



CAREER  
*Fair*  
GUIDE

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**EASTIN CENTER  
FOR CAREER READINESS**  
Spears School of Business

# QUICK START CAREER FAIR PREPARATION GUIDE

## **What to Bring:**

Resumes – Bring multiple copies (15-25) of your resume printed on resume paper. It would be best if you visited with the Eastin Center before the Fair to make sure your document is well organized and up-to-date. Utilize the *Eastin Center Resume Guide* for more information on creating or updating your resume.

Leather portfolio - A portfolio will help you stay organized, keep your resumes crisp, and give you notepaper to write down important information. Visit 360 Student Union to purchase one for \$5.

Business cards (Optional) – Order cards for \$5 from hireosugrads.com in “Job Search Supplies”. Be sure to order at least two weeks before the Career Fair so they can arrive on time.

## **What to Wear:**

Men and women should wear dark colored business suits in colors like navy, black, or gray. Men should also wear a conservative tie (the widest part of your tie should hang roughly at the same height as the upper edge of your leather belt) and be clean-shaven. Women can wear a knee-length skirt or slacks; pair your suit with a dress shirt or blouse in a conservative color and wear low heels or dress shoes. Attendees should wear limited makeup and minimize accessories and the use of cologne/perfume. Iron or steam your clothes and be sure to try them on to ensure that they fit correctly. Refer to the *Eastin Center Dress for Success Guide* for more information on business-casual versus business-professional dress.

## **Research Employers and Positions in Advance:**

Utilize hireosugrads.com to research companies attending the Career Fair. You will have to establish an account in the HIRE System (accessed through hireosugrads.com) to research specific details on job openings per each company. Use your portfolio to organize information on which companies you want to pursue and the details on their locations and open employment positions. These preliminary preparations will help you start conversations, prepare questions to ask, and demonstrate your interest. Interviewing with the number one company for your job choice first is not a good idea – practice your pitch with companies of less interest.

## **Networking with Recruiters:**

Approach the table and wait for your turn if the recruiter is occupied with another student. Lead with a firm handshake, your name, major, student status, what position you are interested in with their company, and highlight your related experience. If you are unsure of what to say when introducing yourself, consider using the *Find Your Why Guide* from the Eastin Center to help you create your 30-second commercial. Be prepared to answer a few questions or provide more information if they ask and do not be afraid to ask questions. Have a resume easily accessible to hand them and do not forget to ask for a business card. Hold off on reaching for their giveaways; the recruiter will offer them after you have ended your visit. Thank them for their time and do not forget to apply per their instructions ASAP for the positions of interest.

## **Career Fair Notes:**

- Arrive early; some recruiters start to leave before the scheduled end of the fair.
- Record the contact information for each recruiter you spoke to and follow up with a thank-you card or email. (The Eastin Center has a *Thank You Letter Guide* if you need help composing your email or card.)
- Avoid rambling or awkwardly walking away from a recruiter. Practice your pitch and be confident.
- Do not bring a friend or a girlfriend; you will appear unprofessional and ill prepared.
- Be aware of deadlines; some offered positions will expire within 24-48 hours of the fair.
- To minimize clutter, leave your backpack or purse in the lobby or at home.