

Career Fair Preparation & Etiquette

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
- **Get your outfit checked up
- **Avoidable: no jeans, sweats, t-shirts, hats, graphics or big shoes
- **Suits (if appropriate)
- **Clean, polished, pointed
- **Appropriate ties with shirts and all accessories
- **Shoe shine, clean toe black, no creases
- **Clean, neat, comfortable, clean shoes, shoes
- **No hand sanitizer or lotion (smell)
- **No hand sanitizer
- **No body odor (including deodorant)
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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.

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?

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.

Questions??

Helpful Hints...

- **Do not make it a family affair.
- **Sometimes employers bring "newbies." 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.

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What to Wear??

- Direct responsibility as a person
- When it's clear, direct act
- Indirectly no power, success, failure, full
responsibility of the boss
- Self (if applicable)
- Direct participation, indirect
- Representative way with planning and change
- His ideas improve his own, not others
- Closest link, comfortable, often direct action
- His social privilege or status showing
- Limited jewelry
- Not really interested (leading factor)
- Limited language (do not verbally)
- Direct responsibility is a circle :)

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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?"

Helpful hints...

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 - "Sometimes employers bring 'hotbees.' Don't be greedy."
 - "Don't ask, 'What do you have for my major?'"
 - "Be assertive without being rude."
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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



OT_female_DON'T-2.jpg



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.

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- **Dress appropriately and professionally
- **Wash your face, brush up
- **Neatly iron your shirt, pants, skirt, etc.
- **Shower or Bathe
- **Groom (if applicable)
- **Clean your shoes, socks
- **Wash your hair, use hair products and style
- **Use deodorant, mouthwash, clean teeth
- **Use hand sanitizer or rub alcohol
- **Use good grooming
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