BEFORE THE EXPO

Research the employers with whom you want to speak

Look at their websites, and gather as much information on their organization as you can.

Prepare your resume and networking card

Bring plenty of copies of your resume printed on quality paper. We STRONGLY recommend having your resume critiqued in the CPDC prior to handing it out to employers. Even with a resume, they may refer you to their website to fill out an online application. They may also accept a networking or business card with your contact information.

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. You may wish to identify three words that describe skills or abilities you have.

Prepare a one-minute introduction

Give your name, major, and year (First-Year, Sophomore, Junior, Senior). Highlight your skills and interest in their organization. First impressions do count! Preparation will help you to speak with confidence.

DURING THE EXPO

Dress Professionally

**First-Year and Sophomores:**
Wear clothing that is clean, neat, and pressed. If your reason for coming is simply to explore, we recommend business casual.

**Juniors and Seniors:**
Go conservative in style and color. 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. 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 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 the time to explore the many opportunities offered.
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. Speak of your interest in that particular organization, and ask about opportunities available there.
3. Keep your answers concise to avoid rambling.
4. Maintain eye contact.
5. When stating skills you possess, be sure to back them up by providing examples from experience.
6. Take notes, because it will be difficult to remember details later.
7. At the end of your conversation, ask how they prefer you follow up with them, and be sure to get a business card. Always thank the recruiter for their time. Immediately after, jot down some brief notes from your conversation.

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?

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

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