HOW TO PREPARE FOR
CAREER & INTERNSHIP FAIR

Bryant University
CAREER
AND INTERNSHIP
FAIR 2015

WEDNESDAY, FEBRUARY 25, 5–7:30 P.M.
Sponsored by the Amica Center for Career Education

Bryant University
Amica Center for Career Education
http://career.bryant.edu/
Career & Internship Fair essentials:

**Date:** Wednesday, February 25, 2015

**Register:** on Banner/Secure Area/Personal Information/Amica Center/Career & Internship Fair
*(If you’ve missed the pre-registration deadline, you are still welcome to attend)*

**Time:** you may arrive as early as **4:00PM**

When you arrive:
- Swipe your ID to check-in
- Pick up your name tag (pre-registered students only)
- Pick up Career Fair booklet
  (contains: a map, a list of employers and specific positions recruiters are hiring for)
- **Doors to the Fair open at 5PM and close at 7:30PM**

**Location:** MAC
What to Expect

• Approximately 100 companies attending
• Each representative stands behind a table
• Who’s behind the table?
  • HR Representatives
  • Hiring Managers
  • Graduate School Reps.
  • Alumni (sometimes recent graduates come to talk about the company)

[Watch Jessica](short video)
Before the Fair

• **REGISTER!** *(all students are welcome to attend the Fair, but if you pre-register we will make you a name tag)*

• **Review opportunities in BCC** *(important because when you are talking to companies you want to be knowledgeable about their posted positions)*

• **Review the list of companies/graduate schools attending the Fair** *(sent via email approximately 2 weeks prior to the Fair)*

• **Purchase a portfolio** *(a place to store copies of your resume & take notes)*
Before the Fair…
Know what to wear

**Women's Attire**
- Suit (navy, black or dark grey)
- Pants or skirt (the suit skirt should be long enough so you can sit down comfortably)
- Coordinated blouse
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- Professional hairstyle
- Neutral pantyhose
- Light make-up & neatly manicured nails
- Portfolio

**Men’s Attire**
- Suit (solid color - navy or dark grey)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails
- Portfolio
Before the Fair…
Do your research

• Do your company research:
  • What positions are companies recruiting for and will they conduct interviews on campus (review BCC)?
  • What is the nature of their business?
  • Where are they located?
  • Are there any questions you can generate from your research to ask recruiters at the Fair?
Before the Fair…
Your resume should be “Perfect”

Step 1: Start with online Resume Workshop and write a 1st draft resume

Step 2: REVIEW with a career professional during Quick Questions/Resume Reviews
Every Day Monday-Friday 2-4PM
(walk-in - 1st come, 1st served)

Step 3: REVIEW your FINAL DRAFT with an employer
Tuesdays & Wednesdays (1st 3 weeks in February)
12:00-2:00 pm
(walk-in - 1st come, 1st served)
Before the Fair…

Prepare an Introduction

• Prepare a 10 second introduction about YOU
  • EXAMPLE: “Hi, my name is Ben Stiller and I am a Junior Accounting major looking for a summer internship.”

• Anticipate questions from recruiters such as:
  • What interests you about our company?
  • Why are you interested in working in this field?

• Have questions to ask such as:
  • How many interns do you typically hire?
  • What is the process & timeline for applying?
  • How should I follow up if I am interested?
During the Fair

• Arrive early
• Leave coats & backpacks behind (if possible)
• Design a strategy to see 1st choice companies
• Expect 1-2 minutes with each recruiter
• Have resumes accessible (approximately 10-20 copies)
• State introduction, shake hands, maintain eye contact & smile
• Be friendly, honest, confident & enthusiastic
• Ask good questions
During the Fair

- Brace yourself for a hectic day on your feet
  - Wear comfortable shoes, if possible
- Take a break, if necessary, to re-group
  - A water station will be located outside the doors to the MAC
- Thank the representatives for their time
- Ask for a business card so you can follow up after the Fair
Very interested – what do I do?

• Tell the recruiter you are very interested!
• Give out your resume.
• Ask about next steps and how you can best keep in touch.
• Get a business card.
• Gather materials (company information, job description etc..)
• Be gracious and appreciative.

• Follow up!!!!
Keep an Open Mind

• Not interested in the position? That’s ok, just thank the recruiter for their time and move onto another table.

• When in doubt, keep your options open. You might learn about an opportunity you had no idea about before.

• Don’t get discouraged if you do not see organizations represented that you anticipated.
  • Career Fairs are only ONE way to find a job/internship.
  • Even one positive connection is worthwhile!
After the Fair

• Don’t expect an offer at the Fair.
  • The Fair is typically a place to make a 1\textsuperscript{st} connection
• Take notes of who you met, what impressed you and next steps (this will help when you write a thank you note!)
• Write a thank you note (within 24 hours) to any company of interest.
  • Example:

Dear Mr./Ms. Last Name,

Thank you so much for attending the Bryant Career Fair last evening. I really enjoyed meeting you and learning more about your internships for Actuarial Math majors. In particular, I was impressed that your company offers housing for summer interns. I look forward to applying for this internship opportunity on BCC and hope to meet you on campus during interviews.

Thank you again for your time and consideration.

Best Regards,
After the Fair…
Leverage the Fair to make connections

- Follow companies/graduate schools on Twitter & LinkedIn.
- Invite alumni contacts you met at the Fair to connect on LinkedIn. (not recommended to invite hiring managers or recruiters without permission)
- Apply through BCC for posted opportunities!
- Search company’s website for additional opportunities.
- Use the “Find Alumni” tool on LinkedIn to find Bryant alums who work for the companies you are interested in.
- Find company blog posts and follow them.
- Think OUTSIDE the box on how you can make a personal connections.
Commonly Asked Questions

• Should I talk to a recruiter that is not looking for a candidate with my major?
  • YES! Companies recruit for specific positions on campus, but that doesn’t mean they don’t have other available positions. Be sure to ask!

• What if the recruiter will not take my resume?
  • Sometimes recruiters prefer that you submit your resume through their online system.

• What if I forget to get a business card?
  • The Amica Career Center collects business cards from all recruiters, so stop by our office after the Fair
Commonly Asked Questions

I am an Arts & Sciences major, should I attend the Fair?

• Absolutely! There will be several nonprofit organizations attending. Also, many companies love to hire liberal arts majors. Remember, just because a company is recruiting for a certain type of position/major, doesn’t mean you can’t ask about other positions!

Watch Merri, Katie & Joshua (short video)
Recruiters will be impressed if you…

- Dress and act professionally
- Demonstrate confidence and enthusiasm
- Answer questions clearly and concisely
- Demonstrate excellent communication skills
- Maintain good eye contact
- Ask well thought out questions
- Follow up in a timely manner
- Go above and beyond in your networking (after the Fair)

Hear more tips & advice from recruiters – [Watch the video](#)
Additional Resources

Quick tip Guides:
- Career Fair Tips For Success
- Dress for Success Guide
- Graduate School
- Making Connections

Quick Tip Videos:
- Career Fair Success
- The Elevator Pitch
- Your INFOmercial
- Importance of Networking
- Build your Network

Additional Career Fairs:
- European Career Fair at MIT
  Saturday, February 21, 2015
- CAREERS FOR THE COMMON GOOD: VOLUNTEER, INTERNSHIP, JOB FAIR at URI
  Wednesday, April 8, 2015

Other Career Fairs posted on Events Calendar
For Questions Contact:

Amica Center for Career Education

Located in the Unistructure, next to Salmanson Dining Hall

Phone: (401) 232-6090
Email: careers@bryant.edu
Website: http://career.bryant.edu/

- Bryant Career Connection (BCC)
- Events Calendar

Hours: Monday-Friday 8:30AM - 4:30PM