



Diversity Meet-Up: Networking Event Checklist

Prior to Diversity Meet-up:

- Download the Career Fair Plus App.** Use the App Store or Google Play to download.
- Determine your goals.** Ask yourself, what do I want to accomplish at Diversity Meet-up? What goals do I have for attending?
- Prepare/Update your resume.** Remember to update your resume prior to Diversity Meet-up (DMU) and have it reviewed during [Express Drop-In](#) or Project Resume.
- Create/Update your LinkedIn profile.** Create a professional online presence to connect with organizations, recruiters, hiring managers, and professionals.
- Research the organizations attending DMU in Career Fair Plus.** Identify the organizations attending DMU and their hiring initiatives. Make a list of those organizations you want to connect with during the event.
- Secure your spot.** Schedule your appointment with organization representatives using the Career Fair Plus app.
- Research the demographic benchmarks in careers and industries of interest.**
- Prepare for your Fair Experience.** Identify a location that is well lit, let them see you. Make sure your location is free of distractions and clutter.
- Create a Professional Image.** Dress for Success! Select an outfit that is professional and gives you confidence. Visit the [Molm Family Gator Career Closet](#) to create a professional image that helps you feel confident.
- Prepare to Communicate with Company Representatives.** Prepare your [Elevator Pitch](#) to introduce yourself and get the conversation starts.
- Develop a list of informed questions.** Using the DMU *Guiding Questions* handout, identify/develop 2-3 questions to help you learn more about the organizations of interest.

During Diversity Meet-Up:

- Engage Professionally.** Remember to slow down and use clear and concise language, especially when using the Chat feature. Limit use of hand gestures and try not to slouch.



Prepare to Gain Information. Put yourself out there, ask questions. Take notes and use them for something to include in your “thank you” and when deciding your next steps. Don’t forget to ask for the organization’s representative for their contact information!

After Diversity Meet-Up:

- Send a Thank You Note.** Always send thank you notes to the organization representatives you met with during DMU.
- Attend Additional Recruiting Events.** Employer hosted events (Information Sessions, Coffee Chats, etc.) can help you gain a better understanding of each organization’s recruiting initiatives and expand your network with employers.
- Apply to positions.** Use Gator CareerLink or employer websites to apply to positions you learn about.

My Next Steps: