

# How to make the Career Fair work for you

To ensure you get the most out of your Career Day visit, we have provided the following suggestions:

- We encourage two representatives from your company/organization to attend. This will ensure that more students get to speak personally with a representative.
- We ask that representatives remain for the entire duration of the event, from 10 a.m. to 2 p.m. Many students have classes during the morning and may not arrive at the fair until its final hours.
- Consider livening up your table by bringing a banner or some other display which will attract attention and serve to identify your company/organization.
- Consider providing small give-aways that students can take with them.
- Bring plenty of informational handouts about your company or organization that students can take with them. Plan on bringing at least 300 copies.
- In addition to providing general information about your company/organization, you are encouraged to discuss internship and job opportunities that are available or may become available in the future.

Please remember the students you are going to meet will be entering the job market before long, and this is a valuable opportunity for you to begin recruiting some of the talent that will be available.



**FORT HAYS STATE UNIVERSITY**  
CAREER SERVICES

*Forward thinking. World ready.*