

What to Do, What Not to Do, and Sample Questions to Ask

Do

- . Dress as requested, in your best business professional attire.
- . Spend time on hygiene.
- . Bring plenty of resumes.
- . Turn off cell phone and PDA before entering facility.
- . Arrive in a timely fashion.
- . Allow sufficient time to speak with all the recruiters you are interested in.
- . Be prepared, do research on companies of interest beforehand.
- . Be confident in yourself and your abilities.
- . Observe others first if you are nervous
- . Understand that company representatives are very busy, will be direct, and will not be able to spend more than 3-5 minutes with you.
- . Be aware of and respect the personal space of recruiters and fellow students.
- . Have a reason for approaching each table and have 2-3 questions ready for the representative.
- . Have your story ready ("Why are you at my table?"), and know why you are interested in the company/industry.
- . Introduce yourself clearly to company representatives and start the conversation.
- . Pay attention, listen and respond appropriately to verbal and nonverbal cues.
- . Try to build rapport
- . Ask relevant questions
- . Know when to step away from the table
- . Take time between table to compose yourself and your story.
- . Thank the recruiters for their time
- . Follow up with people you met, spell names correctly.

Don't

- . Thrust your resume into their hands without introducing yourself first.
- . Ask irrelevant and/or basic questions.
- . Put the recruiter on the defensive.
- . Attach yourself to the recruiter and prevent them from speaking to other students.
- . Be disrespectful of his/her time (or that of your classmates).
- . Be afraid to approach tables.
- . Forget to get a business card or write down person's contact info.
- . Ask to quickly about "jobs."
- . Focus on the giveaways at the table.
- . Quit if you don't do well at first.

Sample Questions to Ask

- . What are the primary qualifications you seek in a first-year employee or intern student?
- . What do you like to see on a resume?
- . What skills do you find most marketable in your industry today?
- . What do you like about working for your company?
- . What kind of advancement opportunities does your company provide?
- . As an entry-level employee, what might a typical day be like?
- . What is a typical project for an intern?
- . Is there anything else I should know about your company?

. Can I please have your name and contact information so I can follow up with you?