

## Job Search Do's and Don'ts for Job Fairs and Interviews

When you are looking for a job, how can you create the best possible outcome for getting a job?

<b>TOPIC</b>	<b>DO</b>	<b>DON'T</b>
<b>Email</b>	Pick an appropriate email address and check it often. If you gave it away to potential employers, you should be responding within a day if they contact you.	Use an email address such as hotpants@gmail.com or blazersrock@yahoo.com.
<b>Phones</b>	Leave a professional and concise message such as "You have reached _____. Please leave a message and I will get back to you soon." Turn off your cell phone during an interview or at a job fair.	Have funny, long, and or musical message recordings; save those for after you get a job. Answer your phone or text while waiting for or during an interview.
<b>Attire</b>	Dress clean and crisp. Even if you are at a job fair or job searching, dress as though it is an interview. When possible, cover up tattoos and take out piercings.	Wear clothes that look like you are headed to bed, the gym to work out, or a club. Don't drench yourself in cologne or perfume. Don't wear jeans, shorts, or hats.
<b>Go alone</b>	Show up to an interview or job fair alone. You will show your ability to take initiative and stand up for yourself when you shop a job fair by yourself.	Walk around the tables at a job fair like you're shopping with friends or have someone in the waiting room for you at your interview.
<b>Practice</b>	Do a dry run to see how long it takes you and how to get to an interview. Practice answering interview questions with a friend, teacher, family member, or mentor.	Wing it. Hope, without checking, that Bus #19 will get you there and get you there on time. Answer questions off the cuff or whatever comes to mind at the time.
<b>Be honest</b>	Answer questions honestly. Do not over-exaggerate your experience or skills. Do not say you will do something that you do not intend to do.	Answer too honestly. If you hate your old boss, that is not something that you need to share. Instead, turn negative answers into something positive that you learned.

<b>TOPIC</b>	<b>DO</b>	<b>DON'T</b>
<b>Be professional</b>	Speak clearly. Stand tall. Maintain good eye contact.	Chew gum. Slouch. Roll your eyes. Get impatient.
<b>Pick your words</b>	Think before you speak. Take a moment to collect your thoughts. Gather a toolbox of words and phrases that you can use to describe your characteristics and skills.	Blabber out whatever comes to mind. Say “um, but, well, like” as space fillers. Use slang or swear.
<b>Be gracious</b>	Put yourself out there. Ask good questions. Say thank you. Getting a job takes time.	Get irritated and walk away if someone is not hiring at a job fair.
<b>Follow through</b>	Write a thank you note after your interview. Email an employer to say it was nice to meet them after a job fair. Respond to calls or emails for an interview within one day.	Forget where you applied to or the names of people that you connected with at job fairs. When a potential job calls you, say “who is this?”
<b>Come prepared</b>	Come with your resume, references if needed, and a pen. Show up early for an interview.	Pull an old receipt from your wallet to scribble down your contact info.
<b>Do research</b>	Know the basics about the company or organization before an interview. Find topics from their website or organizational brochure so that you can ask interesting, in depth questions at the end of your interview.	Ask the employer what the company does; you should know that in advance.
<b>References</b>	Select friends, family, employers, teachers or volunteer contacts that have positive things to say about your characteristics, skills, or experience. Tell references when you used them and for what position so that they are expecting to be contacted.	Give contact information for employers that will not have good things to say; you get to pick the references that you provide.