

# Job Fair Tip Sheet

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## Before the fair

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- 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 so that you can ask informed questions.
- 2. Bring plenty of polished copies of your résumé printed on quality résumé paper.**
- 3. Know yourself.** Be ready to articulate your strengths and interests and what you have to contribute to the organizations of interest to you.
- 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 in a clear and concise manner.

## During the Fair

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- 1. Dress in your professional best.** 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. Image and first impressions are critical.
- 2.** 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.
- 3. 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.
- 4. Organize a list of employers with whom you wish to speak**, and rank them according to your top choices. Arrive early, and 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.
- 5.** It’s important to be aware that many recruiters require an **online application** and may direct you to their website. Therefore, leaving a memorable first impression will help them to recognize your name. Providing the recruiters with your business card may assist with this. Google “business card templates” for examples.

## Explore Your Options

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- 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.** Explore **how your skill sets may be transferable** to a variety of opportunities and organizations.

## Conquer the Interview

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- 1.** Approach recruiters with **confidence and purpose**.
- 2.** Offer a **firm handshake**, introduce yourself and immediately show interest in the organization.
- 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 résumé.
- 8.** Always **thank the recruiter** for his or her time, and then follow up with a **thank-you note**.