



Keys to Working a Job Fair (Quick List)

Be Prepared

- Go to the Career Services website at <http://career.utk.edu> for a complete listing of job fair participants with links to their websites.
- Dress professionally – business casual
- Bring resumes
- Ask meaningful questions

Be Receptive

- Don't limit yourself – think outside the box
- Consider the possibilities
- Learn about new industries/jobs you may not have been aware of earlier

Be Confident

- Smile—firm handshake – good eye contact
- Know something about the company
- Be enthusiastic

Ask Questions

- What qualities do you look for?
- Typical career path?
- Interviewing on campus?
- Corporate culture?

Follow-Up

- Ask for business card
- Pick up literature
- Thank you note or e-mail
- Apply to website (if so directed)
- Ask about future campus visits