



4 Sept 2024 | 10am - 5pm

Pre-event

Planning your visit

1. **Shortlist.** Identify the employers participating in the event that you are interested in.
2. **Research.** Find out on the industry trends, company products / services, the latest news on the company, as well as analyse the available roles offered by these companies.
3. **Strategise.** Note where these company booths are located and plan your itinerary and sequence of booths to visit using the event map.

Pro tip #1: Expect to spend about 10 minutes at each employer booth. This will give you sufficient time to meaningfully engage the employer. You will also have to factor in walking time, rest breaks and waiting for your turn to engage the employer, as well as your travel time out of the event venue.

Plan your itinerary based on how long you can spend at the event:

- **2 hours and more:** This is a good duration for a visit to the event. You should be able to engage with 6-8 different employers (or even more) at a comfortable pace.
- **1-2 hours:** You will have to be more intentional in shortlisting the employers to speak to during the event. You should still be able to comfortably engage 4-6 employers.
- **Less than 1 hour:** You probably only have time to visit 2-4 booths so you have to be selective when prioritising the employers to engage with. Your research will become important in helping you to do this.

Consider meeting an employer who is not your top choice first. This lets you warm up and practice engaging the employer, and ease yourself into the fair. However, be sure to also retain enough energy to engage your top choice employer eventually.

Pre-event

Prepare yourself

4. **Branding.** Consider what's your personal brand that you want to communicate. Update your TalentConnect and LinkedIn profiles accordingly.
5. **Resume.** Craft customised resumes based on the roles that you've identified from your research on the CHS Career & Internship Fair employers of your choice. Have these resumes ready in soft copy, and print a few physical copies to bring to the event.
6. **Elevator Pitch.** Prepare and rehearse your elevator pitch that could be delivered within 30~60s at a comfortable speed. You should customise different pitches for the different employers that you intend to engage with.
7. **Attire.** Plan your attire for the event day. Dressing well conveys professionalism and can create a good first impression about yourself.¹

The dress code for the event is **Business Casual** (see page 7) and is to be strictly adhered to. Students in tank tops, sports attire, bermudas and slippers will not be allowed entry.

8. **Others.** Decide on what you need to bring, e.g. a small bag, folder for printed resumes, notebook, pen, water bottle.

¹ <https://www.businessinsider.com/how-to-dress-for-work-success-what-to-wear-2024-2>



Prepare yourself

Pro tip #2: Leverage on the following resources to help in your preparation:

- Use [VMock's](#) resume and interview features to refine your resume and elevator pitch. You should be aiming for a score of >85 on VMock.
- Attend the specially curated pre-fair workshops to prepare you for the event.
- Schedule a career advisory session with your [Career Advisors](#) for one-to-one focused career guidance.
- Access on-demand [career resources](#) on CFG's website to guide you in your preparation.

During the Event

Execute

9. **Open.** Introduce yourself to the employer with your prepared elevator pitch.
10. **Sustain.** Engage in meaningful conversation based on your research, in the order of relevance/importance:
 - a. Show genuine interest in the company and the person you are speaking to.
 - b. Ask meaningful questions based on your research, around topics such as industry trends, recent news of the company, future plans, person's experience in the company, hiring processes etc. Using open-ended questions will keep the conversation going.
 - c. Paraphrase and clarify if you do not understand what the person has shared. This shows that you are engaged and actively listening.
11. **Close.** Thank the person and ask for a business card or to stay in touch (e.g. LinkedIn), as well as who you can follow up with.

Pro tip #3: A large part of communications are non-verbal, so be mindful of your body language:

- Have a firm handshake.
- Maintain eye contact.
- Keep a good posture.
- Smile and use appropriate gestures during the conversation.
- Respect personal space.



Post-Event

Follow up

12. **Appreciate.** Send thank-you notes/emails as early as possible. Mention something memorable/shared between you, but keep it short and professional.
13. **Connect.** You can also send a connection request via LinkedIn. Include a short message in your request to show your appreciation, remind where you had met, and ask follow-up questions if needed.
14. **Apply.** Submit your application for the available roles that you are interested in via the appropriate channels, if not done yet.

Dress Code

Business Casual

The CHS Career & Internship Fair is an event where you have the opportunity to meet with different employers from diverse sectors. Please dress in an appropriate manner that is respectful to attending employers and will leave them a favourable impression of yourself and NUS students.

Note: The dress code of Business Casual attire is to be strictly adhered to. Students in tank tops, sports attire, bermudas and slippers will not be allowed entry.

What is Business Casual attire?

<p><u>Gentlemen</u></p> <ul style="list-style-type: none"> • Polo t-shirt with jeans (preferably tucking in your shirt) • Crew neck t-shirt with blazer and jeans / trousers 	<p><u>Ladies</u></p> <ul style="list-style-type: none"> • Business shirt with trousers or a skirt of appropriate length • Polo t-shirt with jeans or a skirt of appropriate length • Sleeved blouse with jeans/trousers or a skirt of appropriate length • Crew neck t-shirt with a blazer, accompanied by jeans/trousers or a skirt of appropriate length • Smart dress of an appropriate length
<ul style="list-style-type: none"> • Appropriate shoes include flats, Oxfords, loafers, mules, and heels. 	