Career Fair Prep

Engineering Career Services
Our Goal:
Provide resources and opportunities to help engineering students develop professional skills and obtain full-time employment upon graduation.

We Are Here to Help YOU!

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Student Guide to Employment

Step 1: Understand Employers and the College Recruiting Process
Step 2: Determine Career Goals and Skillset
Step 3: Identify Preliminary Target Employers and Industries
Step 4: Develop Effective Marketing Materials
Step 5: Search for Specific Employment Opportunities and Research

Step 6: Network (at Career Fairs and Otherwise)
Step 7: Interview and Follow-up
Step 8: Evaluate Offers
Step 9: Sign Employment Contract and Celebrate
Step 10: Inform Engineering Career Services and Discontinue Your Job Search

See the ECS website for information on all ten steps
What will we discuss?

• Career Fair Prep
  – Pre-Career Fair Checklist
  – Company Research
    • Using CyHire
  – Dress for Success
  – Elevator Speech
  – Engineering Career Fair Tips & Information
  – Information Sessions & Career Fair Seminars
Pre-Career Fair Checklist

✓ Pre-register to get your required name badge
✓ Update resume & upload to CyHire
  ✓ Make copies of your resume (15+)
✓ Company research
✓ Choose your outfit (comfortable shoes)
✓ Practice your elevator speech
✓ Check the weather
Pre-Career Fair Checklist - Employer Research

Why? - Gain knowledge and confidence

Which Employers?
• Who’s hiring your major? Company size?

How many employers should I research?
• 10-12 or more if have the time

What to research?
• Products & services
• Job/internship openings & Locations
• Corporate Culture
• Recent news
  (i.e. company changed name, made an acquisition or anything that you find interesting.)

Where to research?
• Our office has business cards of recruiters from last fair
• CyHire!...and also company website and LinkedIn

It isn’t necessary to memorize a lot of information.
You just need to demonstrate that you have taken the time to become familiar with the company.
GET THE CAREER FAIR APP

INCLUDES:
- Interactive Maps
- Employer Information: majors, class levels, and types of positions recruiting

Part of the MyState app!
Download before the Career Fair!
Dress the Part!

Men:

- **Okay for Freshmen:** Business Casual: Khaki pants, nice collared shirt, comfortable shoes.
- Clean, pressed and wrinkle-free clothes.
- Collared shirt.
- Good quality and professional tie.
- Well-groomed hair and facial hair (if worn).
- Shoes: Leather, lace-up or slip-on business shoes, preferably black or cordovan.
- Socks: Dark socks that match shoes or pants. Mid-calf length so no skin is visible when you sit down.
- No strong cologne.
Dress the Part!

Women:

- **Okay for Freshmen**: Business Casual: Skirt (knee length) or slacks, nice shirt, comfortable shoes.
- Pant Suits: Tailored pants suits are appropriate for women.
- Skirt Lengths: A skirt that ends at the knee or just above when you’re standing looks classy and professional. (High slits are not appropriate.)
- Women’s Shoes: Closed-toe pumps are the safest. No open-toed or sling backs.
- Keep jewelry to a minimum and choose conservative, simple styles. No dangling earrings or cute jewelry.
- Nails: Should be clean and well groomed. Avoid extremely long nails and loud or fashion colors (no blue, black, green, yellow, etc).
Elevator Speech

• Depends on the company, situation, recruiter...
• 20-30 seconds
• Name, major, anticipated graduation date
• Reason for attending the Career Fair (internship, co-op, networking)
• Prove you have done your research
• How your skills and knowledge relate to the career opportunities available

Career Fair Advice

Now, TTYP and practice!!!
Pre-Career Fair Checklist

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Day of the Career Fair Tips:

- Download app and have employers mapped before you arrive
- Avoid bringing your backpack/laptops
- Remember to bring your name badge
- Pay attention to booth signs
- Approach all types of companies (even if you don’t recognize the name or brand)
- Of your Top-12, visit #12 first! Practice!
At the Career Fair: Booth Interactions

• Lead with a smile, handshake, confidence, and elevator pitch. NOT with your resume.
• Emphasize your professional & technical skills using specific examples.
• The recruiter may take notes while you are talking.
• Stay positive and interested throughout.
• Plan to ask 1-2 questions to learn about the company & show your interest.
• Collect business cards (add note about company on the back)!
Career Fair Information:

• Engineering Employer List and Maps will be sent week prior to career fair by e-mail. Will also be located in CyHire!
• CyHire and MyState App loaded earlier!
• Getting There: Walk, drive (free parking), CyRide (orange or red route, career fair shuttle).
  – Shuttle runs every 10 minutes. See map on ECS website.
• Day-of Registration is at Scheman, Ground Floor.
Go to Events

Full schedule of presentations available on ECS website!

• **Information Sessions**
  • Check CyHire for all upcoming information sessions
  • Great way to network with employers & develop talking points for the career fair.

• **Career Fair Advice Panels**
  • **Student Panel**, Thursday before the career fair - 6:00-7:00pm
  • **Employer Panel**, Monday before the career fair - 4:00-5:00pm
Thank You for Viewing!!!

Full schedule of upcoming career seminars available on ECS website!