

Career Fair Packet



CAS Career
Services

213 Life Sciences East

(405) 744-5658

Make an appointment online at

cas.okstate.edu/careers

- **Update your information on the HIRE System:** Be sure you know your username and password. Upload your resume to the HIRE System and select for employers to be able to view your resume. This can be done by going to My Account & Resumes > My Documents.
- **Know yourself:** Employers are most interested in candidates who themselves and what they want or what they are looking for.
 - Identify some careers that interest you
 - What setting would you like to work in? Such as a large or small business, government, or nonprofit.
- **Develop your resume:** Customize your resume for your targeted employers—you may develop more than one resume. Have your resume critiqued by a Career Consultant several weeks in advance of the career fair. Print your resume on professional resume paper (free resume paper is available at the CAS Student Success Center, 213 LSE). Bring enough copies of your resume to give to all the organizations you are targeting and extras for other companies and organizations.
- **Research employers:** Review the list of employers participating in the Career Fair and thoroughly research those that interest you. Attend OSU Connection Sessions hosted by companies that interest you. Identify reasons for wanting to work with these employers. Prepare questions you may want to ask (a list is included on page 4.) Utilize the notes pages included in this packet while researching and during the fair to maintain organization.

Dress for Success:

- **Ladies:** Pants or a skirt work well; choose whichever you are more comfortable wearing. Wear a button up blouse or quality fabric shell with an appropriate neckline; nothing revealing. Choose a non-distracting pattern and color. Closed-toe shoes in a neutral color at a height with which you are comfortable walking. Style your hair either pulled back or away from your face. Keep jewelry to a minimum and choose conservative, simple styles. Keep make up conservative or natural looking.
- **Gentlemen:** A two-piece suit will be sufficient in most cases. Avoid fashion extremes when choosing your shirt, pants, tie, jacket and shoes. A white or lightly colored button up shirts preferred with about ½ inch falling below the suit on your wrist and the top button fastened. Ties should be non-distracting with neutral/limited print or pattern. Leather slip on or tie up shoes should be polished and match the color of your belt, boots are not appropriate in most cases. Hair and facial hair should be well-groomed. Remove all jewelry, however, a conservative watch is appropriate.
- **Both:** Eliminate dressing distractions. Your appearance should be neat and professional. Be clean and use deodorant liberally. However, DO NOT wear cologne, aftershave, or perfume. Be sure your breath is fresh. Carry breath mints with you, but don't use them while networking. DO NOT chew gum. Any and all tattoos/piercings other than women's ears should be covered as best as possible.

- **Arrive early for ample time network.** Check-in is the first stop and there will be many students attending. Be prepared to wait your turn in line. Also some recruiters leave early due to traveling. Some fairs offer a “Fast-Pass,” make sure to utilize this tool as a time saver.
- **Use your time wisely.** Find your targeted locations on a map of the career fair and visit those organizations first.
- **Bring your portfolio** with lots of copies (20+) of your resume and a pen. Portfolios are available for a \$5 Bursar charge at OSU Career Services.
- **Keep clutter to a minimum.** Leave your backpack or purse in your car, at home, or in the unguarded designated area. Do not bring friends, partners, or family members, you will appear unprofessional and ill-prepared.
- **Make positive first impressions** by making eye contact and shaking hands firmly.
- **Smile and be confident.** Avoid nervous habits such as chewing gum, twirling hair, avoiding eye contact and swaying from side to side.
- **Relax, be friendly and be yourself.** Remember that these employers are interested in getting to know you.
- **Be prepared** for an employer to ask you to interview. Know your schedule so you can respond appropriately.
- **Take the initiative** to engage in meaningful conversations with representatives.
- **Listen actively** to the representative and wait for them to finish speaking before you respond.
- **Speak slowly and clearly.** Prepare and use a 30-second introduction (example on pg. 4.)
- **Offer your resume** and business card, if you have one. (Business cards can be purchased online at hireosugrads.com and need to be done at least two weeks prior to the fair.)
- **Pick up employer literature.** Gathering information shows your interest in the employer and provides you with a valuable resource to review at a later time.
- **Ask for a business card** or write down the representative’s name. It is permissible to ask about the hiring process.
- **Humility and gratitude go a long way.** Do not take any give away items on your own, allow the recruiter to offer them after you are done visiting. Thank the recruiters for their time and extend a good impression by ending with another firm handshake.

How to network with recruiters:

- **Consider ranking employers you are interested in.** Start with the last ranking first, providing you an opportunity to practice your 30-second introduction. When you have visited with all of the organizations that you had in mind, visit other organizations and work on building your network.
- **Be aware of available positions.** Know how your skills and education match each position and how they can benefit from you as a candidate. Also monitor the deadlines for each position, some may close the evening of the fair. If you have already applied, mention that so recruiters will remember you and recognize your name.

Asking questions; An opportunity to gather more information, show interest, and determine fit.

Sample questions:

- What type of projects do new hires/interns work on?
- Is there a mentor program for interns?
- Can you tell me a little about the training process new hires complete?
- Could you describe the leadership in your organization?
- How does your role interact/impact the success of the company?
- How is success measured by your company?
- What is the culture of your office/location like?
- What type of long term career is possible with your company?

30 Second Introduction; An opportunity to provide a quick and well prepared summary of yourself

Could include:

- Name, major, class year, and graduation date.
- Your knowledge of the company/organization and your interest in a specific position(s).
- Highlights of related experience/ show how your major applies to the position(s).
- Summary of your experiences both in and out of the classroom that connect to the job.
- Explain how you can be an asset to the company/organization.
- An example of an accomplishment you're particularly proud to share.

Example:

My name is _____ and I am studying _____ here at Oklahoma State University. I plan to graduate in _____ so I am looking for a _____ position. I saw that you are hiring for _____ and I was interested because _____. Some of my key skills/experiences have come from _____ and I feel prepared to take on roles in _____. Most recently I have _____ that has prepared me for _____. I took the time to learn about your company from _____ and I was especially interested to learn _____. Could you tell me a little more about _____?

Follow Up:

- **Visit the CAS Career Services.** Located in 213 LSE, CAS Career Services offers free thank you cards and envelopes. Write thank you notes to recruiters for companies you're very interested in or anyone you made a connection with or learned a lot from.
 - Writing a thank you note goes a long way in making an excellent impression and helping a recruiter or potential employer remember you!
- **Monitor Deadlines.** Perhaps you already saw some positions you were interested in or learned of new ones while at the fair; make sure to allow yourself enough time to apply successfully. Some deadlines for positions may be the same night of the fair or shortly after. Organizations may require certain items during the application process and leaving it to the last minute may put you at the disadvantage.
- **Look for more networking opportunities.** Potential employers may be participating in connection sessions on campus, which will allow for another chance to speak with them and reinforce who you are so they remember you. This also shows your dedication to connecting with them and their company/organization.
- **Make sure any type of interaction is professional.** Always make sure your voicemail and email inbox are not full so that if an employer wants to contact you, they are able to reach you.
 - Also make sure your voicemail has a professional sounding greeting or states your name. Voicemails that only list a phone number or simply beep can be confusing and an employer wants to make sure they've reached the correct person.

Company Name:	Available positions:	On-campus interview dates:	Application Deadlines:	Questions & notes: