

Helpful Tips for the Hiring Event

1. Bring resumes and a folder or portfolio to hold your job-search materials.
2. Ask relevant questions about the organization, current openings, salary, benefits, training, and other information about the organization. Also, make sure you know whom to contact for follow-up discussions.
3. Stay upbeat and energized. Try to make an impression through your enthusiasm about the work. Also, try to engage the company representative in conversation about the organization, and listen to what the rep has to say.
4. Let the person you talk to know the qualities and skills that you can bring to the organization. Be prepared with a [short statement about yourself and your background](#) -- less than two minutes. Try to hook the interviewer's interest with something [unique about you](#).
5. Look the part! When you're on the hunt for a new job, [always dress professionally](#), wear a smile and keep a positive attitude. As an employee, you're always on a stage. Be mindful of your appearance, especially your facial expressions.

Professional Attire

- For men: dress shirt and tie or business suit in a conservative color (navy, gray, or black are preferred) or shirt and tie.
- For women: suits or dresses with either a skirt or pants; blouse that complements the suit; skirt hem should be no more than two inches above the knee.
- Clothes clean and pressed.
- Shoes: for men: dress or dress casual shoes or loafers; for women: low/medium heels or flats with neutral hose.

Hair

- Clean and styled.
- Hair groomed, including facial hair.

Accessories

- Minimal jewelry; small earrings (one pair only), necklaces, pins, etc. (wedding/engagement rings are acceptable).
- Cell phone is turned off.