Job Fair Tip Sheet

Before the fair

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. An employer guidebook will be available at the entrance of the fair with details on each organization and graduate school.

2. **Bring plenty of copies of your resume printed on quality resume paper** (available in the bookstore). You want to be able to connect with as many employers as possible. Ideally, you should have your resume critiqued in the Career Center prior to handing it out to employers.

3. **Know yourself.** Be familiar with your strengths and weaknesses, values and interests. Also think about 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.

During the Fair

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, you may come in nice jeans or khakis.

Juniors and Seniors:
Wear professional, conservative style clothing. For men, that means a suit and tie, ironed white shirt, polished shoes, and matching dress socks. For women, a skirt or pant suit, and polished, closed-toed shoes. Wear a minimal amount of accessories, makeup, cologne or perfume.

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. When you feel more comfortable, 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.

5. Take a break to freshen up if you need it.

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.

Conquer the Interview

1. Approach recruiters with confidence and purpose.

2. Offer a firm handshake, introduce yourself and tell the interviewer exactly what you are looking for.

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.

6. Ask questions, but not questions you can easily find answers to by visiting their website.

7. At the end of the interview, be sure to obtain a business card and ask what the next step in the selection process will be. Make sure they have a copy of your resume.

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.

After The Fair

Always follow-up with a professional thank you note to employers that interested you. In the note, thank them for their time, and make them aware of your continued interest in their organization.

Tips on Speaking with Grad School Recruiters

1. As you speak with graduate school reps, communicate your interests and/or questions.

2. Find out what they expect from potential candidates: what do they look for in successful candidates?

3. Act professionally, in the same way you would with an employer representative.