Career Fair Checklist

1. Fair preparation

☐ Attending a preparatory event of the Career Center
  ▪ We will be happy to answer all your questions in advance.

☐ Revision and completion of your CV
  ▪ Remember to include voluntary work and additional qualifications in your CV.

☐ Creating your talentefinder profile
  ▪ A meaningful profile slogan can awaken a strong impression.

☐ Selecting relevant events from the fair programme
  ▪ https://www.uni-saarland.de/einrichtung/career-center/next-digital/programm.html

☐ Blocking undesired appointment slots in accordance to your own schedule
  ▪ Block appointment slots for the events you would like to attend.

☐ Browse the job postings on the Jobwall
  ▪ On the Jobwall, the participating companies publish most jobs.

☐ Like companies at an early stage for the best Matching possible
  ▪ You can like, dislike or skip a company.

☐ Researching more detailed information about the companies liked
  ▪ In particular, read through the company’s vision and mission statements.

☐ Preparation of the self-introduction and job questions
  ▪ Practice an authentic and self-confident appearance.

☐ Securing good framework conditions for the fair
  ▪ A poor internet connection could make your company dates much more challenging.

2. Career Fair: 17 June 2021, 11 a.m. – 5 p.m.

☐ Participation in the events of the career fair.
  ▪ You can post questions in the chat at any time during the event.

☐ CV and profile quick check by the Career Center
  ▪ We will be available all day to answer your questions.

☐ Dates with matched companies
  ▪ The dress code is casual, but if in doubt, dress business casual.

3. Follow-up of the fair

☐ Writing a convincing cover letter
  ▪ Avoid empty phrases and tailor your cover letter to the company.

☐ Preparing relevant application documents
  ▪ Scan your references and also your Transcript of Records.

☐ Submitting the application
  ▪ Make sure you use a professional email address and a well-worded subject.

☐ Unsolicited application to companies with which no match happened
  ▪ Even if no date took place, try it anyway!