

EXPO PREPARATION CHECKLIST

Before

- Have a well-written resume**
 - __ Review CCD resources at <https://ccd.rice.edu/guides/>
 - __ Attend OWL Mentor Drop-in Hours or Resumania
 - __ Find a proofreader (ex. a Peer Career Advisor, a professor, a mentor)

- Research participating companies & explore career options**
 - __ Go to RICElink for a list under the Events tab
 - __ Research companies to determine why you are a good fit (utilize Vault under the CCD tab on OWL-Space)
 - __ 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 based on your research

- Dress Professionally**
 - __ Dress in Business Casual or Business Professional
 - __ Appear fresh by showering the morning of
 - __ 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**
 - __ Several 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/resources/>

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.)



RICE

Center for Career Development