Ready, Set, Go IRISH!

“How to make the most of your career fair experience and WIN!”

Larry Westfall
Director, Graduate Career Services
30 January 2014
Career Events 2014

• Winter Career & Intern Fair 2014
  – Wednesday, February 5, 2014
  – Joyce Field House - 4:00 - 8:00 pm (EST)
  – All Majors - Full Time & Internships

• Diversity & Inclusion Reception
  – Wednesday, February 5, 2014
  – 12:30 - 2:30 pm (EST)
  – Monogram Room - Joyce Center

• Post-Fair Interviews
  – Thursday, February 6, 2014
  – Flanner Hall - 8:30 am - 5:00 pm (EST)

• Information: GoIRISH “Events”
Career Events 2014

- Virtual Career Fair for PhD and Master's students
  - Wednesday, February 19, 2014
  - Varied times: 8:00-5:00pm (EST)
  - Virtual – comfort of your home or work space
  - Engineering, computer science, social science, mathematics, physical and life sciences and humanities
  - Internship, full time and post-doctoral positions.
  - Register at http://gradtalent.careereco.net/students-alumni/virtual-career-fair-registration/
“You have a unique opportunity right now. Doors are flying open and those doors lead to a stage. The challenge today is not simply to figure out what’s unique about you. The challenge today is to figure out how to take what’s unique about you and make it useful.”

Marcus Buckingham
Best Selling Author
Motivational Speaker
2011 NSHMBA Conference
• Review career goals — what are you looking for? What do you have to offer?
• Perfect resume/CV
• Register and upload resume
• Review job descriptions and apply if needed

60 days prior

45 days prior

• Develop list of targeted companies
  • Research companies, industries, jobs
  • Prepare talking points
  • Conduct pre-conference networking
  • Arrange schedule and logistics

30 days prior

• Plan your agenda
  • Speakers, networking
• Craft your elevator pitch/positioning statement
• Tailor to company and job
  • Conclude with open-ended question
• Prepare for interviews

Before the Career Fair
When You Arrive

Review fair brochure, floor map, become familiar with event venue, check your appearance

 Locate your targeted companies on the map, warm up - practice your pitch with a company

 Seek out Career Services staff if questions or you can’t locate a particular company
During the Career Fair

- Keep organized
- Stay focused
- Be efficient
- Be professional at all times
- Never miss an opportunity to network
- Avoid “shopping”
Meeting Recruiters

Recruiters are People!!

Approach
- Smile, eye contact, firm handshake
- Relax, speak slowly and loud enough to be heard
- Elevator pitch and answer interview questions

Engage
- Open Ended Questions
- Ask relevant questions about the company

Close
- Request contact information and ask about next steps
- After leaving the booth, make notes
- Return later

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Tips for Success

Tips for Approaching a Company

- Begin with your positioning statement/introduction.
- Engage in conversation – ask what the person does, etc.
- Conclude your introduction by asking an open-ended question.

As for introductions if interested in a different role:

If the company is conducting interviews during the event, ask for an interview:

If at first you don’t succeed, try, try again!

Keep an open mind...sometimes a company you hadn’t considered may be the perfect fit.

Be mindful of the recruiter’s time.
Interview Center

Arrive Early! Allow time to check in and prepare for interview

Interviews happen routinely, highest post-career fair

Multiple interviews multiple companies

Be prepared for face-to-face and video conferencing interview

Upwards of 40+ interviews happening at once

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After the Career Fair

**Follow up**
- Send thoughtful, substantive follow-up notes – acknowledge what was discussed, what you learned, etc. Help people remember you.

**Follow through**
- Do everything you said you would (complete online applications, assessments, etc.)

**Be persistent**
- Be professional and persistent
- Focus on building relationships for the long term
- Look for opportunities for “repeat performances”
Questions & Discussion

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