

JOB & INTERNSHIP FAIR SUCCESS

WHAT TO WEAR?

Dress professionally; this event is no different from an interview. You have 3-5 minutes to make an impression – make sure it's a good one! Conservative attire is recommended.

- A suit or at minimum business casual attire is recommended for both men and women. Professional shoes, dark socks.
- Be well-groomed and limit the amount of jewelry and cologne. NO gum!
- Avoid faddish dress.
- A portfolio or nice folder to carry copies of your resume is also recommended (no backpack!).

HOW TO PREPARE:

Resume: Prepare a professional resume; be sure to have it reviewed prior to the event. Copy your resume on quality resume paper. Bring enough copies of your resume to share with each representative with whom you plan to meet.

Research: If you can, review in advance the list of recruiters planning to attend. You can access the list of attendees on the Career Center Website.

- Plan your strategy for which recruiters you would like to visit.
- If possible, research the employers you plan to visit and prepare several questions specific to their organization.

Plan 30-Second Intro: Be prepared to share information about yourself in a short period of time. You only have a few minutes to introduce yourself, demonstrate your knowledge of the employer, and spark the recruiter's interest in you.

- Share information such as: major, graduation date, academic accomplishments, prior internship or other related experiences, special skills, leadership roles.
- Be prepared to answer questions that recruiters may have for you. Review lists of possible interview questions and bring a list of potential questions for employers.

Network: Talk to as many recruiters as possible, not just those listing positions in your field. You cannot predict when a position might become available. The recruiter attending may also be able to forward your resume or provide you with contact information for recruiters in other areas of the company.

Practice: You might wish to "practice your delivery" by talking with some employers that are not your top picks first. Once you are feeling more comfortable, then present your information to those employers of greatest interest to you.

- As you meet recruiters, secure as much information as possible about the organization.
- Make sure to get a business card or correct name and spelling for contacts.
- After meeting with an employer, take notes so you can recall your conversation.

**BEGIN AND END EACH RECRUITER CONTACT WITH A SMILE
AND A FIRM HANDSHAKE!**

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SOME ADDITIONAL TIPS FOR SUCCESS AT JOB OR INTERNSHIP FAIRS:

- Demonstrate confidence, interest, and enthusiasm.
- Utilize effective non-verbal communication skills including direct eye contact.
- Answer questions clearly and concisely.
- Ask questions that demonstrate knowledge of the organization.
- Be well organized and have resumes available.
- Dress and act professional. Be polite at all times. The person you meet in the parking lot, hallway, or restroom may be a recruiter you will see later that day.
- Be patient and respect other candidates privacy when approaching the recruiter's table.
- Make notes after you have spoken with a recruiter. Take time to regroup and have your thoughts in order for the next recruiter.
- Get the recruiter's business card, and discuss how and when you should follow up with the recruiter.

FOLLOW-UP AFTER THE JOB FAIR:

It is appropriate to send a thank you letter or email to each representative to whom you speak. You should send these letters out within three days following the event. These letters should thank the employer for the information received at the internship fair, review your qualifications, and indicate your interest in an interview.

- If requested, apply to positions online through eRecruiting or organization websites.
- FOLLOW up to check on your status after a week or two.
- After accepting an offer, politely withdraw any active applications. It is unethical to continue an active job search after committing to a position.

REASONS EMPLOYERS ATTEND JOB FAIRS:

1. To increase awareness of their organization.
2. To provide information about their organization.
3. To increase their applicant pool.
4. To locate excellent candidates for positions currently available or anticipated future vacancies.

**IT IS UP TO YOU TO MAKE JOB & INTERNSHIP FAIRS
A SUCCESSFUL EXPERIENCE!!!**

Best wishes – IWU Hart Career Center