Career Information for IT Students

5 Things Employers Are Looking For

1. **GPA** - A strong GPA shows your academic performance and work ethic. Take your grades seriously.
2. **Communication skills** – Make yourself stand out with strong verbal and written communication skills.
3. **Ability to work on a team** – Demonstrate the ability to work successfully in a team both in and out of the classroom.
4. **Initiative** – Employers want to know that you will ask for projects, take on responsibilities and be self-motivated.
5. **Professionalism** – Confidently enter the work force looking and behaving professionally.

Dress Tips for Interviews and Career Fairs

Men	Women
• Long sleeved dress shirt (even in summer) • Two-piece business suit (solid dark blue, gray, black or brown is best) • Dark socks that match the pants, mid-calf length; avoid light colored or athletic socks with a dark suit • Business style leather shoes (lace-up or slip-on) polished and buffed • Take out piercings and cover tattoos. • Match shoe and belt color; don't mix black and brown • Make sure your tie, when knotted, comes to the middle of your belt buckle	• Suit with a skirt or a business pantsuit; navy, blue, tan, gray, burgundy, black, and beige are best • Tailored blouse with a conservative neckline that coordinates with your suit • Shoes should be dark leather, closed-toe with low to moderate heels • Briefcase or portfolio in place of a handbag or purse • Use accessories in moderation

Email Correspondence with Employers

- Use a professional email account with an appropriate address when contacting employers. Sign messages with your full name.
- Use a meaningful subject header for your email that is appropriate to the topic.
- Use a professional tone with employers avoiding slang. Be brief but write in complete sentences.
- Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms., or Mrs. and always verify the correct spelling of the recipient's name.
- Respond to all communication with employers within 24 hours.
- Be sure to proofread and spell-check your email before sending it. If you are sloppy, it will show!

Dos and Don'ts of the Interview Process

Things to Do:	Things to Avoid:
• Have knowledge about the company and the job for which you are applying. • Arrive at least 15 minutes early and have extra resumes. • Greet the interviewer by name. Shake hands using a firm grip. • Have direct eye contact (about 65% of the time), but avoid staring. • Listen carefully to the interviewer. • Be open and honest in your answers. • Thank the interviewer for the time and consideration given to you. Ask what the next steps are in the hiring process. • Send a thank-you note to the interviewer as soon as possible, preferably within 24 hours.	• Don't chew gum or mumble. • Don't make the interviewer do all the work, but don't monopolize the conversation. • Don't exaggerate your skills or accomplishments. • Don't answer with just a yes or no. • Don't explain your shortcomings or failures with excuses or by blaming others. • Don't talk negatively about past jobs. • Don't bring up salary or benefits. Wait until the employer does, which is usually when a job offer is made. • Don't slouch while speaking with the employer. • Don't use slang language when responding to questions.

Questions? Contact the Career Center at (309) 438-2200. The Career Center is available for interview practice, resume critiques and much more to help you be successful in the professional world.