

CAREER EXPO **PRO** TIPS



01. DRESS PROFESSIONALLY

- Khaki, black, or navy pants or dark wash jeans with no holes
- Dresses/skirts, jumpsuits
- Tops that do not expose cleavage, armpits, or stomach (tuck in tops for an extra-polished look!)
- Closed-toed shoes (clean boots are an option; avoid sneakers, tennis shoes, flip flops, crocs, etc.)

02. SHAKE HANDS, SAY HELLO, AND INTRODUCE YOURSELF

Introduce yourself to the people at each booth. Ask them how their day is going, what their organization does, and what they like about working for their organization.

03. MAINTAIN EYE CONTACT AND SPEAK AT A STEADY PACE

04. ASK IF THEY'D LIKE A COPY OF YOUR RESUME

If you're interested in a certain organization, ask if you can leave a copy of your resume (so bring several copies!).

05. VISIT ALL THE BOOTHS

Be sure to check out all the booths in the Career Expo. Each organization is unique in its own way, and your dream job might be just a few tables away!

INTERVIEW **PRO** TIPS



01. DRESS PROFESSIONALLY

It's important to arrive at your interview neat, clean, and tidy. For clothing, we recommend:

- Khaki, black, or navy pants or dark wash jeans with no holes
- Dresses/skirts or jumpsuits
- Tops that do not expose cleavage, armpits, or stomach (tuck in tops for an extra-polished look!)
- Jackets like a blazer, sport coat, or a clean & tidy jean jacket
- Closed-toed shoes (clean boots are an option; avoid sneakers, tennis shoes, flip flops, crocs, etc.)

02. SHAKE HANDS, SAY HELLO, AND INTRODUCE YOURSELF

You can use a script like "Good morning/afternoon! My name is Jane Doe. Thank you for taking the time to meet with me today; I'm really looking forward to our conversation."

03. MAINTAIN EYE CONTACT AND SPEAK AT A STEADY PACE

04. ASK IF THEY'D LIKE A COPY OF YOUR RESUME

05. BE PREPARED TO ANSWER COMMON INTERVIEW QUESTIONS

Some common questions include:

- Tell me about your biggest weakness and how you overcome that? (Example answer: My biggest weakness is time management, so to make sure I arrive on time and meet deadlines, I use alarms and calendar reminders on my phone.)
- What are some of your goals for your future?
- Do you prefer to work as part of a team, by yourself, or both?
- Are you willing to travel for work?
- How do you manage conflict with others? (Example: I listen before I speak and work to understand the other person's perspective.)
- How do you manage stress? (Example answer: I make sure to spend time outside every day to clear my head.)
- What subjects do you enjoy most or least in school? (Never make this answer about a teacher; keep your response limited to the school subject)

06. RESEARCH THE COMPANY AHEAD OF TIME

Check out their social media to learn what kind of projects they work on, read their "about us" page on the website, etc.

07. KNOW YOUR WHY

Knowing what's important to you, like leadership opportunities, getting to travel, buying a home, furthering your education, etc. will help you speak with confidence.

08. PREPARE 2-3 QUESTIONS FOR YOUR INTERVIEWER

You can ask the interviewer for their experience working for the company, what a day in the position you're interviewing for looks like, how salaries and raises are determined, or what benefits are offered.

09. AT THE END OF YOUR INTERVIEW, SHAKE HANDS, THANK THEM FOR THEIR TIME, AND CONFIRM ANY NEXT STEPS

10. BE YOURSELF