EXPO PREPARATION CHECKLIST

Before

☐ Have a well-written resume
  □ Review CCD resources
  □ Attend counseling appointments, Resume Labs, Drop-in Hours, or Resumayhem
  □ Find a proofreader (ex. a Peer Career Advisor)

☐ Research participating companies & explore career options
  □ Go to Handshake for a list under the Events tab
  □ Research companies to determine why you are a good fit (utilize tools like FirstHand under the "Resources" tab in Handshake)
  □ Pay attention to details: mission statement, employee testimonials, etc.
  □ Look for something that resonates with you
  □ Keep an open mind

☐ Plan Ahead
  □ Allow enough time to talk to the companies that interest you most
  □ Make a list of top contacts and map out a plan according to those priorities
  □ Practice a firm handshake (yes, this matters!)
  □ Generate a short list of questions for each company

☐ Dress Professionally
  □ Dress in Business Casual or Business Professional
  □ Make sure clothes are clean and wrinkle free
  □ Wear shoes that are comfortable and in good shape
  □ Avoid strong fragrances
  □ Choose modest accessories
  □ Keep the focus on your skills and accomplishments!

☐ Gather Materials
  □ A couple copies of your resume
  □ Portfolio or nice folder to organize paperwork, both outgoing and incoming
  □ Notebook and pen for taking notes

☐ Create an introduction (elevator pitch/30 second commercial)
  □ Include major, focus and aspirations
  □ Make it positive, accurate and authentic
  □ Practice until it feels natural

For additional resources, check out:
https://ccd.rice.edu/students/career-resources/guides-presentations

During

☐ Network & Engage
  □ Make two way connections (talk and listen)
  □ Maintain eye contact (smile!)
  □ Ask insightful questions and take notes
  □ Respect time and boundaries (don’t linger too long)
  □ Collect business cards & keep track of who you are meeting

☐ Set yourself apart
  □ Resist meeting up with friends
  □ Turn off your phone
  □ Focus on your potential value to the organization
  □ Avoid taking too many “freebies”

After

☐ Follow up
  □ Send thank you notes or emails within 24-48 hours after the Expo
  □ Follow-up strategically where appropriate (LinkedIn, email, phone call, etc.)