



## Career Fairs

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Career fairs are an important method of making in-person contact with organizations already of interest to you and for applying to other companies you may discover at the fair. Here are some tips to make career fairs work for you:

**1. Learn who's coming ahead of time.**

- You can see the list of companies that have registered on the Career Services website (Handshake).
- Narrow the list down to those of most interest and begin to research their products/services and employment opportunities.

**2. Prepare a 30-second commercial.**

- Career Fairs offer only brief contact with organizations so be prepared to make the most of your time.
- Work up an interesting verbal summary of your background, achievements and career interests so you won't fumble over words at the wrong time.

**3. Dress the part.**

- The first impression you create is critical so dress in conservative, professionally-tailored, well-pressed clothing.
- There is a BIG difference between "dressing up" (what you'd wear out to the Square or the Grove), and dressing professionally. How you look will play a big part in determining employer interest. At a minimum, *business casual attire* is expected at the Career Fair. Of course, if you have a suit, that would make an even stronger first impression.
- *Women:* Wear a skirt or dress that is at or slightly above the knee or a pair of neatly pressed dress slacks or khaki pants. Pair with a loose-fitting and modest blouse and a jacket or cardigan to cover up your shoulders. Wear closed-toed shoes in a neutral tone with a modest heel.
- *Men:* Wear neatly pressed dress pants or khaki pants with a cotton long-sleeved button-down dress shirt. Wear leather shoes with matching socks and a belt. A tie is optional, though we recommend wearing one for Career Fairs. In colder weather you may wear a sweater. Trim your hair and beard to appear well-groomed.

**4. Arrive early and plan to stay late.**

- Make sure the employer knows that they are #1 on your list and then follow through with other employers that you like.
- Use the remainder of the day to visit other organizations with which you are less familiar but look interesting.

**5. Take the right tools with you.**

- Bring a supply of resumes to circulate (on resume paper), an attractive pen, and a pad of paper.
- Bring your reference list just in case someone asks for it. Always remember that you need to ask permission before adding a reference to your list. Also, let them know that they may be notified by a potential employer.

**6. Know what you are going to ask.**

- Try to have one or two questions in mind for each employer that reflects the research you have done on their organization.



**7. Learn what’s going to happen next.**

- As you leave each employer, learn what happens next and what, if anything, you should do to advance your candidacy.

**8. Follow-up.**

- If there is any follow-up work necessary (in the form of thank-you letters, reference letters or other materials to be sent), be sure to follow through on your discussion within 24 hours.

**Upcoming Career Fairs**

<b>Fall</b>	
Graduate and Professional School Fair	September
Engineering, Manufacturing, and Technology Day	October
All Majors Career Expo	October
Pharmacy Recruitment Day	October
<b>Spring</b>	
All Majors Career Day	February
Pharmacy Internship Interview Day	February
Engineering, Manufacturing, and Technology Day	February
Educator Recruitment Day	April

\* Note: Please keep an eye out on [www.career.olemiss.edu](http://www.career.olemiss.edu) for event details and a list of upcoming workshops and employer information sessions not listed above.