looking for. *(Hint: Review the Interviewing EPIC Milestone for information on the S.T.A.R. format.)*
- Understand the required attire: business professional or business casual, and ensure you understand the difference.
- Plan your professional attire and pay attention to the details, i.e., clothes still fit, wrinkle-free, shoes shined, keep jewelry and fragrances to a minimum. *(Hint: Review the Dress for Success EPIC Milestone)*
- Ensure that your personal grooming leaves a professional impression, i.e., hair/nails/facial hair trimmed and professionally styled, freshen breath, use deodorant, and be alert and ready to go.
- Print multiple copies of your resume on resume paper. *(Hint: You can find resume paper at most large stores such as Target, Walmart, Office Depot, FedEx/Kinko’s and the campus book store.)*
- Consider using a professional looking portfolio or folder to hold your resume and preparation notes. *(Hint: Bring copies of your notes or your Career Event Preparation Cheat Sheet to the event as a reminder)*
- Include a pen and some paper in your folder with your resumes for notes/follow up tasks. Ask for business cards or write down contact info. *(Hint: The Career Event Preparation Cheat Sheet is a great place to write down this information.)*
- Smile and be yourself!
Career Event Checklist (Post Event)

- During the event or immediately afterwards, write down the names of the employers who you talked to and a summary of the conversation. This will help you to remember them and continue to network with them in the future. (*Hint: if they handed them out you can write the info on the back of their business card or on your Career Event Preparation Cheat Sheet*)

- Complete any tasks that recruiters asked you to do such as: apply for a position on your career center system, apply on the company website, send them additional information, etc.

- Send a thank you note (either email or handwritten) within 24 hours of the event.

- Review the EPIC Interviewing Milestone and/or sign-in to your career center system to use additional interview tools so that you will be ready to interview, in case an employer is scheduling interviews in the days following the event.

- Find the employers who you talked to at the event on LinkedIn and send them a personalized invitation to connect.

- Mark your calendar to follow-up with the employers to see where they are in their hiring process.

  (*Hint: Always follow the employers’ timeline. If they say that they will make a decision in a week then follow-up with them in a week and one day. If they don’t give you a timeline, a 1-2 week wait is sufficient before you follow up with them.*)

*Career events are a great opportunity to network with employers, learn about potential careers and find internship/job opportunities. While these events may be stressful, it is okay (and encouraged) to smile, and be yourself. Employers are here to meet students just like you!*

*And . . . remember, career events are just one opportunity in the internship/job search process. Stop by your Career Center to talk with a career counselor to learn about multiple strategies you can use as you explore career opportunities.*

Please feel free to reach out to the Career Management Center:

Phone: (970) 491-1540
E-mail: cob-cmc@business.colostate.edu
Drop-in hours: Monday-Thursday 10am-3pm