

## Career Fair Do's and Don'ts

*Don't* let the recruiters catch you unprepared.

Do your homework for the event. Research the employers, and make a list of those you want to visit. Have a brief introduction ready to greet employers who have jobs or internships you may be interested in. Be ready to hand out printed copies of your résumé, and have plenty of questions for the recruiters.

*Don't* be a wallflower.

Do greet employers with a firm handshake and a smile. Make eye-contact as you visit, and take notes on important information. Remember to ask for the representative's card and thank them for their time before you leave.

*Don't* stroll in looking like you've just rolled out of bed.

Do dress appropriately. This is a professional event, and employers will expect you to be professional! Business casual is a safe bet; this means slacks (or skirt), a dress shirt or a nice sweater and dress shoes. No jeans and t-shirt.

*Don't* limit your options.

Do think outside of the box. You may think a hospital only wants doctors and nurses, but they also need professionals in accounting, human resources, information systems, marketing, and more. Think creatively about how you could benefit any employer and be ready to sell yourself.

*Don't* forget your manners.

Do be polite! You want to be remembered- in a good way. Respect the recruiters and your fellow students who attend the fair.

*Don't* drop off your résumé and leave.

Do tell the employer in person how you are qualified for the position. This is your chance to make a quick, but strong impression- so sell yourself! Remember, employers are often looking for a set of skills- not just a specific major. Attributes such as; good communication skills, a strong work ethic, teamwork, a positive attitude, and organizational skills are in high demand.