

GENERAL CAREER FAIR ETIQUETTE

Dress

The general rule of thumb is to dress one level above the job for which you are applying, or what the usual dress code is for the companies you're interested in. For some, this may mean a suit and tie, for others a pair of khakis, polo shirt, or button-down collar. It's not okay to "pop in" to a job fair on your way home from the gym or grocery store. Plan your attire carefully. Choose a color that accentuates your best features and make sure it is comfortable. Sneakers and flip flops are never acceptable.

Communicate Describe your skills and your positive characteristics

Prior to attending a job fair, prepare a 30-second introduction and career overview, also known as your personal branding statement. Include the following:

- The kind of work you do (volunteer work, part time jobs, taking care of siblings, baby sister, classes you have taken, extracurricular activities).
- Discuss/Explain the job skills you learned from these experiences (communication, teamwork, problem solving, time management)
- Some of your areas of expertise and/or key skills
- The benefits that the current job you are interested in will help improve the skills you have and develop new ones.

Write it down and practice it until you feel comfortable discussing this with others.

Resume: Include your name, phone number, and email at the top

Be sure to limit to one page and provide examples of actual skills learned from your activities. The focus is the skills you have learned and the ways you implement them not so much a long list of activities with little information about reasons for their importance in developing your skills. (See Attached Example).

Questions: Prepare questions to ask potential employers

What are you looking for in an employee?

What is the process in screening and hiring employees?

Are there any opportunities for advancement, college tuition reimbursement, benefits, etc.?

Behavior

Do not chew gum, play on your phone, or appear distracted from the person you are speaking with.

If appropriate, offer a firm handshake, make eye contact, and take notes while the employer is speaking with you.

Be sure to take down contact information or ask for a contact card, and be sure to thank each company representative you speak with during the fair.

KELL CAREER FAIR ETIQUETTE

If you are looking for a job, then see the details above. If you are looking to learn more about various career fields, then come ready to learn more, but maybe skip the resume for now! The vendors are excited and ready to answer questions and give you advice on the proper steps to take in getting into a certain career.