

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 6



CAREER AND JOB FAIR DO'S AND DON'TS

- ✘ **Do** have a specific strategy for maximizing your time at the event. And don't bother spending time with recruiters from companies that do not interest you.
- ✘ **Do** pre-register for the event, and do attempt to get the list of attending companies before the career fair.
- ✘ **Don't** eliminate companies because they are recruiting for positions outside your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field.
- ✘ **Do** attempt to research basic information about each company you hope to interview with at the job fair. A common career fair question from recruiters is, "Why do you want to work for our company?"
- ✘ **Don't** just drop your resume on the recruiter's table and walk off.
- ✘ **Do** prepare a one-minute "commercial" that focuses on the unique benefits you can offer the employer - your unique selling proposition. And do be prepared for common interview questions.
- ✘ **Do** be prepared to talk about your work experiences, skills, and abilities. And for college students, do be prepared for a question about your CAMPUS RECRUITMENT by some recruiters. (And do use the CAMPUS RECRUITMENT -- overall, college, major -- that makes you look the strongest.)
- ✘ **Don't** be afraid or intimidated by the recruiter; he or she is there to do a job -- to meet and screen potential candidates.
- ✘ **Do** have a few questions prepared for each recruiter, but don't ask questions that any good job-seeker should already know, such as "What does your company do?" Do check out these Questions to Ask at Career and Job Fairs.

- ✍ **Do** say the recruiter's name several times during your conversation, even if you have to keep glancing at the recruiter's nametag. And do get a business card (or at least contact information) from each recruiter.
 - ✍ **Don't** forget to eliminate such bad habits as playing with your hair, chewing gum, fidgeting, rocking from side-to-side, acting distracted, rubbing your nose, etc.
 - ✍ **Do** remember all the keys to successful interviewing, including a firm handshake, a warm smile, eye contact, and a strong voice.
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- ✍ **Don't** use filler words such as "um", "like", "you know."
 - ✍ **Do** bring enough copies of your resume to the career fair. And do bring different versions of your resume if you are searching for different types of jobs.
 - ✍ **Do** take advantage of the time you have to build rapport with each recruiter, but don't monopolize their time.
 - ✍ **Don't** ever just walk up to a booth and interrupt a current conversation; wait your turn and be polite.
 - ✍ **Do** dress professionally -- conservative is always the safe choice.
 - ✍ And do wear comfortable shoes.
 - ✍ **Don't** waste the opportunity to network, not only with the recruiters, but with fellow job-seekers and other professionals in attendance at the career fair.
 - ✍ **Don't** ever say anything negative to the recruiter about your college or previous jobs, companies, or supervisors.
 - ✍ **Do** be sure to ask about the hiring process of each company, but don't ask too many questions about salaries, vacation time, and other benefits.
 - ✍ **Do** take the initiative and ask about the next step in the process. And do be prepared to follow-up all job leads.
 - ✍ **Do** be sure to follow-up with each recruiter.