

## Career Fair Tips from Employers

### *Appropriate Dress:*

**Staples:** “Dress for Success is the key to an employer to determine first impressions. You have one second to catch the eye of a potential employer!”

**Pulte Homes:** “Always, always wear a business suit. Even if you are not looking for a job, don't come to the job fair unless you look professional. Employers don't like to see students walking around in shorts and flip-flops.”

**Northwestern Mutual Financial Network:** “Business professional - You can't say enough about first impressions! If the student does not have a suit, then guys should at least wear a shirt and tie. You can buy a tie at K&G Menswear for \$8. And, the Regis (same color shirt and tie) look is out! Don't wear a solid tie on a solid shirt or a patterned tie on a patterned shirt. Women should dress to that standard as well. Dark suits are best.”

**Deloitte & Touche:** “It is strongly recommended that one wear business attire (suit).”

**Medical Contracting:** “Business suits for both men & women.”

### *Resumes:*

**Pulte Homes:** “The resume should be one page max. Put your GPA on the resume. If you don't put it on I assume it is low.”

**Staples:** “Objectives are as important as related experience. Employers want to know where you have been and where you want to go. Concentrate on organizational involvement.”

**Northwestern Mutual Financial Network:** “If you're applying for a Financial Services job, for example, don't put in your objective statement a comment like, "I want to work in programming." You can pass out several versions of your resume to different companies. Make your objective statement as specific as possible. Everyone wants to "Help the company achieve its goals." Make yours stand out with specific statements! We also like to see leadership positions and anything that stands out about you. For example, did you achieve Eagle Scout? Did you pay your way through college? Have you ever owned a business - even if it's a lawn service - we want to see initiative!”

**Deloitte & Touche:** “We like to see a resume that is clean and concise. Usually bullet points help to achieve this. It is also very helpful for students to list their GPA's on their resume, even if it is below average. Most employers will ask the student anyway for their grades so it's best to put it on one's resume. It is also very helpful for students to list an email address, a permanent address & phone number and a school address & phone number (if different from permanent). That way, if the employer has a question, they are able to reach the student easily. If it is difficult to read a resume and/or reach the candidate, chances are good that the candidate might get overlooked. You want to make it easy for the person receiving your resume to read your information as well as make it convenient to contact you, as a lot of times they are reviewing hundreds of resumes a day.”

**Medical Contracting:** “Be sure to include any extra curricular activities; clubs, awards, etc. Do NOT include hobbies.”

### *Career Fair “Do”*

**Pulte Homes:** “Smile. It will help you not to be so nervous. I would talk to every booth. You never know.”

**Staples:** “Gain the advantage over the next individual meeting with a company. It is important for the student to be prepared to discuss details about the company in which they are visiting and interested in joining. The employer wants to know what you know about them! Bottom line.”

**Deloitte & Touche:** “We enjoy students who take the initiative to approach our booth – this shows that the student is confident and interested in the company. Students should have a few questions prepared prior to attending the career fair and should pose these questions to each company booth they approach.”

**Northwestern Mutual Financial Network:** “Be confident. Prepare a 1 minute introduction to give to the recruiter. You only have a small amount of time to make that first impression. Do as much research about the companies before you get in front of a recruiter.”

**Medical Contracting:** “Introduce yourself, inquire about the position being offered, bring resume.”

**Walt Disney World College Program:** “Always look interested and be ready to hold conversations. Do research on the companies that are present so that time isn't wasted when talking to the organizations. Keep an open-mind and be receptive to the information that is being given.”

### *Career Fair “Don’t”*

**Region 10 Teacher Certification:** “Don't come as a group but approach as an individual. Even though you may see friends, distance yourself.”

**Deloitte & Touche:** “It is best not to ‘monopolize’ the company representative’s time. Be conscience of their time and those waiting to speak to the representative. If one needs more time with the representative, one should ask for a business card and follow up with the company representative via email or by telephone.”

**Medical Contracting:** “Say “I'll take just about any job I can get right now, so yea, I'm interested.”

**Walt Disney World College Program:** “DON'T BE PUSHY! Be patient and ask the right questions. Don't walk in and assume that you're going to get a job right away! The recruiter needs to feel out the student, just like the student needs to feel out the Company. And don't go around with a bag and ask for goodies when you're not interested in the Company.”

### *Follow up Procedure*

**Staples:** “Let the employer make that decision. You did what you needed to do in the first meeting. If the employer is interested they will call back within the time determined at the career fair.”

**Pulte Homes:** “Thank you note if you want to go further in the process. Be pro-active.”

**Northwestern Mutual Financial Network:** “For many recruiters, it's more impressive if you follow up with a phone call or e-mail within the week. On the other hand, we don't want to be bombarded with multiple emails from you. Just send/leave a short message that indicates that you have read the materials we sent you home with and that you are very excited about hearing back from us.”

**Deloitte & Touche:** “It is important for students to follow up with companies they speak with whether it is following a career fair, an interview or an on campus event. This is a terrific way to keep one’s name in the forefront of their minds; however it is important not to go “over board”. It is customary to send an email after meeting a company representative at a career fair or on campus event. It is also important to email or hand write a thank you note to any company representative that you interview with.”

**Medical Contracting:** “Email, letter, or phone calls are all acceptable.”

**Walt Disney World College Program:** “If contact information is exchanged, it never hurts to send a letter of gratitude for time taken out of the day. Even if the Company wasn't exactly what the student was looking for, you can always be referred. It's all about networking and keeping the relationships.”