

Day 4

Thursday Worksheet

Prepare for career fairs & interviews

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Prepare for career fairs & interviews

Here are some entry-level recruiters' top tips to help you make a great in-person impression

Before a Networking Event/Career Fair/Formal Job or Interview

- Practice introducing yourself in a concise and confident way. (Check out our worksheet on creating your elevator pitch for help.)
- Plan a neat and appropriate outfit to wear. If you're unsure of the dress code, it's okay to contact the organization or your university career center to ask.
- Review your resume thoroughly—you never know what information a recruiter might ask you to discuss.
- Spend at least 30 to 60 minutes researching the organization whose event or interview you are attending so you can show why your skill set is a good fit. Review the organization's website to learn about its mission, lines of business, culture and entry-level positions. Do a general web search to review any recent news about the organization and the overall industry in which it operates. Ask members of your career center staff to tell you more about the organization and its history with your university.
- Prepare at least three questions to ask. When a recruiter says, "What questions do you have?" you want to be prepared. The best questions show that you've done your homework on the organization and that you are genuinely interested in learning more. For instance, "I read that the company just implemented a new green initiative and I'm really interested in environmentalism. Can you tell me more about that?"

During a Networking Event/Career Fair/Formal Job or Internship Interview

- Turn off your cell phone or switch it to vibrate and put it away for the entire duration of the event.
- When you meet a recruiter or company representative, shake his or her hand confidently and make direct eye contact.
- Remember to listen as much (if not more) than you talk. Yes, you are promoting yourself, but you don't want to dominate the entire conversation.
- Request a business card from the recruiter or any professional contacts you meet so you can follow up after the event.

After a Networking Event/Career Fair/Formal Job or Internship Interview

- After a formal job interview, send a thank you note or email within 12 to 24 hours. This is a great idea after a recruiting event or other networking meeting as well (For example: "Thank you for taking the time to chat with me at your event" or "Thank you for the advice you provided on how to improve my resume.").
- Mark any additional follow-up or deadlines in your calendar (e.g., RSVP to another event a recruiter mentioned).
- Assess your performance at the event or interview. What did you do well? Is there anything you would do differently next time? Events are not just networking opportunities; they are learning opportunities as well.

Share your progress and get new ideas.

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