

Working the Career Expo:

Making the most of your time here



You're at the Expo. Great! But do you know what to do next? Consider the following suggestions on how to make the most of your time here.

Walk the Walk.

- Look confident and smile
- Carry yourself as if you were a CEO
- Don't fold your arms
- Look like you're having a good time

Who's Who

- Scan the crowd and pick out your "targets"
- Circle the room scanning name tags
- Smile as you approach an employer
- Don't read name tags while conversing

Cut to the Chase

- Approach the employer with your hand stretched out to shake hands, give your name and briefly tell him/her why you are there. (Did you do research?)
- After you tell your story, exchange business cards (If you don't have any, contact Career Services; we'll give you some for free!)

Shaking Hands

- Be the first to extend your hand
- Make sure the handshake is a good one
- Shake hands at the end of the visit

Test the Waters

- Ask questions that generate information instead of yes or no responses
- Don't go into a 20 minute ad
- They're looking for personable people first and talented people second

Resume and Card Exchange

- Ask for a business card before offering a copy of your resume—it's less presumptuous
- Career Services will print out resumes for you free of charge

Wrap It Up

- Send "thank you" notes that day, or no later than the next
- Follow up on any commitments or phone calls
- You aren't here to close the deal but to meet and introduce yourself

Networking

- You don't have to be in the job market to attend a career expo; all students can gain information here.

- Check out employers you might someday like to work for
- Get quality information about your career goals from the experts
- Start getting yourself noticed—you will soon be in the full-time job market. Don't expect miracles if they only meet you during your last semester.

Be sure to remember to do the following when preparing for the next expo.

Research

- Career Services posts attendees on its website
- Check out who will be attending
- Use various sources to research the employers you want to meet

Dress Appropriately

- Dress comfortably and appropriately
- Wear at least khaki pants and a dress shirt
- Carry a portfolio or briefcase (not a purse)

And last but not least....remember to bring lots of resumes to hand out! §