

How to Get the Most Out of the 2011 ASCE NCCC Career Fair

Information about professional opportunities and career options is provided at career and job fairs by employers who attend these events to meet students and recruit employees. How you participate in a career fair depends upon your current career needs and goals. As a student or alumnus attending a career fair, you may be actively job seeking, gathering career information or developing your network of career contacts.

Everyone may benefit from the ASCE NCCC Career Fair

Freshmen, Sophomores, and Juniors

- Collect information about careers that interest you
- Learn about prospective internships and co-op positions

Seniors

- Seek full-time professional positions
- Gather information about employers in your field

All Students

- Provides the opportunity to network with potential employers or contacts
- Practice meeting employers and discussing positions with potential employers
- Explore career requirements and demands for various careers
- Know who to contact for follow-up discussions and their hiring process
- Collect business cards or write down contact information to keep for your job search
- Learn about employment trends and current and future positions with different companies
- Discover training, compensation, and other benefits of companies (let the employer offer any information about salary, **do not ask**)

What Employers Want From You

- Demonstrate that you have done your homework and researched their company-**Linked In can help.**
- Be prepared! Have your resume critiqued by your Career Services office
- Dress appropriately. Even in an informal, business casual setting, employers will expect you to have a clean, neat and well groomed appearance
- Develop questions to ask; courteously and enthusiastically engage the representatives
- Use a firm hand shake, make good eye contact and have a concise 30 second Oral Résumé
- Never ask about salary; let them bring up the subject
- Be enthusiastic, smile and have plenty of résumés
- Follow up with company representatives; *including a hand written thank you note*
- Take the initiative! Walk up to them and engage the employers; they are here to speak to you!

What Employers May Want to Learn About You

- Specific career/job objectives. What are your expectations?
- Individual strengths/weaknesses. Offer specific examples that demonstrate your skills
- Contributions you will make to the operation. Be specific, now is not the time to blandly or generically discuss what you can do

Make the Most of Your Career Fair Experience

- Have a pen/pencil and paper available for notes
- Bring plenty of resumes and something to put materials in, a portfolio works great
- Review the employer list. Determine where employers are located and in what order to visit them; *If you have a specific employer that you are interested in, practice speaking with other employers first*
- Do not monopolize the employers' time. Ask specific questions and offer to follow up after the fair
- Be direct. Introduce yourself. If you are job seeking, state the type of position you are interested in. If you are gathering information, let employers know that you are only interested in materials and information
- Ask for employers' business cards for follow-up discussions. **Send a 'thank you' card** (preferably within 48 hours of the Career Fair)
- Stay in Contact and use this experience to EXPAND your network
- Submit an additional or amended resume during your follow-up contacts
- Follow-up and follow-through contacts are up to the student; be persistent and polite
- **Although you will be dressed casually, be sure to be clean, well groomed and neat; minimize body piercings and tattoos;** it is important to make a positive and lasting impression