



Thank you for choosing to recruit at UAH and for participating in our career fair! We hope to make this event productive for both our employers and our students/alumni. With that in mind, we offer a few tips on making this a successful fair.

- Please be sure to complete the registration form as fully as possible, especially with regard to position types and majors that you are seeking; this information will be made available to students and alumni.
- Plan to post open positions in Charger Path in advance of the event so that students and alumni have the opportunity to begin applying. Please be sure to include a note in the job description inviting them to visit your booth at the career fair.
- You may wish to consider presenting an information session in the days or weeks ahead of the event. This lets students know a little bit more about your company, how their majors fit your needs and gives them a chance to ask more detailed questions than they may be able to at the fair. You may also choose to hold a resume review and critique session or offer a career prep workshop – we welcome and appreciate any type of information or assistance that you would like to offer.

There is no charge for holding these sessions on campus and the Career office will market and promote the event for you. If you are interested, please contact Kellee Crawford (kellee.crawford@uah.edu or 256.824.6938).

- Students and alumni will have resumes ready to provide to you at the fair. If you require them to instead upload their resume, we ask that you please take a moment to explain this policy to them and how your application process works. Many students and alumni still question this practice and feel that their resume may not be considered.
- Please be sure to set up your exhibit on time and we ask that you remain until the end of the event. We have many students who may be in class and can only attend in the final hour or half hour of the event. If you need assistance breaking down and packing your booth, please notify someone at the student registration table and we'll gladly provide a volunteer to assist you.
- Approximately 2 weeks after the event, you'll receive a survey about your experience. Please take a moment to complete the survey; out of respect for your time we keep the questions brief and sincerely appreciate your feedback and suggestions.

Again – we thank you for your participation and hope that you will regularly attend our career fairs!