

## Job Fair Tips

### *Appropriate Dress*

#### Do's

- If you have a suit, or for men, a jacket and tie is great, look as professional as possible!
- If not, do the best that you can, employers understand that you are still in school.  
Women--a dress or nice pants with a jacket or sweater will be fine  
Men--slacks or chino's (avoid oversized) and a shirt with a collar will be very presentable.  
\*Career Services does have a collection of shirts and ties should you wish to borrow one.

#### Don't

- No hats, avoid sweats and blue jeans!
- Limit body jewelry, remember generally the hiring managers are of an older generation.
- Remove earbuds, turn off cell phones!

### *Resumes*

- Update your resume, Career Services has multiple resume critiques sessions scheduled prior to the Job Fair or sign up for an appointment. Call for times or to make an appointment.
- Bring multiple copies of your resume (20-25 suggested).
- Offer your resume to the employer, many are happy to collect them at the fair. However, some companies will refer you to their website to fill out an application and upload your resume due to company policy.

### *Preparation*

#### Prior to the event

- Review the organizations attending available at (<http://www.salemstate.edu/careersvs>). Identify your targets and prioritize your top tier.
- Research the companies which you are most interested in, at the very least check out the web link provided within the CSO (Career Events) portion of the Career Services website.
- Prepare a 30 second commercial to help introduce yourself to the employer. Focus on your strengths, experiences, goals and how you can help meet the company's needs.
- Anticipate questions, consider what you want to ask, practice!

#### On the day

- Arrive early, pace yourself, visit one or two tables and then take a break jot down notes so you remember the interaction at each table.
- Give a firm handshake, introduce yourself (use 30 second commercial).
- Collect business cards.
- Show enthusiasm!
- After you have visited your top tier explore other tables you might be surprised at the opportunities and networking contacts you can establish.

#### After the event

- Follow up with contacts (refer to notes taken on the day).
- Check out the Career Services website for further details and contact information.

### *Questions (samples)*

- What type of entry-level positions/internships exist within your organization?
- What skills, experiences, education are needed for the \_\_\_position?
- Could you please give me an idea of your hiring process and timeline?
- How long have you been with the organization, what has been your career path?
- How would you describe the culture of your organization?
- What is your organizations philosophy regarding internal promotions and growth opportunities?