

Working a Career Fair

HAAMI Presentation

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Are You Career Ready?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. These students are Career Ready.

How do you become Career Ready? Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

Career Management



Identify and articulate skills, strengths, knowledge, & experiences; navigate career options and pursue these opportunities.



Oral/Written Communication Skills

Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.

Professionalism/Work Ethic



Demonstrate personal accountability and effective work habits: punctuality, working productively with others, time management, understanding the importance of a professional work image, and demonstrating integrity.



Teamwork/Collaboration

Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; work within team structure; negotiate/manage conflicts.

Leadership



Leverage the strengths of others to achieve common goals; organize, prioritize and delegate work; use empathetic skills to guide and motivate.



Critical Thinking/Problem Solving

Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve problems and make decisions.

Application and Information Technology



Select and utilize technology to solve problems and accomplish goals.

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*Adapted from the NACE Career Readiness Competencies



20th ANNIVERSARY

Tips for Career Fair Success!

- Why attend the career fair?
- Why do employers come to a career fair?
- The 6 R's of Career Fair Preparation
 - Research
 - Resume
 - Rehearse
 - Refine
 - Requests
 - Relax



Why should you attend the Career Fair?

- To get a job or internship!
- To get a new job or internship!
- To check out potential career opportunities
- To learn more about companies
- Network with recruiters
 - NETWORK OR NOT WORK!

Why do employers come to a Career Fair?

- Seek out new employees, co-ops, and interns
- Meet students in person and make contacts
- To advertise and gain exposure for their company

Research

- Find out what companies will be attending the career fair
- Visit www.memphis.edu/careerservices and log into your TigerLink account
- Search for information on the company website
- Focus on the top five companies you want to target at the career fair however, plan to speak to all potential employers, if you have the time

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Upcoming Events & Opportunities



2016 Tiger Success Institute

The Suder Foundation, in collaboration with Northern Arizona University and The University of Memphis invites first-generation students to participate in the Tiger Success Institute and become a First-

TigerLink

Linking Tigers to Careers

- **TigerLink is the primary resource for students seeking current internships and jobs**

<http://www.memphis.edu/careerservices/students-alumni/tigerlink.php>

Prepare ^{ou} your Resume

- Have someone proof your resume
- Have multiple copies prepared
- Focus on computer skills, internships, relevant academic/capstone project or volunteer experience
- Know your resume

Prepare ^{ou} your Resume

- Carry your proofread resume in a professional portfolio or folder
- Resumes DO NOT get you the job
 - they get you the interview - so,
Market Yourself!

OU Rehearse

- An introduction is a must
- Include:
 - Introduction of yourself (major, graduation date)
 - Knowledge of company
 - Express interest in the company and/or opportunities
 - Tell what you can offer

Preparing your ^{OU}Elevator Speech

Making Your First Impression

- 60 – 65% of communication to others is non-verbal communication

Tips for Non-verbal communication for an introduction

- Dress professionally
- Give a firm handshake
- Make good eye contact and Smile
- If wearing nametag, wear on your right side for easy readability
- Speak clearly
- Listen carefully for names when introduced

Be Strategic

- Have a top 5-10 list of companies you would like to meet
- Don't visit your top company first
- Start from the bottom and work your way up
 - *You will be better prepared and well rehearsed*

OU Refine

- Use the person's name
- Say "Thank You"
- Move on if there is a long line
- Make your own positive impression – *Do not cruise the booths with friends*
- Be respectful
 - Don't just grab goodies!

OU Requests

- Request information by asking intelligent questions that demonstrate your knowledge:
 - What type of training programs do you offer new employees?
 - Describe the work environment of your company.
- Collect business cards
- Ask:
 - Who the best contact person is?
 - What is the next step is?
- Make notes about your conversation
- Send a thank you

Follow-up!

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Remember

- Explore options. You can't tell what a company has to offer by simply looking at their name
- Successful candidates will find a match regardless of what positions a company currently has "advertised"
- 'Don't put all of your eggs in one basket'; continue the job search through various avenues

Relax

- Relax and be yourself
- Enjoy the opportunity to meet new people and build your network

The University of Memphis

Career Services

400 Wilder Tower

Memphis, TN 38152-3520

Phone: (901) 678-2239

Email: careerservices@memphis.edu

Monday - Friday

8:00 am - 4:30 pm

QUESTIONS

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