Job & Internship Fair Prep Guide

WHAT TO EXPECT:
The Job and Internship Fair provides Millersville Students and Alumni with an opportunity to meet employers from local industries, receive direct information about the organization, and discover internship and employment opportunities.

EMPLOYERS EXPECT YOU TO:
- Have knowledge of the company/organizations
- Dress professionally
- Have the capability to answer questions
- Ask appropriate questions
- Follow up after fair

WHAT YOU NEED:
- Copies of resume (on resume paper)
- Pens & pencils
- Professional folder
- List of employer questions
- Portfolio (Only if Necessary)

Prepare:
Resume: If you do not have a resume or have not received a professional critique, then you should stop by Experiential Learning and Career Management (ELCM) to receive a professional critique. The office is located at Bedford House (directly across University Bookstore), open Monday through Friday, 8:00 a.m. - 4:30 p.m. Some employers will want a physical copy of your resumes and others will refer you to their online application. Resume should be clear, concise, one-page (preferably), and easy for reviewer to read within a short time frame. Bring enough copies to the fair.

Attire: Employers expect business professional attire. Some employers may conduct interviews; therefore, professional attire is important. Business suits are appropriate: slacks, professional shirt, pencil skirts, heels, flats, ties, etc.

Research: Review information about the fair on ELCM’s website and use the Job & Internship Fair guidebook to learn more about employers. Prior to attending the fair, look at company websites, positions available, and contact information.

Plan: Make a list of employers you intend to visit by order of priority, especially if you have a limited time at the fair. Start at the companies in the middle of your list to build comfort and confidence, and then seek out the companies at the top of your list.

Network: Be prepared to hold a conversation about your interests, strengths, education, and work history. Utilize the “30 second Commercial” (http://careers.umbc.edu/students/network/networking101/30-second-commercial) to begin conversation.
Questions: Prepare a list of questions! Questions can be about the organization, what a typical work week looks like, and more. Reference ELCM’s Website for Career Advice videos and our resume writing guide. Sample questions to ask employers:

- Can you describe a typical work week for this position?
- What other positions and/or departments will I interact with most?
- How will my performance be evaluated?
- What are the opportunities for advancement?
- Are there opportunities for additional education and/or professional development?
- What are the next steps in the hiring process?

The Fair:

- When you arrive TURN OFF your cell phone, wear your NAME TAG, view the layout of where the employers you wish to meet are, and review the floor plan of the company locations to familiarize yourself with the layout and plan your strategy for visiting employers by your top ten or fifteen priority employers.
- Lines may be too long; that’s okay. Just go to another table and return when the line is shorter. Remember, they can see you in line, so make sure you are conducting yourself appropriately.
- Expect to spend 5-10 minutes with each employer, BUT TAKE YOUR CUES FROM THE RECRUITER. Be sure to get the recruiter’s name and title to use for follow-up contact. Ask for her/or his business card. Also, don’t be afraid to take a promotional item (pen, candy, flyers, & more); the employers brought them for a reason. Just be discrete and generally only take from tables of companies that you would like to meet.
- Many organizations require candidates to submit an ONLINE APPLICATION as part of their selection process. Do not be discouraged if representatives direct you to their website for this purpose. It is simply one more step in the process to secure employment with their organization.
- Take notes, answer questions directly and concisely, have a firm handshake, and be positive. It’s all about building relationships: NETWORKING!
- Feel free to talk to employers who have not advertised for your major, stressing your qualifications for a job with that company, but do not be insulted if they tell you they are only interested in specific majors.
- If you need assistance or have questions, come to the ELCM table at the entrance to Marauder Court and speak with an ELCM professional or ask someone wearing an ELCM staff badge.

After The Fair:

- Following up with employers is extremely important. A thank you note should be sent within 48 hours to all employers that you spoke with at the Fair. Visit the ELCM Office if you need assistance.
- WE WANT YOUR FEEDBACK! ELCM will email a short survey. Please take time to complete the survey so that we may bring MU’s students the best employment opportunities possible.

KEEP IN MIND:

- You only get one chance to make a great first impression!
- The purpose of career fairs are for the opportunity to present yourself to potential employers and for you to learn more about them and the companies.

WHAT TO AVOID:

- Inappropriate attire
- Not asking employers questions
- QUESTION ABOUT SALARY
- Not being prepared
- Taking freebies & walking away
- Poor communication skills (eye contact, speech, interrupting others, etc)