



## DO'S AND DON'T S FOR JOB – SEEKERS

1. **Do** have a specific strategy for maximizing your time at the event. And **don't** bother spending time with recruiters from companies that do not interest you.
2. **Do** pre-register for the event, and **do** attempt to get the list of attending companies before the career fair.
3. **Don't** eliminate companies because they are recruiting positions outside of your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field.
4. **Do** attempt to research basic information about each company you hope to interview with at the job fair. A common career fair question from recruiters is, "Why do you want to work for our company?"
5. **Don't** just drop your resume on the recruiter's table and walk off.
6. **Do** prepare a one-minute "commercial" that focuses on the unique benefits you can offer the employer – your version of your elevator speech. And do be prepared for common interview questions.
7. **Do** be prepared to talk about your work experiences, skills, and abilities.
8. **Don't** be afraid or intimidated by the recruiter; he or she is there to do a job –to meet and screen potential candidates.
9. **Do** have a few questions prepared for each recruiter, but **don't** ask questions that any good job-seeker should already know, such as "What does your company do?"
10. **Don't** chew gum, suck on mints, or eat or drink anything in front of the recruiter.
11. **Do** remember all the keys of successful interviewing, including a firm handshake, a warm smile, eye contact, and a strong voice.
12. **Don't** bring up pay and benefits.
13. **Don't** ever say negative things to the recruiter about your previous jobs, companies, supervisors or college.
14. **Do** take the initiative and ask about the next steps in the process. And do be prepared to follow-up on all job leads.
15. **Do** dress professionally-conservative is always a safe choice.

Source: <https://www.livecareer.com/quintessential/career-job-fair-dos-donts>

