

# Career Fair Readiness Checklist

## Men's Professional Attire

- Pressed and professional suit; dark colors: gray, navy, black, or brown. Solids or muted pinstripes.
- Jacket and pants should be the same color
- White or conservative color dress shirt. Straight collar; long sleeves. Cuffs extending 1/4" beyond jacket sleeve
- Conservative tie
- Polished shoes and matching belt
- Dark socks to compliment suit and long enough that skin is not seen when legs are crossed
- Hairstyles should be conservative; get a haircut if necessary
- Keep cologne to a minimum
- Earrings, tongue rings, eyebrow rings, nose rings and visible tattoos are unacceptable (use a concealer to hide visible tattoos)

## Body Language Tips

1. Look the person in the eye
2. Hold your body upright
3. Consciously relax your shoulders
4. Try to breathe normally and don't hold your breath
5. Keep your face relaxed
6. Speak at a normal conversational volume (don't yell or whisper)

## Women's Professional Attire

- Pressed and professional suit; dark colors: gray, navy, black, or brown. Solids or muted pinstripes
- Jacket and pants should be the same color
- White or conservative color dress shirt. Straight collar; long sleeves. Cuffs extending 1/4" beyond jacket sleeve
- Conservative tie
- Polished shoes and matching belt
- Dark socks to compliment suit and long enough that skin is not seen when legs are crossed
- Hairstyles should be conservative; get a haircut if necessary
- Hands and nails neat and clean
- Keep cologne to a minimum
- Earrings, tongue rings, eyebrow rings, nose rings and visible tattoos are unacceptable (use a concealer to hide visible tattoos)

## ? to Ask Recruiters

1. How is your organization different from others like you?
2. What is the recruiting process like from beginning to end?
3. What is the typical career path in this area of specialization?
4. How do you see the jobs in this field changing over the next five years?
5. What can I do today to begin preparing for this job?