Lane College
2012 Graduate & Professional School Day Job Fair

Thursday, September 20, 2012          10:00am - 2:00pm
Lane Campus         J.F. Lane Health Building

VISIT JOB FAIR WEBSITE - www. Do your research on companies and businesses that are scheduled. This will allow you to have meaningful conversations with them.

ENJOY THE FAIR and REPRESENT - Your best selling point is that YOU have a combination of personality, skills, dreams, and experiences that is completely unique.

JOB FAIR DO’S AND DON’TS
• DO dress in professional attire, with conservative colors. LADIES, wear a business suit or pants suit, or dress and jacket with comfortable heeled shoes. Dresses and skirts should come only one inch above the knee when sitting. MEN, wear a business suit or a blazer, dress pants and a tie. Suggestive, revealing clothing should not be worn to the event or future interviews.
• DON’T chew gum, wear too much cologne/perfume or smoke before the interview.
• DO look your interviewer in the eye and offer a firm handshake.
• DON’T try too hard to please and appear loud or cocky.
• DO emphasize your skills and accomplishments.
• DON’T make excuses for failures or lack of experience. Instead, take responsibility for your mistakes and change the subject to something positive.
### BEFORE THE EVENT

- **Prepare a solid introduction.** Prepare (& rehearse) a 1-minute script to introduce yourself to employers. Stay as enthusiastic with the last recruiter as with the first.

- **Do your homework.** Recruiters will ask what you know about them. Review and research the list of participating employers.

- **Plan your time.** Preview the list of employers in order to identify the ones you are most interested in meeting and to prevent missing a key employer that may leave early. Also, allow time to wait in line for very popular employers.

- **Know what you are seeking.** Have one or two specific job titles in mind. Be ready to ask about career opportunities in your area of interest. When appropriate, display your knowledge of the company. Ask relevant questions and express your interest in the company, but avoid asking about salary and benefits. Focus on what you can offer to fit what they need.

- **Prepare your résumé.** Make sure your résumé has been proofed by your advisor and/or Career Services Office. Print several copies on a high quality bond paper.

- **Decide on professional business attire.**

### ON THE DAY OF THE EVENT

- **Present yourself in a professional manner.** Dress professionally, extend a firm handshake, and maintain eye contact. Be enthusiastic and demonstrate positive verbal and nonverbal communication at all times. Be polite, pleasant, and genuinely interested in learning more. Carry a nice legal pad to take notes and to manage brochures and your date book in case an employer wants to schedule an interview with you at a later date.

- **Approach employers individually.** If you carpool with friends, be sure to introduce yourself alone. Don’t go to your top choices first; however, warm-up with employers that interest you to settle your nerves.

- **Get recruiters’ business cards.** This allows you to address follow-up calls and letters to select persons.

- **Go early and don’t be in a hurry.** Arrive early and give yourself at least one hour to look at ALL the employers present. Plan your time to identify the employers that most attract you and wait your turn to speak directly with those recruiters. However, speak and be friendly to other recruiters that may not seem relevant. Your preferred recruiters may take notice, or you may uncover some surprising good leads.

- **Make a lasting impression.** Before you leave the job fair, return to the booth of any of your primary prospective employers. Wait for a break in the action, then step up to the recruiters, and thank them again for their time. Let them know that you will be in touch and look forward to speaking with them again. This lasting impression will help recruiters remember your name and face when you meet again.

### AFTER THE EVENT

- **Follow up.** Keep notes about conversations and any specific details you will need to follow up. Pause between tables to write information that you will need for later use. Be sure you know each person’s correct name and title.
- **Within one week and preferably within 24 hours, write a thank you letter to recruiters.** Keep the note short and friendly. This is a “thank you” for what they did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them.
- **Within two weeks of the event, make follow-up contact with the representatives regarding an interview unless you have discussed an alternative arrangement.**
- **Then make sure you do in fact call when you said you would.** If you did not get to meet with a specific representative, contact the company, let them know of your interest, and request an opportunity to meet with them.