

Update your information on the HIRE System

- Make sure you know your username and password.
- Upload your résumé to the HIRE System and select for employers to be able to view your résumé. This can be done by going to My Account & Résumés > My Documents.

Know yourself

Employers are most interested in candidates who know who they are and what they want. The whatever-you-have-I'll-do-anything approach is not effective.

- Do you know your three most useful job skills?
- Have you taken the **Do What You Are** or **Kuder Career Assessments** available on www.hireOSUgrads.com? Visit a Career Consultant to learn more.
- Have you identified some careers that interest you?
- Would you prefer to work mostly with people, data or ideas?
- Have you thought about the setting in which you would like to work, such as a large business, small business, government or nonprofit?

Research Employers

- Review the list of employers participating in the Career Fair.
- Thoroughly research those that interest you.
- Locate the employers' web sites and do some research.
- Attend OSU on-campus Information Sessions hosted by companies that interest you.

Develop your Résumé

- Spend time developing your résumé.
- Customize your résumé for your targeted employers. You may need to develop more than one résumé.
- Have your résumé critiqued by a Career Consultant several weeks in advance of the career fair.
- Print your résumé on professional résumé paper. Free résumé paper is available at OSU Career Services.
- Bring enough copies of your résumé to give to all the organizations you are targeting and extras for other companies and organizations.