



Explore



Engage



Experience



Embark



Elevate

Job Fair Do's and Don'ts

DO:

Research & Strategize

Have a specific strategy for maximizing your time by obtaining the list of attending companies to conduct thorough research prior to the job fair. Once you enter the job fair, become familiar with its layout.

Dress Professionally

First impressions are extremely important! Professional attire is best and will pay off for you.

Prepare, Plan & Practice

Prepare & practice 30-Second Commercial briefly highlighting your background, so the recruiter is aware of your unique qualities.

Remember to smile, maintain eye contact and greet the recruiter with a firm handshake.

Bring several copies of your résumé to present to recruiters. Also bring a pen and pad of paper so you may jot down pertinent information.

Have a few questions prepared for each recruiter, but do not ask questions to answers that are available on their website. Ask about the company's recruiting process or any pertinent information you would like to know.

Network

This is your one opportunity for face—to—face contact with recruiters. Remember to collect business cards so you may follow up.

Follow Up

It is important to send thank you notes to recruiters you are most interested to refresh their memory. Express gratitude for speaking with you and further convey your interest in their organization in hopes of setting up an interview.

DON'T:

Just Show Up for The Freebies. Instead...

Engage the recruiters in conversation regarding opportunities within their organization.

Make It Obvious You Are There for Extra Credit. Instead...

Network to build your contact base for possible prospects and/or opportunities in the future.

Dress Like You Are Going to Class. Instead...

You will be in a professional environment representing yourself and UTA; if you do not own a suit, at the very least dress in business casual attire.

Limit Your Options. Instead...

Take the time to network with recruiters and get the name of the hiring manager for your career field/industry. Make sure you explore all your possibilities.

Jump Ahead of Other Job Seekers. Instead...

Wait your turn in line, network with other job seekers and take notes. Never walk up to a recruiter's booth and interrupt a conversation.

Additional Don'ts...

- Just drop your résumé off and walk away.
- Ask for a job if you don't know anything about the company or ask, "Do you have any jobs?"
- Monopolize the recruiter's time
- Forget to work on eliminating bad habits (i.e. playing with hair, chewing gum, fidgeting, rocking from side-to-side, acting distracted, rubbing your nose, etc.)
- Say anything negative to recruiters about your college, previous jobs, other companies or supervisors.
- Eliminate companies because they are recruiting for positions outside your field/industry.