

During the Career Fair:

- **Wear a professional suit** and shoes, and fix your hair in a professional style.
 - *Ladies:* If you wear a skirt, make sure it is at least knee length. Style your hair either pulled back or away from your face. Keep your makeup natural looking. Avoid wearing lots of accessories.
 - *Gentlemen:* Make sure your hair is neat. Keep all facial hair trim and to a minimum. Avoid wearing any jewelry.
- **Bring your portfolio** with lots of copies of your résumé and a pen.
- **Make positive first impressions** by making eye contact and shaking hands firmly.
- **Smile and be confident.** Avoid nervous habits such as chewing gum, twirling hair, avoiding eye contact and swaying from side to side.
- **Relax, be friendly and be yourself.** Remember that these employers are interested in getting to know you.
- **Be prepared** for an employer to ask you to interview. Know your schedule so you can respond appropriately.
- **Use your time wisely.** Find your targeted locations on a map of the career fair and visit those organizations first.
- **Listen actively** to the representative and wait for them to finish speaking before you respond.
- **Speak slowly and clearly.** Use the 30-second introduction that you prepared.
- **Offer your résumé** and business card, if you have one. (Business cards can be purchased in advance through OSU Career Services or online at hireosugrads.com.)
- **Pick up employer literature.** Gathering information shows your interest in the employer and provides you with a valuable resource to review at a later time.
- **Ask for a business card** or write down the representative's name. It is permissible to ask about the hiring procedure.
- **Take the initiative** to engage in meaningful conversations with representatives.
- When you have visited with all of the organizations that you had in mind, visit other organizations and work on building your network.

After the Career Fair:

- If an employer was especially helpful or interesting, write a brief letter or thank you note to let him/her know you appreciated the opportunity to visit. Thank you cards are available for free at OSU Career Services.
- Look for opportunities to contact key organizations again. Many companies participate in on-campus Information Sessions in the evenings around career fair time. Check the HIRE System at hireosugrads.com to find out more information about when companies are coming on campus and what the event is.