

Find these tip sheets online at [www.genesee.edu/ctc](http://www.genesee.edu/ctc) and click on Upcoming Events.



## Dress to Impress

### CREATE A GOOD FIRST IMPRESSION

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- ✓ Non-verbal signals impact hiring decisions. Your handshake, eye contact, posture, listening skills, and clothing all contribute to the impression that you make.
- ✓ Dressing professionally and appearing well groomed conveys to employers your sincerity and interest.

### LOOK NEAT AND PROFESSIONAL

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- ✓ Shoes should be clean, polished, and not scuffed.
- ✓ Hair should be neat and well groomed, as should facial hair.
- ✓ Fingernails should be clean, trimmed and, if polished, pale or clear.
- ✓ Empty pockets of jingling coins.



- ✓ Remove any visible body piercing.
- ✓ Carry your papers in a neat manner in a briefcase or portfolio.
- ✓ Have a good pen ready.

### CHOOSE CONSERVATIVE CLOTHES

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**Women** should choose a skirted suit or conservatively tailored dress with or without a jacket in a low impact color like blue, black, or gray. Small to medium-heeled, simple pumps are appropriate.

**Men** should select a classically cut and tailored blue or gray suit. A shirt in a lighter color than the suit, such as white or beige, and a professional, conservative-patterned tie should complement the suit. Shoes and socks should be in a dark color.

### DON'T OVERDO

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- ✓ Use accessories and jewelry conservatively.
- ✓ Men should remove earrings and women should limit to one pair.
- ✓ Make up should be underplayed and not overly noticeable.
- ✓ Use minimal cologne or perfume.

It is always better to appear conservative rather than casual or flashy.



## A Successful Job Fair Experience

- When you approach an employer, smile, give a firm handshake, and look the representative in the eye. This demonstrates confidence.
  - Avoid distracting behavior such as gum chewing, eating, or drinking while speaking with the employers.
  - When approaching an employer you know little about, ask several probing questions that will obtain the information needed to connect your background, interests, and goals.
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- You may have only a few minutes with each employer. Be prepared to concisely present your qualifications.
  - Obtain a business card from each employer representative with whom you speak in order to follow-up with them.
  - Prepare and present a resume that describes your background and interests clearly and concisely.
  - Be confident and be proud of who you are.
  - Dress as you would for an employment interview. If you are not sure of the appropriate dress, check with the staff of the Career and Transfer Center.
  - Plan to bring a notebook, pen, and a supply of your resumes with you. Don't forget to leave your resume with the employer.
  - Arrange times and dates to follow up with each employer. Mr./Mrs. \_\_\_\_\_, I realize you are very busy today, and I would like to speak to you further. Your company sounds very exciting. I would like to set up a time when we could meet to talk further or perhaps set a time to call you in the next few days.
  - Thank the employer for taking the time to speak with you.
  - Make notes of your discussion after you finish speaking with each organization.
  - Follow up with employers you are interested in by calling or sending a letter within a week to ten days after the Fair to the recruiter you spoke with. Reiterate your interest in the position and find out if you are still being considered for the opening.
  - Network while standing in line - you may hear about other opportunities.

### QUESTIONS FOR THE EMPLOYER

- How would someone with my background in \_\_\_\_\_ get started in your company?
- What kind of position would I qualify for?
- What kind of skills/knowledge does one need to perform this job/position?
- What type of training is provided to new employees?
- Are you interviewing for other divisions of your company?





## HOW SHOULD I HANDLE MYSELF AT A JOB FAIR?

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- Treat a Job Fair much the same as you would treat an interview.
- Impressions count.
- Be professional.
- Dress well.
- Make eye contact.
- Demonstrate good communication skills.
- Smile.



### WHEN I MEET AN EMPLOYER AT A JOB FAIR, WHAT DO I SAY?

- Start by introducing yourself.
- Shake hands and state your career interests in a confident manner.
- Offer the recruiter a copy of your resume.
- Ask the employer relevant questions about their company.
- Communicate your capabilities.
- Take a business card from the representative and a copy of the available literature. Take notes after each conversation so that you can recall it later...be sure you know the recruiter's name.

## WHAT DO I DO AFTER A JOB FAIR?

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- Be sure to send a thank you note to each representative that you meet.
- In your letter, try to note something specific regarding the conversation so that they will remember you.
- Enclose another copy of your resume and reiterate your interest in the company.

