## in Succeed at a Job

# Before the Fair

- 1. Research the organization prior to your interview
  - Conduct an internet search.
  - Read recruitment brochures, promotional materials, and annual reports.
  - Call the organization or company
- 2. Get to know yourself
  - Be familiar with your strengths, weaknesses, values, interests, and career goals. This will enable you to be well-spoken when the recruiter asks you questions.
- 3. Carefully prepare your resume.
  - Allow yourself plenty of time to work on your resume...
  - it takes longer than you think
  - Visit the Career Development Center to have one of our staff members look at your resume and offer suggestions.
  - Make sure you have plenty of copies of your resume on professional resume paper.
- 4. Prepare a list of suitable questions to ask the recruiter.
- 5. Utilize the services of the Career Development Center.
  - We offer many services that can be highly beneficial in your job fair preparation: resume and interview workshops, walk-in hours for resume checks, mock interviews, and a resource library.
- 6. Make sure you bring the following to the fair:
  - Multiple copies of your resume
  - A few unofficial transcripts, in case the employers ask for them
  - Portfolio with notepad and pen
  - Money for food, telephone calls, and gas
  - Emergency grooming kit (just in case!) that includes combs, nail polish (for runners in nylons), breath mints (no gum!), hair spray, band-aids, and make-up

#### 1. Dress professionally.

- Always wear conservatively styled clothing.
- Accessories should be minimal.
- Shoes should be comfortable you will be on your feet most of the day.
- Use proper grooming and hygiene: trimmed nails, fresh breath, hair should be in place, perfume and cologne used sparingly

Men: Suit and tie, ironed white shirt, Women: Business skirt (of an polished leather shoes, matching dress socks

appropriate length), and jacket or pant suit, polished leather shoes

#### 2. Act professionally.

- You never know where a recruiter may be observing you, so be sure to act professionally in the parking lot, bathroom, and at local restaurants if you go to lunch
- Be patient there will probably be lines for the recruiters at the fair. Respect the privacy of the candidates in front of you by not hovering near the table while you wait in line.
- Organize a list of employers with whom you would like to speak to. This will enable you to be relaxed at the fair, instead of frantically pacing from table to table as you decide who you would like to speak to next.
- Take a break during the day to freshen up.

#### 3. Conquer the interview.

- Approach the recruiters with confidence and purpose.
- Offer a firm handshake and tell the interviewer exactly what you are looking
- Respond truthfully to questions, but always convey a positive image.
- Be active, enthusiastic, and assertive, but not aggressive.
- Maintain eye contact.
- When stating skills you possess, prove them with examples.
- Make sure that you obtain a business card and ask what the next step in the interview process will be.
- Make sure the recruiter has a copy of you resume.
- Ask appropriate questions.
- Always thank the recruiter for his or her time.
- Immediately following the interview, you may want to write a few notes about the conversation you just had with the recruiter.

#### 1. Send a thank-you letter.

- Send a thank you letter within three days to the recruiter with whom you met.
- Make sure to mention specific things that you discussed during the interview.
- Ask for further information
- 2. Follow up with requested information.
  - Complete any applications that were given to you and mail them promptly.
- 3. Be persistent.
  - another interview. However, take caution that you are not overly aggressive.
- 4. Stay organized.
  - Keep track of all applications you have sent, phone calls you have made, and resumes you have handed out.

### tantly, have confidence!

#### S:Handouts/Job Fair/How to Succeed at a Job Fair