

## How to Attend a Career Fair

Be prepared and use your time wisely!

- Research the companies ahead of time to find out what they do
- Check to see if they have job postings on the SE&T Career Services Website
- Prioritize the employers to ensure you have time to visit those who are important to you
- Spend just a few minutes with each employer (3-5 minutes)
- Visit other companies if you have time

Dress professionally.

- No jeans or sneakers
- Suits are always great but not necessary if you don't have one
- Men should wear slacks and a button down shirt and tie or sweater
- Women should wear skirt or slacks and blouse or sweater
- Best to be clean shaven and well groomed

Use good body language.

- Try to look the employers in the eye to show you are actively listening
- Use good posture – stand up straight
- Use a firm handshake when introducing yourself
- Smile and show a positive attitude

Ask questions.

- Prepare questions in advance while researching companies
- Asking specific questions shows employers you are prepared
- Ask about current opportunities at the company
- Ask about advancement opportunities within the company
- Ask what skills they value in their employees