



**POLYTECHNIQUE
MONTRÉAL**

TECHNOLOGICAL
UNIVERSITY

Career Counseling Department

CAREER FAIR TIPS

GET THE MOST OUT OF THE POLYTECHNIQUE CAREER FAIR

Nearly 100 companies will be attending this major annual event. It's an ideal opportunity to explore the possibilities available to you, whether you're seeking an internship, looking for a permanent position or weighing out your career options.

The Polytechnique Career Fair gives you the chance to get useful information to help you apply for an internship or permanent position. Keep an open mind and explore options that differ from your initial plan. You might just discover a captivating work environment, a passionate team or an unexpected opportunity.

Here are some tricks and tips to help you make the most of your experience.

PRIOR TO THE EVENT

- ✓ Get your résumé verified at Service-conseil en gestion de carrière (by appointment or walk-in).
- ✓ Research companies before arriving at their stands.
 - Read the company descriptions in the Career Fair magazine or website.
 - Expertise sought, internship/permanent opportunities.
 - Website and email address for sending applications.
 - Visit their website.
 - Check if the companies you're interested in post positions on La Ruche.
- ✓ Prepare to answer the following questions:
 - What questions do you have for me?
 - Do you have a copy of your résumé?
 - What kind of internship/permanent position are you looking for? What specializations are you interested in?
- ✓ Prepare for both the verbal and non-verbal aspects of the interaction:
 - Think about topics related to your career goals that you'd like to bring up with the companies' representatives. If you're prepared, companies are more likely to take interest in you and provide you with information.
 - Dress appropriately for your field. Is formal wear required or can you dress casually? Even though the event takes place at Polytechnique, employers expect students to convey a professional image that is appropriate for their industry.
 - Practice your "elevator pitch". This involves introducing yourself in about 30 seconds and mastering the professional greeting (a firm handshake while looking directly into the eyes of the person you're addressing).
 - Identify which skills, knowledge and experience companies are looking for. This will help you demonstrate why you'd make a strong candidate.

- ✓ Here are some sample questions for employers:
 - Hello! My name is _____. I'm a _____-year student specializing in _____.
 - I'm aware that your company does _____. Do you also have a _____ department (related to your career interests)?
 - What are the different roles that engineers play at your company?
 - What kinds of internships are available at your company?
 - Could you tell me about your company's _____ project?
 - Who are your customers? Who are your competitors?
 - How do I submit an application?

DURING THE EVENT

- ✓ To convey a more professional image, leave belongings like your backpack, lunch, books, etc. in your locker.
 - Only bring what is necessary for the event.
- ✓ Be strategic.
 - Make sure you have the employer's full attention. If there are a lot of students around, take the opportunity to listen and learn more. You can come back later to ask your own questions.
 - Take advantage of the smaller crowds in the morning.
- ✓ Walk around the stalls over the course of the four-day event. New companies will be presenting every day.
- ✓ Each stall will generally be staffed by one or two engineers and a human resources advisor.
 - After a productive discussion with a company representative, you may then ask for their business card.
 - Have copies of your résumé on hand for when employers request it. You can also leave them your business card (PolyCopie offers student rates for business cards). Some employers may prefer to receive your résumé after the event, either by email or other method listed on their website.
- ✓ Make yourself known.
 - Listening shows you're interested.
 - Speaking shows you're interested.
 - A balance between listening and speaking shows good communication skills.
- ✓ If you have questions about how to present yourself to an employer, or about your career path, visit us at the Service des Stages et emplois welcome booth. You can also book a private appointment with a career counsellor.

AFTER THE EVENT

- ✓ Adjust your résumé and cover letter based on the information you obtained from the companies.
- ✓ Follow up with the representatives of the companies you met at the Career Fair.
 - Thank the employer you met by email or telephone. Ask one or two more questions and submit your application.

WHAT ABOUT OTHER CAREER FAIRS?

A number of job events are available throughout the year (career fairs, career development days, virtual career fairs, Salon national de l'emploi, etc.). In Montréal, they often take place at the Palais des congrès or Place Bonaventure.

Research each event before you attend and prepare just like you did for the Polytechnique Career Fair. You'll be competing with professionals from the field.

- ✓ What companies will be in attendance?
 - The event website will usually list the employers registered to attend a week prior to the event. Visit the employers' websites to learn more about them and improve your preparedness.
- ✓ Entry fee: These events are generally free, but check in advance.
 - If there is a fee: Is the cost worth it? Will there be companies of interest to you in attendance?
- ✓ Admission criteria: Some career events are reserved for experienced professionals and graduates only (they may check your résumé on entry). No internships are available and students are not admitted.
- ✓ Some events also offer conferences and workshops on current topics (new industry developments, networking tips, etc.). These are great opportunities to expand your network of contacts.¹

1. See the [LinkedIn Aide-mémoire](#)