

How to Make the Most of a Job Fair

Presented by:
The Office of Career Services

Have a Career Focus

- Have some ideas about the specific type of position you are seeking or the specific skills you have to offer.
- Your attitude is important to employers and recruiters. They are looking for candidates who are enthusiastic.

Plan Your Time

- Preview the list of employers ahead of time
 - A list of the companies attending the Career Fair can be found on Career Services website.
- Identify the companies that you are most interested in meeting
- You may have to wait in line, so plan your time accordingly

Prepare Wardrobe in Advance - Men

- Suit, dark color.
- If you do not have a suit, wear a long sleeve white or beige dress shirt and dark slacks
- Dress shirt/tie.
- Polished shoes.
- Avoid flashy rings, cuff links, or neck chains.
- No strong cologne.
- Dark socks.

Prepare Wardrobe in Advance - Women

- Suit or tailored dress in solid, subtle color (Black, Navy, Grey, or Brown) No extreme slits.
- Polished closed toe shoes, basic dark pumps with low to medium heel.
- Make up should be minimal.
- Small purse or briefcase. Not both.
- Simple jewelry. One ring per hand.
- Neutral color hosiery.
- Light cologne, if any.
- Cleavage should not show.

What to Say

- Be prepared with a brief introduction
- For example:
 - Hello. My name is _____. I am a _____ (Fresh, soph, junior, senior) majoring in _____. I expect to graduate from Harris-Stowe State University in _____ (May, 14, 15, etc). To complement my coursework in _____ (major), I have also gained relevant experience and enhanced my communication skills by working as a _____. I also volunteer with _____. In addition, I am involved in _____ (campus organizations). I would love to hear about the opportunities available with _____ (company name).

Ask for Card

- After speaking with the recruiter about the opportunities available, be sure to ask for a Business Card.
- You won't always get one. If you do not, be sure to note the recruiter's name and company.
- After the fair, be sure to follow-up with an email thanking the recruiter for the information.
- Be sure to include a reference to your conversation in the email.

Questions

- For further information, please stop by the Office of Career Services, Room 119, HGA