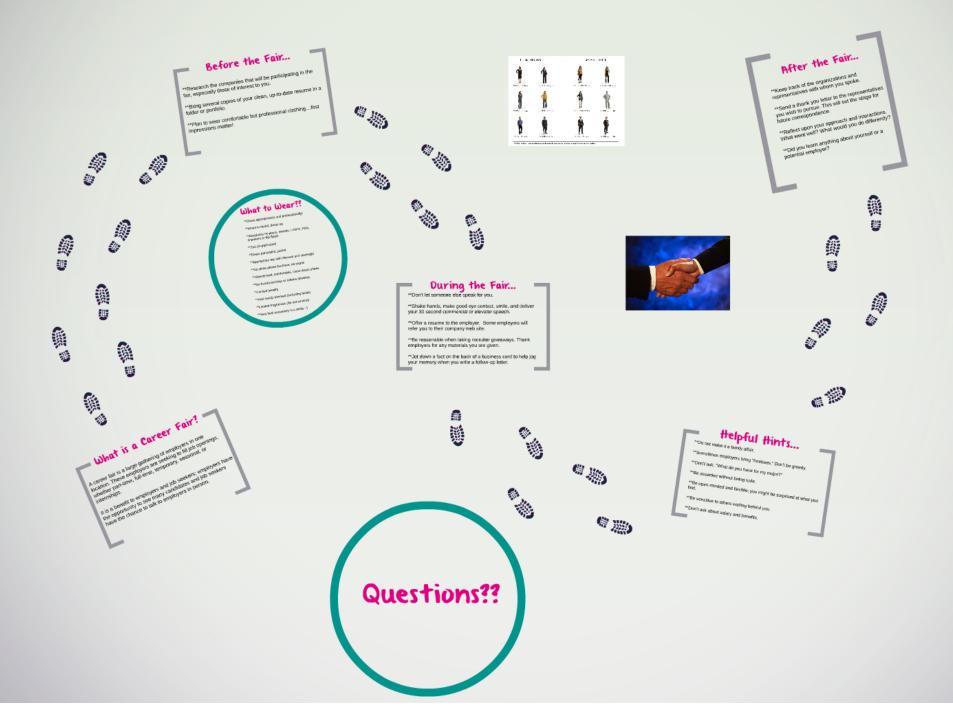
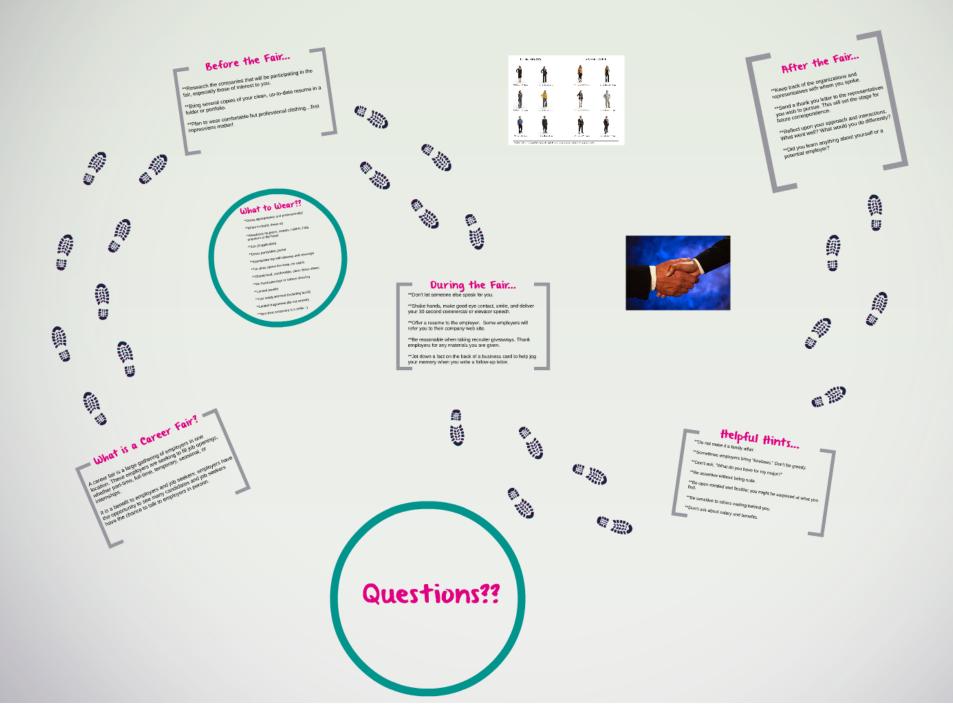
Career Fair Preparation & Etiquette



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What is a Career Fair?

A career fair is a large gathering of employers in one location. These employers are seeking to fill job openings, whether part-time, full-time, temporary, seasonal, or internships.

It is a benefit to employers and job seekers; employers have the opportunity to see many candidates and job seekers have the chance to talk to employers in person.

Before the Fair...

**Research the companies that will be participating in the fair, especially those of interest to you.

**Bring several copies of your clean, up-to-date resume in a folder or portfolio.

**Plan to wear comfortable but professional clothing...first impressions matter!

What to Wear??

- **Dress appropriately and professionally!
- **When in doubt, dress up
- **Absolutely no jeans, sweats, t-shirts, hats, sneakers or flip-flops!
- **Suit (if applicable)
- **Dress pants/skirt, jacket
- **Appropriate top with sleeves and coverage
- **No skirts above the knee, no capris
- **Closed-toed, comfortable, clean dress shoes
- **No facial piercings or tattoos showing
- **Limited jewelry
- **Hair neatly trimmed (including facial)
- **Limited fragrances (do not smoke!)
- **Your best accessory is a smile :-)

Interview Attire DO's



OT_female_DO-1.jpg



OT_female_DO-2.jpg



OT_female_DO-3.jpg



OT_female_DO-4.jpg



OT_male_DO-1.jpg



OT_male_DO-2.jpg

Interview Attire DON'Ts



OT_female_DON'T-1.jpg



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OT_female_DON'T-3.jpg



OT_male_DON'T-1.jpg



OT_male_DON'T-2.jpg



OT_male_DON'T-3.jpg

Attention editors: Please contact abby.goodman@officeteam.com or cynthia.kong@officeteam.com for photos.

During the Fair...

- **Don't let someone else speak for you.
- **Shake hands, make good eye contact, smile, and deliver your 30 second commercial or elevator speech.
- **Offer a resume to the employer. Some employers will refer you to their company web site.
- **Be reasonable when taking recruiter giveaways. Thank employers for any materials you are given.
- **Jot down a fact on the back of a business card to help jog your memory when you write a follow-up letter.



Helpful Hints...

- **Do not make it a family affair.
- **Sometimes employers bring "freebees." Don't be greedy.
- **Don't ask, "What do you have for my major?"
- **Be assertive without being rude.
- **Be open-minded and flexible; you might be surprised at what you find.
- **Be sensitive to others waiting behind you.
- **Don't ask about salary and benefits.

After the Fair...

**Keep track of the organizations and representatives with whom you spoke.

**Send a thank you letter to the representatives you wish to pursue. This will set the stage for future correspondence.

**Reflect upon your approach and interactions. What went well? What would you do differently?

**Did you learn anything about yourself or a potential employer?



Questions??

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