

# EXPO TIP SHEET

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## *Before the Expo*

1. **Research the employers with whom you want to speak.** Look at their websites, and gather as much information on their organization as you can. Access recruiter profiles on the Career Center's [website](#).
2. **Prepare your [resume](#) and [networking card](#).** Bring plenty of copies of your resume printed on quality resume paper (available in the bookstore). We STRONGLY recommend having your resume critiqued in the Career Center prior to handing it out to employers. It is important to note that many employers do not accept hard copy resumes due to [OFCCP regulations](#). Instead, they will refer you to their website to fill out an online application. In this case, they may accept a networking card with your contact information.
3. **Know yourself.** Be familiar with your qualifications, values, and goals. Consider what you have to contribute to the organizations which interest you. This will enable you to be well-spoken when the recruiter asks you questions related to your goals and interests.
4. **Prepare a one-minute commercial** highlighting your skills and interest in their organization. When they ask you "Tell me about yourself," be prepared to highlight career goals and what you feel you can contribute to their organization. First impressions do count! Preparation will help you to speak confidently and articulately.

## *During the Expo*

### *Dress Professionally*

#### First-Year Students & Sophomores:

Wear clothing that will represent you well to a potential employer. If you are looking for an internship, dress appropriately. See the guidelines for Juniors and Seniors. If your reason for coming is simply to do some exploring, we recommend business casual.

#### Juniors and Seniors:

Wear professional, conservative style clothing. For men, typically that means a suit and tie, ironed shirt, polished shoes, and matching dress socks. For women, a skirt or pant suit, tailored dress, and polished, closed-toed shoes. Wear a minimal amount of accessories, makeup, cologne or perfume. Avoid chewing gum!

### *Act Professionally*

1. You never know where a recruiter may be nearby, so be sure to act professionally at all times, even when you're not interacting directly with a recruiter.
2. Be Patient. If there are lines, respect the privacy of the person in front of you by not hovering near the table while you wait your turn.
3. Organize a list of employers with whom you wish to speak, and rank them according to your top choices.
4. Start with a few employers who may not be your top choice, in order to build your confidence. After building up your confidence, approach your top choices. Don't leave your top choices until the end of the day because you want to be fresh when speaking with them.

## *Explore Your Options*

1. You may not be sure of what opportunities you are interested in pursuing. That's okay! Use this as an opportunity to explore opportunities that employers have to offer.
2. Examine how your strengths and interests match with various opportunities presented by the employers.

## *Talking with a Recruiter*

1. Approach recruiters with confidence and a smile.
2. Offer a firm handshake, introduce yourself and share your major and career goals/interests. Next, say why you are interested in that particular organization. Ask what opportunities exist in the organization. Finally, provide the recruiter with a couple brief highlights of your accomplishments that might interest them.
3. Convey motivation and enthusiasm without being aggressive. Keep your answers concise and to the point to avoid rambling.
4. Maintain eye contact.
5. When stating skills that you possess, be sure to back them up by providing examples from experience.
6. Ask questions, but not questions you can easily find answers to by visiting their website.
7. At the end of your conversation, ask how they prefer you follow up with them, and be sure to get a business card. Immediately after, jot down some brief notes from your conversation.
8. Always thank the recruiter for his or her time.
9. You may want to take notes after the interview. You will be talking to a lot of people, and you'll want to remember the details of what was discussed at each interview.

## *Sample Questions to Ask*

- What skills or qualifications does your company look for in an employee?
- Based on my major and experience, where might I fit in your organization?
- What advice do you have for someone looking to break into this field?
- Do you have an office or colleague in \_\_\_\_\_city (if wanting to relocate)?
- Does your organization hire on a continuous basis or only at certain times of the year?
- How would you describe the organization's culture?
- What interested you in this company and why?
- Are there opportunities for ongoing training?
- What are the current priorities for this position?

## *After The Expo*

Always follow-up with a professional thank you note or email to employers that interested you. In the note, remind them of where/when you met, thank them for their time, and make them aware of your continued interest in their organization. Check to see if the recruiter has a profile on [LinkedIn](#). If so, request to connect.

## *Tips on Speaking with Grad School Recruiters*

1. As you speak with graduate school reps, clearly communicate your interests and/or questions.
2. Find out what they expect from potential candidates: what do they look for in successful candidates (GPA, choice of major, test scores, experience, etc.)?
3. Ask about what kind of jobs alumni find after graduation from the program.
4. Present yourself professionally, in the same way you would with an employer representative.