

Presented by UAH Career Services

CAREER FAIR PREP

What is a Career Fair?

- Twice a year event held each Spring and Fall semester
- Unique opportunity to network with many employers

Who Should Attend?

- Freshmen
- Sophomores
- Juniors
- Seniors
- Grad Students

ALL UAH STUDENTS AND ALUMNI!

Who Should Not Attend?

- ⦿ Parents
- ⦿ Children
- ⦿ Friends who are not students or alumni

Remember that the UAH Career Fair is open ONLY to currently enrolled UAH students and alumni.

Be sure to bring your Charger Card for entrance into the Career Fair.

How Do I Prepare?

- Review the list of attending employers on Charger Path
- Make a list of companies you plan to visit
- Research the companies

What Do I Need to Know About the Companies?

- What do they do?
- Who are their customers?
- Where are they located?
- What is the size of the company?
- What types of jobs are available?
- Review their “About Us” section on their website to gain helpful information.

How Should I Dress?

- ⦿ Professional attire is recommended
- ⦿ Business casual is acceptable
- ⦿ Casual attire is NOT acceptable.

Please feel free to use the Suit Closet in the Career Development Office if you do not have suitable professional attire.

*****Attire WILL be checked at the door of the Career Fair*****

*****Suit closet will NOT be available the day of the career fair.*****

What is Professional Attire for Men?

- ◎ Suits
 - Black, navy or charcoal are recommended
- ◎ Conservative shirts and ties
 - Light colored shirts (blue, gray or white are best)
 - Modest ties – no loud prints
- ◎ Polished shoes
- ◎ Neat haircut and styles
 - If you have facial hair, be sure it is neat and trim.

Neatly groomed hair →

Long-sleeved, nicely pressed white shirt →

Simple tie that matches suit →

No flashy jewelry →

Navy, black, or charcoal gray are preferred suit colors

Dark socks that coordinate with outfit →

Neutral hosiery ←

He forgot his professional briefcase or portfolio. Make sure you don't!

Breakdown of Professional Attire for Men



Professional Dress for Men



What is Professional Attire for Women?

- Suits
 - Black, navy or charcoal are recommended
- Solid color blouses
 - No camisoles or tops that are revealing.
- Skirt length should be no shorter than 1 – 2 inches above the knee
- Polished shoes
 - Heels should be no higher than 3”
 - Platforms are not acceptable
- Modest jewelry
 - Earrings should be no larger than dime sized and sit on the earlobe – no drop-style earrings



Neat hair style with hair away from face.

Remove visible body piercings, except for one conservative earring in each ear.

Single or double-breasted jacket.

Navy, black, or charcoal gray are preferred suit colors

Pants or skirted suit with skirt length or just above the knees.

Neutral hosiery

Low to medium leather heel with closed toe

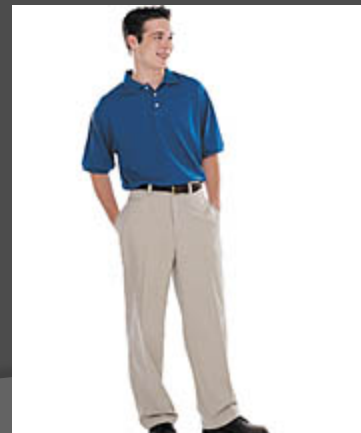
Professional briefcase or portfolio instead of backpack or purse.

Breakdown of Professional Attire for Women



What is Business Casual Attire?

- ⦿ Dress pants and button down/collared shirts for men
 - Polo style shirts are acceptable, but button down shirts are preferable
- ⦿ Dress pants and button down shirts or sweaters for women
- ⦿ Skirt and blouse or a simple dress



Define “Casual Attire”

- Anything that is denim!! Even if you consider your jeans to be “dressy,” they are not professional enough to wear to a career fair.
- Capri Pants
- Tennis shoes
- Sweatshirts, sweatpants

What Should I Bring?

- Multiple copies of your resume
- Cover letters specifically addressed to the companies you're most interested in working with
- Portfolio
- Pen

A Word about Resumes

While many company representatives will gladly receive your resume at career fair some, in lieu of accepting a paper copy, will ask that you submit your resume electronically to their career portal.

This is NOT a brush off tactic!!! Many companies require that your resume be uploaded and/or an electronic profile be created on their website for consideration for any type of position.

UPLOAD your resume if directed to do so!

What Should I NOT Bring?

- ⦿ Purses
- ⦿ Backpacks
- ⦿ Books
- ⦿ Cell phones, I-pods, etc.

If you are coming from class, you may leave your backpack at the registration table. We will also have a basket for keys or anything else that will be cumbersome for you to carry.

Does “Line Time” Matter?

- Recruiters observe behavior
- Watch body language and facial expressions
- Do not engage in “chatty” talk with others
- Do not hang over the shoulder of others
- Please be patient and you will have time to meet the recruiters and ask questions.

How do I Approach a Recruiter?

- Smile
- Offer firm handshake
- Introduce yourself (class standing and major are always good to include)
- Eye contact is very important!

What Will the Recruiter Ask?

- Past work experiences
- Classes
- Class projects
- Graduation date
- Interests
- Goals/plans

What is the Elevator Speech?

- 30 seconds about you
- Don't get personal
- Focus on past and present academic and professional experiences
- Leave them wanting to ask more

Body Language Tips

- Chin level
- Arms and legs uncrossed
- Eyes straight ahead at the recruiter
- Remember to be open and welcoming

How do I End the Conversation?

- ⦿ Request a business card
- ⦿ Thank them and state your interest in employment with the company
- ⦿ Shake their hand
- ⦿ Don't race to the next employer

Following Up

- Send an e-mail or written thank you note
- Restate interest in employment
- Carefully check spelling and grammar

Thank you!

- Thank you for your time...Please be sure to ask any questions about the Career Fair!