

Job Fairs provide a terrific opportunity to learn and network with many potential employers about a wide variety of career options. There are several job fairs conducted on the Bradley campus each year where students and alumni can gain information about internships, cooperative education, part-time and full-time positions. The SCC Web site has current information about each of the job fairs, including links to many participating employers.

Job Fair Do's

Research employers prior to attending a job fair. Through the SCC website you may access job fair lists, links to the employers' Websites, and eRecruiting job listings and employer information.

Dress professionally and be neat and clean in appearance. First impressions count!

Greet the recruiter with a firm handshake and establish eye contact.

Prepare a "30-second commercial." Create a script that introduces yourself and briefly relates your background and experience to the position in which you are interested.

Deliver this message as part of your conversation with the recruiter, NOT as a monologue. Be personable and smile!

Develop informed questions. Consider starting with "How would you describe an ideal candidate?" or "What are the key skills that help a person succeed in this type of job?"

Be independent. Avoid approaching employers with groups of your friends.

Have an open mind. Determine the top three to five employers of interest to you, but talk with others in order to discover new information.

Carry multiple copies of your resume in a folder. Also bring an appointment book for scheduling an interview or a follow-up phone call.

Inquire about obtaining further information about the organization. Ask about other potential contacts or leads you might pursue.

"Close the deal!" Take the initiative and ask what your next step is. Take a business card so that you can follow up with an email or a thank-you letter.

Job Fair Don'ts

Don't be afraid of the recruiter. Approach him or her with confidence and enthusiasm. They attend job fairs to meet qualified candidates. You may even meet recruiters who are Bradley alumni!

Don't jump into a conversation the recruiter is having with another student. Be patient and use the time to read over company information.

Don't just toss your resume on the table. Take time to learn about their organization and available opportunities. Market yourself and determine if there is some mutual interest.

Don't assume the recruiter is not interested if they ask you to submit your resume online. Many organizations can not consider you as an applicant unless you complete an online application.

Don't overstate your abilities. You could end up pursuing a job you are not equipped to do. Do present yourself and your abilities convincingly.

Don't ask questions about salary, benefits & perks, or vacation time. Your main focus should be on the prospective job itself.

Don't complain about former jobs, bosses or classes. **Don't** use negatives such as "can't" or "won't." Your goal is to leave a *positive* impression about your attitude and experience.

Don't monopolize the recruiter's time. Sell yourself, make a good impression but give the next student a chance to do the same.

Don't pretend you are interested in a position when you are not. Don't schedule an interview if you do not intend to keep it. You may be preventing a student who is really interested from obtaining an interview.

Don't assume the recruiter can't be of help even though there are no current openings. Situations change and he/she may be a good contact in the future.