Job/Career Fair –Event Tracking Tool

For Virtual or Face-to-Face Events

# Instructions:

## FIRST, read the CAREER OR JOB FAIR CHECKLIST

This tracking tool will help you get results.

* Pre-populate the company booths or tables you aim to visit first.
* Use remaining rows to take notes as you are visiting other company booths
* Do not be limited by the fields below. Add as much information as you can gather. Example: You may overhear something someone said or heard something in a company presentation or panel at the event. More is better.
* For virtual fairs, the company representatives may only have a limited time that they will be online. Don’t assume someone is there “live” for the entire event. Put that in the “Time of Visit” section below so you are sure to be there when they are there.
* Company Job Descriptions:
	+ For face-to-face fairs, bring a hard copy of each job description to show the company representative.
	+ For virtual fairs, have the job link handy so that you can put it in the chat with the recruiter. The link should be to the job on their company website, and not to LinkedIn or another job board. They will not be able to see the jobs behind your password-protected sites.

======================================================================================

**Example of a completed company visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Job/Career Fair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_**Start time:**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Link to the online event:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Host Company:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Company #1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
| Microsoft / OEM | Asst. Program Manager # | Redmond, WA | Sally Jones/RecruiterSJones@msft.com | “ “ |
| Microsoft / Azure | Project Manager # | Redmond, WA | “ “ | “ “ |

## Conversations:

|  |
| --- |
| Introduced myself to John Smith and shared the top 2 positions I would like to apply to. He said I should apply online then send him an e-mail so he can forward my credentials to the right recruiter. Got his e-mail.  |
| I listened to group conversations and learned that their recruiter team is very busy, so I need to be patient.  |
| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
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## Conversations:

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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #6

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
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## Conversations:

|  |
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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #7

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
| Microsoft / OEM | Asst. Program Manager # | Redmond, WA | Sally Jones/RecruiterSJones@msft.com | “ “ |
| Microsoft / Azure | Project Manager # | Redmond, WA | “ “ | “ “ |

## Conversations:

|  |
| --- |
| Introduced myself to John Smith and shared the top 2 positions I would like to apply to. He said I should apply online then send him an e-mail so he can forward my credentials to the right recruiter. Got his e-mail.  |
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| They have a Military Affairs website that will have more information for me. |
| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #8

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
| Microsoft / Xbox  | Program Manager # | Redmond, WA | John Smith/Sr. RecruiterJSmith@msft.com | 1:00 – 2:00pm PDT |
| Microsoft / OEM | Asst. Program Manager # | Redmond, WA | Sally Jones/RecruiterSJones@msft.com | “ “ |
| Microsoft / Azure | Project Manager # | Redmond, WA | “ “ | “ “ |

## Conversations:

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| Sample |
| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #9

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
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| Sample |

## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

# Company #10

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name/Division | Jobs I WantTitles/#*(hyperlink to the post)* | City of Job | Booth Rep Name(s), Title, E-mail address | Time of Visit at the Event |
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## My Follow Up:

|  |  |  |
| --- | --- | --- |
| My Action | My Deadline/ Put in my Calendar | 7 Days Later – Follow Up Date |
| 🗹 Connect with rep(s) on LinkedIn | Monday, 5/4 | Monday, 5/11 |
| ❒ Send a thank-you e-mail with the job postings, my resume, and cover letter. | Sample | Sample |
| Sample | Sample | Sample |

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