

## Frequently Asked Questions (FAQs)

### **Before the Fair**

1. How can I prepare for the job fair?

Prepare for the job fair by attending the workshops and events scheduled during Career Month. During the preceding month Career Services offers workshops and events every day to help you prepare for the job fair. The workshop “How to be Successful at a Job Fair” is highly recommended and is offered three times before the fair itself. Check the Career Services website at <http://careers.uta.edu> for a current list of events associated with Career Month.

Remember that career services staff is available throughout the semester to help with resume critiques, mock interviews, dress for success tips, and help with networking. You can either call us at (817) 272-2932 or email us at [careers@uta.edu](mailto:careers@uta.edu) to schedule an appointment.

2. Do I need to bring my resume to the job fair?

YES!!! Bring many copies!

3. Do I need to dress up?

How badly do you want a job? ☺ First impressions are everything! If you come to the fair dressed inappropriately you’ll be “that” student – the one the recruiters talk about at the water cooler the next day.

4. How can I get more exposure to company representatives?

Attending events during Career Month is an excellent way to increase your exposure to company representatives. We recruit employers to assist us with all of these workshops and events. Plan to attend Career Month events, learn new skills, and network with employers.

Another way to gain additional exposure with recruiters is to attend the employer’s information session, if they’re having one. This is an excellent opportunity for you to demonstrate your enthusiasm for the company, and show the recruiter you’re serious about employment with their firm.

5. I thought the job fair was for only graduating seniors and alumni?

Companies come to the fair offering both full-time and part-time positions, as well as internships, and therefore are recruiting students at various class levels including sophomores and juniors.

6. I graduated 10 years ago. Can I attend the fair?

Alumni are welcome to attend not only our fair but any other Career Services event. Career Services is one of the only departments at UT Arlington that extends all its services to alumni; i.e., resume critiques, on-campus interviews, etc.

7. My brother just lost his job. He's not a student or a UT Arlington alumnus. Can he come to the fair?

Only current students and alumni are eligible to attend the job fair. Upon entering the fair, you must swipe your ID card. If you don't have one, we will verify your UT Arlington affiliation before you're allowed to enter.

### **During the Fair**

8. Which companies are hiring international students?

Due to the current state of the economy the number of companies able to sponsor international students has decreased. Sponsorship is determined on a semester basis; so, even if they've sponsored before, they may not be sponsoring now.

Remember that the recruiters at the fair are not necessarily the ultimate decision makers regarding whether to sponsor international students. Therefore, it is not recommended that you spend time trying to persuade the recruiter to sponsor you. It would be better for you to do your research ahead of time, and come to the fair knowing who is sponsoring this semester and focus your efforts on those employers.

9. Why isn't this particular company at the fair? Did you invite them?

We invite over 6000 different companies to participate in the job fair. Many companies have "target" schools as well as limited recruiting budgets. Therefore, they're able to recruit only at certain schools and can't afford to be at every job fair. If there is a company you'd like to suggest, please let us know and we'll be happy to reach out to them.

10. What happens in the event a company fails to show for the job fair, even if they had been previously registered?

Sometimes employers have last minute emergencies and are unable to attend the fair. Those events are out of our control and are regrettable. If an employer you were hoping to meet with is unable to come to the fair please consult with career services staff to determine the best course of action for following up with the company representative.

11. Why aren't representatives taking resumes at the job fair?

Try not to be offended if employers aren't taking resumes at the fair. Often the reason for this is because they are legally required by their company to manage resumes online. Sometimes, in an effort to be "green", companies choose not to collect paper resumes and prefer to accept resumes electronically.

12. Why wasn't my major represented with any job openings?

Many companies have "target" schools as well as limited recruiting budgets. Therefore, they're able to recruit only at schools that offer the specific majors they're looking for. For example, ExxonMobil and Shell won't recruit at UT Arlington because we don't offer Petroleum Engineering.

13. Why weren't there any recruiters for nursing and architecture?

Typically, Nursing, Education, and Architecture departments host their own job fairs. You can learn more about each by contacting their respective departments.

14. Some company representatives were interns? Why would they send interns?

One reason a company might choose to send an intern is because that intern is a student at UT Arlington. Another reason might be because the company has internships to offer and knows that students appreciate hearing from current interns first-hand. Recruiters know that students prefer hearing from someone who has been in their shoes. Often, companies will send someone to the fair who has an affiliation to UT Arlington either as a current student or alumnus.

15. Why weren't some companies giving out business cards?

Because the person at the fair might be an intern, and not necessarily the hiring manager, they don't want to give out their business cards as they're not the ones making the hiring decisions. And...would **you** want to give your email out to 2000 contacts? ☺

16. Can you organize the booths by major?

Companies like Lockheed Martin recruit for many different majors including engineering, accounting, and business. Grouping them by major forces them into one category and puts them at a recruiting disadvantage.

17. How come XYZ Company attended TCU's fair but isn't at our fair?

Companies have "target" schools, and limited recruiting budgets, and therefore are unable to recruit at all schools. They must therefore choose the schools that best fit their particular recruiting needs.

18. Why doesn't an employer want to shake my hand at the job fair?

There are many reasons why a recruiter might choose not to extend his/her hand including religious and health considerations. If the recruiter doesn't extend his/her hand, do not extend yours in an effort to "force" the handshake. It is important to respect the recruiter's decision not to shake hands.

19. The recruiter was really rude to me. What should I do if that happens?

Please notify a career services staff member immediately so we may address the situation.

20. Why is the fair only from 10:00am – 3:00pm?

Recruiters need time to get to campus, park, set up their booths, and then tear-down in the afternoon.

21. Why do the recruiters leave early?

Unfortunately this is something that is out of our control. Sometimes recruiters have limited staff to send to fairs, others have time restraints, and still others must attend fairs at other area schools who have their fair on the same day as ours.

### **After the Fair**

22. How can I find out about future Career Services job fairs?

We host a job fair once every semester. Check the Career Services website often for updated information on our events including workshops and employer information sessions. Register with *hireamaverick* to gain access to the list of career events, including workshops and seminars, that Career Services hosts and promotes throughout the semester.

23. What happens once the fair is over? How should I follow-up with employers?

Make sure you ask for business cards from the employers you meet at the fair. Once you get home, make a list of the contacts with whom you'd like to follow up. Send them individual, personalized emails thanking them for meeting with you. Don't forget to mention the UT Arlington fair in either the subject or body of the email. This time of year, recruiters are attending lots of fairs, and meeting thousands of students, so make yourself stand out by affiliating yourself with UT Arlington's job fair.

24. The recruiter told me to apply via *hireamaverick* or through their HR office. How do I do that?

To apply via *hireamaverick* come to University Career Services in room 216, Davis Hall. There you can register for access to the database. You must register for *hireamaverick* in person.

You can find information about how to apply through a company's HR department by going to their website and following the instructions posted there. Remember to mention in your cover letter that you met the recruiters at UT Arlington's recent job fair!