

Appropriate Dress

Whether you are attending a career fair or an industry networking event, it is always recommended to dress professionally. For many of us, this will be the first interaction with a potential employer. Leaving a good impression is vital and that starts with appearance.

- If you have a suit, wear a suit. Or, for men, a jacket and tie is appropriate
- Women – a dress or nice pants with a jacket or sweater is appropriate
- Men – slacks or chinos (avoid oversized) and a shirt with a collar is presentable
- No hats
- No sweats or blue jeans
- Limit body jewelry
- Always remove earbuds and turn off cell phones

Resumes

- Update your resume and be sure that it is structured professionally.
- Career Services can help! Make an appointment or stop by during walk-in hours.
- Bring multiple copies of your resume (20-25 suggested).
- Offer your resume to the employer; many are happy to collect them at the fair. However, some companies will refer you to their website to fill out an application and upload your resume due to company policy.

Preparation*Prior to the event*

- Review the organizations attending available on Handshake.
- Identify your targets and prioritize your top tier.
- Research the companies which you are most interested in, at the very least check out the web link provided in Handshake.
- Prepare a 30 second commercial to help introduce yourself to the employer. Focus on your strengths, experiences, goals and how you can help meet the company's needs.
- Anticipate questions, consider what you want to ask, and practice!

On the day

- Arrive early, pace yourself, visit one or two tables and then take a break.
- Jot down notes so you remember the interaction at each table.
- Give a firm handshake; introduce yourself (use 30 second commercial).
- Collect business cards.
- Show enthusiasm!
- After you have visited your top tier, explore other tables. You might be surprised at the opportunities and networking contacts you can establish.

After the event

- Follow up with contacts (refer to notes taken on the day).

Sample Questions to Ask

- What types of entry-level positions/internships exist within your organization?
- What skills, experiences, education are needed for the position?
- Could you please give me an idea of your hiring process and timeline?
- How long have you been with the organization, what has been your career path?
- How would you describe the culture of your organization?
- What is your organizations philosophy regarding internal promotions and growth opportunities?