



## TOP 5 Career Fair **DOs** and **DON'Ts**

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### **DO:**

#### **1. Research the companies**

View companies attending on our website [mtsu.edu/career](https://mtsu.edu/career). Pick out at least 5 companies and find out everything you can about them. Visit the website and view the "about us", learn what the company does and why you want to work for them. If you need additional information about which positions they are recruiting for, please login to Lightning CareerLink.

#### **2. Dress professionally**

Consider the job fair as a "pre-interview." You can never over dress. Acceptable attire includes, neatly pressed, solid color suit or dress, dark dress shoes, and minimal jewelry / accessorizing / make-up. If you need assistance with proper attire, reach out to Raider's Closet in KUC Room 327.

#### **3. Be Prepared**

Upon entering the fair assure you become familiar with the layout of the facility. Be sure to download our app! Make sure you have multiple copies of an up to date resume. Need help updating it? Send a word document to [pca@mtsu.edu](mailto:pca@mtsu.edu). Be sure to mention it's for the career fair!

#### **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. Take notes about any conversations you have for follow-up.

#### **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. Use your cellphone**

Give each recruiter your undivided attention. If you check out on them, they will check out on you.