

## CAREER FAIR TIPS

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### WHAT ARE THE BENEFITS OF THE CAREER FAIR?

- Learn about various organizations and career paths within pharmacy
- Meet and talk with representatives from a variety of organizations
- Expand your professional network
- Practice your elevator speech with pharmacy employers and leaders
- Apply and interview for technician, internship, or pharmacist positions
- Discuss available positions or opportunities with organization representatives
- Learn about potential IPPE and APPE rotations and clerkship sites

### HOW SHOULD YOU PREPARE FOR THE CAREER FAIR?

- Update your curriculum vitae (CV).
- Review and research the organizations you want to talk to. You can review the registered organizations using Handshake. Access the Handshake app in MyUW.
- Prepare and practice your elevator speech to introduce yourself.
- Prepare questions for specific organizations.

### WHAT SHOULD YOU WEAR/BRING TO THE CAREER FAIR?

- Choose appropriate attire. Appropriate attire means business professional. Wear comfortable, but business professional, shoes.
- Your School of Pharmacy name badge
- A padfolio or notepad and pen
- Questions for employers
- Copies of your CV
- A willingness to discover new contacts and unique opportunities!

### WHAT ARE SAMPLE QUESTIONS YOU MAY WISH TO ASK ORGANIZATIONS AT THE CAREER FAIR?

#### Questions About the Organization

- What makes your organization unique?
- What are the mission and vision of your organization? How is the organization working towards meeting them?
- How would you describe your organization's culture?
- How does your organization promote an inclusive environment?
- How do you anticipate your organization evolving over the next five years?
- What is your company's philosophy about employee growth and development?

### Questions for the Pharmacist Representative\*

*\*These questions are relevant if the representative is a pharmacist. Do not assume you are talking to a pharmacist. If you are unsure, ask the representative about their role within the organization.*

- What was your career path?
- What do you find most rewarding about working for this organization?
- What challenges have you faced in your role?
- How have you advanced the practice of pharmacy in your organization?
- What opportunities did you take advantage of while you were in school to help you prepare for this position? What opportunities do you wish you had taken better advantage of?
- What advice would you give students about preparing for a career in pharmacy?

### Questions About a Position

- How would you describe an ideal candidate for this position?
- What skills or additional training would set me apart from other candidates?
- What does a typical day in this position look like?
- What does the hiring process look like for this position?
- How is performance evaluated for this position?

### Questions About Non-Employment Opportunities

- Does your organization offer job shadowing opportunities? If so, how can a student arrange this?
- Does your organization offer IPPE/APPE rotations? If so, how can a student prepare for an IPPE/APPE at your site?
- What unique opportunities do IPPE/APPE students experience at your organization?

### **TIPS TO MAKE THE MOST OF YOUR EXPERIENCE AT THE CAREER FAIR:**

#### Do

- Reference the tips above to prepare for the Career Fair.
- Greet the representative with a smile and maintain eye contact. Watch how the representative interacts with other students before you approach to see if they seem comfortable with a handshake or not.
- Briefly introduce yourself using your elevator speech.
- Ask thoughtful questions based on the research you completed before the Career Fair.
- Be personable. Relax and talk conversationally with the representative.
- Be independent and stand alone. Avoid moving in groups with your friends.
- Have a strategy to maximize your time. Visit your high-priority organizations first. If the table is busy when you arrive, move on to another organization's table and return later.
- Have an open mind. Approach companies unknown to you to learn more and discover their potential.
- Conclude your conversation by thanking the representative and asking for their business card or contact information to follow up with questions or a thank you email.
- Send a thank you email within 24-48 hours to representatives from the organizations you are most interested in. Reintroduce yourself and reference the UW-Madison

School of Pharmacy Career Fair and details from your conversation with them to refresh their memory.

### Don't

- Jump into a conversation a representative is having with another student. Patiently wait your turn.
- Monopolize the representative's time. Introduce yourself, ask your questions, build rapport, make a good impression, and allow the next student to do the same.
- Overstate your abilities. Present yourself and your abilities honestly and convincingly.
- Pretend you are interested when you are not. Don't schedule an interview or appointment if you don't intend to keep it. You may be preventing a student who is genuinely interested from having this opportunity.
- Display negative body language. Be aware of and avoid slouching, poor eye contact, fidgeting, playing with your hair, chewing gum, using your cell phone, etc.
- Complain about former classes, professors, jobs, or supervisors.
- Use negative words like "can't" or "won't."