

Quick Job Fair Tips for Students

(Preparation, Dress, Etiquette, Resume, etc.)

- ❑ First, as the event approaches, remember to **check the list of employers** and the majors they are seeking. Please note that the lists are updated weekly and that you may search as follows:
 - by company name (with link to employer website)
 - by your academic major
- ❑ Keep in mind that the most requested major is “ANY MAJOR” and that **most employers are seeking a skill set—not a specific major**. For example, if a company indicates that they will consider Communications majors and you are an advertising major, this does **NOT** necessarily mean that you will be working in the advertising field. The position(s) they are looking to fill may be in sales, marketing, etc. With the exception of very specific fields such as accounting, engineering, etc., you may be working in an area not directly related to your major. However, you will still be gaining valuable work experience & skills that will help you attain your career goals.
- ❑ Most employers are looking for the same types of **attributes** – good communications skills (written & verbal), strong work ethic, interpersonal skills, team player, involvement in campus organizations/groups, positive attitude, time management/organizational skills, etc.
- ❑ Be sure to **take copies of your resume** to the job fair. If you do not have a resume, you may still attend the job fair. For resume information, go to our website at http://career.utk.edu/students/skills_resume.asp for examples. If you are a senior, we strongly encourage you to **make an appointment to have your resume critiqued**. You may also come into the Career Services office at 100 Dunford Hall during our walk-in hours (Monday-Thursday from 3:00-5:00 pm). However, please note that the days just prior to large job fairs can be very busy.
- ❑ It’s a good idea to have a **brief introduction** prepared. Remember to smile, have good eye contact & a firm handshake. **EXAMPLE:** Hi, I’m Dianna Duval and I am very interested in learning more about your civil engineering internship opportunities. May I leave my resume with you? When do you expect to interview for and/or fill your positions? Thank you for your time.

- ❑ Before you go to a career/job fair, be sure to have done your **research**. You should be familiar with the company's product/service & have a couple of **questions**. Never say "no" if a recruiter asks if you have any questions!
- ❑ For very large events it will be necessary for you to **make a "short list"** of the employers you want to target. Most likely, you will not have time to talk with every company recruiting your major. Depending on your graduation date or whether or not you have a summer job or internship lined up, you will need to **determine your priorities**. In some cases, it may be necessary to miss a class in order to participate in these once a year events. Think about it-- where else can you talk with a number of employers in one place on the same day?
- ❑ **Dress appropriately**. At UT we promote our job fair to students as business casual. For men, this means nice slacks & a collared shirt. Women can wear slacks or a skirt with a nice blouse. Remember—no shorts, jeans, flip-flops, t-shirts, excessive jewelry, extreme hairstyles, etc. Even though our job fairs are promoted to recruiters as business casual, we continue to receive criticism about our students' lack of professional dress.
- ❑ Try to **go to the event as early as possible**. In spite of our pleas not to pack up early, some recruiters have flights to catch, etc. Don't wait until the job fair is nearly over when recruiters are tired & ready to leave.
- ❑ Remember to **be professional** in your dress & interactions with recruiters. **You** are representing the University. Best of luck in your job/internship search!