



TOOLS

Industry Partner Checklist for Career Fair

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful fair.

Before the Fair

- Fill out the **Career Fair Participation Form** and return it to the WBL coordinator.
- Speak or meet with the WBL coordinator to discuss plans for your booth and details about arrangements, including tips for making your exhibit interesting and informative for the students.
- Identify one or two representatives to attend the fair and staff your exhibit. It can be helpful if they are parents of adolescents or have facilitated similar discussions because they are likely to be more comfortable interacting with students.
- Bring brochures or other handouts with information students can take home to share with their families. Please try to bring enough for all of the students and some extras for their teachers.
- Check with the WBL coordinator if you are considering an extra-large display.
- The most effective college and career fair booths provide hands-on, interactive opportunities for students to see, touch or engage in other ways. Some participants bring tools, models or games. Please discuss your plans with the WBL coordinator, as he/she needs to make sure your display does not exceed the available space and is safe for students.

During the Fair

- Employer representatives should be prepared to talk about their industries and organizations, career opportunities available, the preparation it takes to pursue them, hiring requirements and compensation.
- Students will be prepared with information about your organization and questions to ask.

After the Fair

Complete and return the **Career Fair Employer Evaluation**.