

- **Write your resume and tailor it to your top companies. Bring copies for each company of interest**
- **Research registered companies (look at their website and Google for current events, jobs, and/or history)**
- **Practice your personal infomercial**
 - Handshake and smile
 - Your name and major
 - Your career interest
 - Brief relevant experience summary
 - Your interest in the company
- **Carry a nice briefcase or professional looking bag and dress professional**
 - Men: Suit or dress pants with button down shirt and tie
 - Women: Suit (pants or skirt) with nice blouse
 - Comfortable shoes and clothes
 - No perfume or cologne
- **Use Strategy to plan out which companies to go to first**
 - You may not want to go to your #1 choice first until your nerves calm down
 - Avoid long lines by using your time wisely
 - Remain patient and friendly while waiting; employers are evaluating you
 - Don't monopolize a company's time; be courteous to other people waiting
- **Questions to ask the employers**
 - What type of positions are available?
 - What is a typical career path?
 - What is the training program for new hires?
 - What makes a strong candidate?
 - What are the next steps in the hiring process?
- **Interview question to be prepared for**
 - Tell me about yourself
 - Why did you choose your major?
 - What are your career goals?
 - Why are you interested in this company?
 - Why are you interested in this career field?
 - How do you stand apart from other candidates?
 - Are you willing to relocate?
- **Get contact information**
 - Get a business card from each person you speak with, or grab a piece of literature with the company's address, phone and website
 - After speaking with an employer, spend a valuable few minutes jotting down notes about the conversation
- **What to AVOID**
 - Asking about salary
 - Not having questions prepared
 - Grabbing free stuff without speaking to the employer or indicating interest
 - Not making eye contact
 - Not bringing anything to write with
 - Giving a weak handshake
 - Not taking the time to fill out an application if asked to do so
- **Be sure to conduct any follow-up that was requested by the employers you met at the fair**