



Job Etiquette

It's More Than Just Showing Up!

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Tuesday, July 24, 2012

* Agenda

- * Communication
- * Job Fair Preparation Stations
- * Attire
- * Post Job Fair Activities
- * Words of Wisdom

*Communication

- Personal Presentation/Disposition
 - Verbal & Non-verbal
 - Have a Firm Handshake
 - Confidence
 - Enthusiasm
 - Good Manners (Smile)
- “60 Second Summary”
 - Education/Training
 - Skills
 - Experience

*Communication with Recruiters

- What specific skills and experiences would you ideally look for in the person filling this position?
- How would you describe a typical day working within your company?
- What is the next step in your company's recruiting process?
- What kind of training can a new hire in this position expect in the first three months?

* Job Fair Preparation Tips

- **Company Selection**
 - Review Attending Companies
 - Prioritize Company Visiting List
- **Company Research**
 - Mission, Positions, and Culture

*Recommended Attire For Men

- Dress
 - Suit (Preferably Dark)
 - Shirt & Tie
 - Dress Shoes (Comfortable)
 - Alternate for Suit: Dress Slacks and Dress Shirt
 - Well-groomed
 - Simple Jewelry

*Recommended Attire For Women

- Dress
 - Dark Suit (Pants or Skirt)
 - Tailored Blouse or Shirt
 - Dress Shoes (Comfortable)
 - Pantyhose
 - Professional “Look”
 - Perfume, Make-up, and Hair Style
 - Simple Jewelry

*After the Job Fair

- Follow-up
 - Send an e-mail and/or Thank-you letter

*Words of Wisdom

- Bring plenty of resumes
- Don't interrupt the recruiters or your fellow job seekers
- Make eye-contact with the representatives
- Don't hesitate to approach a recruiter or to join a group already in discussion
- Collect materials to look over later, use your time to talk to recruiters
- Get a recruiter's business card
- Bring your "A" personality to the job fair
- Don't act disparate for a job; it is the "kiss of death"
- You will get out of this event exactly what you put into it

 **Questions???**