AFTER THE FAIR
IMMEDIATELY FOLLOWING THE FAIR 1-3 DAYS

- Create a list of the companies with whom you spoke
  - Company Name
  - Contact Name
  - Event Notes
    - Interesting /unique conversations
    - Application instructions
  - Follow Up Method
  - Follow Up Notes
  - Next Action Date

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Name</th>
<th>Event Notes</th>
<th>Follow Up Method</th>
<th>Follow Up Notes</th>
<th>Next Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty Mutual</td>
<td>PJ Macom</td>
<td>Management rotation program-need to apply online</td>
<td>LinkedIn</td>
<td>Requested connection 1/10-Connection accepted 1/12. Messaged to let her know I completed online application</td>
<td>1/26/2015</td>
</tr>
</tbody>
</table>
FOLLOW THROUGH AND FOLLOW UP

- Submit online applications for all of the companies you want to pursue
- Send a follow up email to the company contact
- Connect on LinkedIn
APPLICANT TRACKING SYSTEMS-A.K.A. THE BLACK HOLE

- Did the person you were speaking with ask you to apply online?
  - This is not a brush off
  - Employers need to track applicants
  - Many cannot interact with you until your official application has been received
THE FOLLOW UP EMAIL

- Send a follow up message within 1 week from when you met. Within 72 hours is ideal
- Keep it simple
  - Where you met, thank you, what you discussed, why you are emailing today, reiterate interest
  - Attach your resume
  - Signature line
FOLLOW UP AGAIN

- If you do not get a response from the first email you can follow up again.

- The suggested wait time is 2-3 weeks
  - Follow up to original message, thank you, reiterate interest, ask about hiring timeline

- If you do not hear back from the second message after 2-3 weeks you can send one more follow up or let this one go.
DEVELOPING LONG TERM CONNECTIONS

- Follow up is still important even if you are not ready to apply yet
  - Send a thank you note within 1 week of meeting
    - Where you met, thank you, interest in future opportunities,
  - Follow up every 1-2 quarters
    - Reintroduce yourself, reiterate interest, provide an update of your activities
  - Change your message to an inquiry of how to apply about 2 quarters before you will be ready to begin work
SET YOURSELF APART

- Sending a follow up message can really set you apart from everyone else.
- Provides the hiring manager something besides your resume by which to remember you
- QTIP
Bring a follow up sample to Drop-in Advising for review
Monday-Friday 11am-2pm