

Top 5 Career Fair DOs and DON'Ts

DO:

1. Research the organizations

View organizations attending in Cardinal Careers powered by Symplicity. Pick out at least 5 organizations and find out everything you can about them. Visit their website and view the “about us”, learn what the organization does and why you want to work for them.

2. Dress professionally

Consider the career fair as a “pre-interview.” You can never over dress. Acceptable attire includes, neatly pressed, solid color suit or dress, dark dress shoes, and minimal jewelry / accessorizing / make-up. Plan ahead for putting together your professional attire.

3. Be Prepared

Upon entering the fair, become familiar with the layout of the facility. Make sure you have multiple copies of an up-to-date resume. Need help updating it? Utilize the Document Drop Program or Drop-In Hours in the UCC for assistance.

4. Network

Career fairs are an exciting and rare opportunity for contact with recruiters. Remember to collect business cards, if available, for follow-up after the fair. Take notes about any conversations you have for follow-up.

5. Follow-up

It is important to send thank you notes or emails to the recruiters in which you are most interested. You should refresh their memory and express your gratitude for speaking with you. Finally, include your interest in their organization in hopes of setting up a personal interview.

DON'T:

1. Show up for the freebies

Don't approach an employer's table just to receive their freebies, engage them in conversation regarding opportunities within their organization.

2. Make it obvious you're there for the extra credit

Don't announce that you are attending the career fair JUST for extra credit, network to build your contact base for possible prospects in the future.

3. Dress like you're going to class

Don't dress as if you are going to class because you will be in a professional environment representing UofL. Dress in business casual attire at the very least.

4. Limit your options

Don't eliminate organizations because they are recruiting for positions outside your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field. Make sure you explore all of your possibilities at career fairs.

5. Use your cellphone

Give each recruiter your undivided attention. If you check out on them, they will check out on you.