

DON'Ts:

- Don't be shy. The reason why recruiters are here is to meet with qualified candidates like you.
- Don't visit companies that you are not interested in. Also, do not schedule an appointment or an interview if you do not intend to keep it. You may be preventing another student from getting an interview slot by doing so.
- Don't eliminate companies because they are recruiting for positions outside your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field.
- Don't exhibit a lack of direction and focus.
- Don't monopolize the recruiter's time. Sell yourself, make a good impression, and give the next student the opportunity to do the same.
- Don't interrupt a conversation that the recruiter is having with another student. Wait patiently for your turn.
- Don't ask questions about salaries.
- Don't complain about previous/current jobs, bosses or classes.
- Don't say negative words such as can't, won't or don't.
- Don't overdress nor under dress for the event. Please see suggestions provided on what to wear.



QUESTIONS TO ASK DURING THE CAREER FAIR

As with any situation where you find yourself with a potential employer, job-hunters must be prepared to ask insightful questions of recruiters at job and career fairs. The following are some questions you might need to ask the recruiter:

- What kinds of skills and experience do you look for in the employees you hire?
- Can you describe a typical day for someone in this position?
- What changes do you anticipate in the organization?
- Are new employees assigned mentors?
- What are the characteristics of your most successful employees?
- Are degrees important to advancement within your organization? Which ones?
- Which courses or experiences do you suggest will help a candidate to be successful?
- What kind of entry-level positions (or internships) exist within your organization?
- Does your company hire on a continual basis or just at certain times of the year?
- How long does the hiring process take? What does it consist of?
- What percentage of applicants are eventually hired? What is the retention rate?
- Are there specific career tracks within the organization? In other words, what can a typical employee (for the position I am seeking) hired in your division expect to be doing 2, 5, or 10 years after hiring?
- What is your organization's culture like?
- For how many years does the typical employee stay with the company?
- Are there opportunities for ongoing training provided by your organization?
- Do you expect your employees to relocate? How much travel is involved?

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CAREER FAIR Student Guide



UNIVERSITY of DUBAI
جامعة دبي

WHAT IS A CAREER FAIR?

A career fair is a conglomeration of various organizations and companies from different industries who come together, normally for 2 to 3 days, with the aim of recruiting talented individuals for part-time, full-time and internship opportunities. Participating companies display and distribute their flyers and brochures, entertain inquiries from attendees, collect resumé and may conduct on-the-spot interviews.

WHAT ARE THE BENEFITS OF A CAREER FAIR?

A career fair serves as a valuable resource as you can explore career options and seek employment.

- You are given the option to explore/choose a career path that will suit your interests and ability;
- You get to meet representatives of companies from various industries;
- You get to practice your communication and interviewing skills;
- You learn about potential employment and career opportunities from participating companies;
- You can submit your CV directly to the recruitment officers;
- You develop a network of contacts in the job market;
- You get first-hand information about job search techniques, interviewing tips and other career-related activities from practitioners;
- You develop your self-confidence.

THE “DOS” AND “DON'TS” DURING A CAREER FAIR

DOs:

- Do some research on the companies that will be at the Career Fair. This will give you information on the background of the company which you can then use as a basis for selecting which company's representatives you would like to meet at the event. It will also reflect your enthusiasm and keen interest which can be a plus point for you.
- Dress professionally. Wearing appropriate clothes increases your confidence and can grab the attention of recruiters. Wear conservative colors and make-up. A career fair can be likened to an interview session where the recruiter can possibly ask for an on-the-spot interview.
- Suggested clothing colors: black, navy blue



- Suggested female attire:
 - UAE nationals: Abaya
 - Non-UAE nationals: dress pants/trousers or skirt with matching blouse; suit
- Suggested male attire:
 - UAE nationals: Thoub and Ghutra
 - Non-UAE nationals: pants/trousers with matching long-sleeved shirt
- Practice your interviewing skills. On-the-spot interviews can be conducted if a recruiter reviews your resumé and sees a match to their current vacancy. Prepare a script that introduces yourself and includes your skills, professional/educational background and, most importantly, the reason why you want join the company.
- Be on time if you have an appointment or a scheduled interview.
- Bring multiple copies of your resumé. Visit all the booths and be ready to interact and distribute your resumé to company representatives.
- Get the list of attending companies before the career fair.
- Prepare a one-minute “commercial” that focuses on the unique benefits you can offer the employer - your unique selling proposition. And be prepared for common interview questions.
- Send a thank you letter to those representatives you wish to pursue. This will set the stage for future correspondence.
- When meeting recruiters always talk in a professional manner and remember these useful tips:
 - Greet the recruiters
 - Smile
 - Introduce yourself
 - Give your resumé
 - Ask how you can follow-up with your application
 - Ask for their business card
 - Thank the recruiters for meeting you
 - Leave with a firm hand shake and eye contact