## WHAT TO DO & WHAT NOT TO DO AT THE CAREER FAIR

### DO:

- **Dress appropriately.** Cadets: wear uniform for that day or blazer if applicable. Evening students: wear business attire. You only get 1 chance to make a first impression!
- **Sign-in** as you arrive, get a nametag, pick up a map if you did not pre-print it, and get to work!
- **Introduce yourself** to the organization’s representatives using your Elevator Pitch, a firm handshake, and a smile!
- **Offer a copy of your resume.**
- **Listen closely.** Pay attention to what the recruiter shares with you. Jot down short notes during your conversation; write more in-depth information after you walk away.
- **Ask questions** about the organization, opportunities, and your next steps following the fair.
- **Ask for a business card** and the preferred method by which you may contact the recruiter.
- **Use your time wisely.** After meeting with the organizations you highlighted on your map, if you have time find others you had not initially considered and introduce yourself.
- **Ask a Career Center Staff Member for help if you need it!**

### DON’T:

- **Walk around the career fair in groups.** This is a business event and not a social gathering. The recruiters want to learn why they should consider your candidacy!
- **Wait in a long line.** If you have a limited amount of time at the fair, move onto another employer or graduate school on your list and return later.
- **Walk away without knowing your next steps.** In closing your conversation, if it hasn’t already been mentioned, ask what you need to do next to be considered a candidate.
- **Be discouraged if the recruiter asks you to apply online.** Every organization has some type of formal application process (online or on paper). You have NOT wasted your time going to a career fair if part of their process is to complete an application. Meeting the organization’s representatives in-person is key to setting yourself apart from the other candidates who only applied online.
- **Be surprised if a recruiter cannot accept your resume.** Every organization has their own protocol for accepting resumes at a career fair. Many may accept them to begin developing their candidate pool. While others may only accept a resume when it is being received as an application for a specific position.