TOP 5 Career Fair DOs and DON’Ts

DO:

1. Research the companies and be prepared
   ✓ Explore organizations that will be participating in the fair prior to the event.
   ✓ Have several copies of your resume to present to recruiters (if you need assistance with your resume, please reference the Resume Writing Guide located at mtsu.edu/career.
   ✓ Assure that you take a pen and a pad of paper so that you may jot down pertinent information given to you by the recruiter.

2. Dress professionally
   First impressions are extremely important! How you look and present yourself will make an impression. Professional attire is best and will pay off for you.

3. Plan the attack!
   Upon entering the fair assure you become familiar with the layout of the facility. Create your 15-20 second commercial that briefly highlights your background so the recruiter is aware of your unique qualities. Remember to smile and greet the recruiter with a firm handshake.

4. Network
   Career fairs are an exciting and rare opportunity for contact with recruiters. Remember to collect business cards for future follow-up regarding possible opportunities.

5. Follow-up
   It is important to send thank you notes to the recruiters in which you are most interested. You should refresh their memory and express your gratitude for speaking with you. Finally, include your interest in their organization in hopes of setting up a personal interview.

DON’T:

1. Show up for the freebies
   Don’t approach an employer’s table just to receive their freebies, engage them in conversation regarding opportunities within their organization

2. Make it obvious you’re there for the extra credit
   Don’t announce that you are attending the Career Fair JUST for extra credit, network to build your contact base for possible prospects in the future

3. Dress like you’re going to class
   Don’t dress like you are going to class because you will be in a professional environment representing MTSU; at the very least dress in business casual attire

4. Limit your options
   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. Make sure you explore all of your possibilities at an event such as a career fair.*

5. Be Silent Bob
   Don’t be afraid to speak with the recruiters, make eye contact, and greet with a firm handshake.*

*Adapted from Quintessential Careers: Career and Job Fair Do’s and Don’ts, Randall S. Hansen, Ph.D.
www.quintcareers.com