

How To Work A Career Fair Room

UCR Career Center

Ice Breaker

Think about what your biggest job fair concern is and consider:

- How you might alleviate your concern?
- Feel more in control of the situation?



Let's Share!

What are your goals?



Preparation Before the Fair

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	FINANCE, ACCOUN AND BUSINESS JOE	TING FAIR
Finance, Accounting and Business Job Fair 2018 Thursday, October 11th 2018, 4:00 pm -7:00 pm PD 900 University Avenue, Riverside, California 92507,		☆ Favorite + Join Event
Details All Employers Favorite Employers		
8 days away	Career Fair Description	
Employer Attendees	FINANCE, ACCOUNTING AND BUSINESS JOB FAIR Thursday, Oct. 11, 2018 4–7 p.m. Highlander Union Building (HUB) 302	
N Kernet Foresters	UC Riverside Career Fairs are for currently enrolled UCR students, alumni and students from othe UC student ID required for entrance.	ir UC campuses.
Novogradac & Company, LLP, The Sherwin-Williams Company, Prudential Advisors, Foresters Financial Services,	D o savodi i sin egila Brina o na man. Dras protesionally, Bring resumes. Prepare for this job fair in advance:	
Inc. and 43 other employers are going. View All Employers	Meet with a Career Counselor. Attind 9 Violiships: a Sease First Impression at a Career First-10/18/18 WCH 205/206 3 00 whore Works Career First Individ Career Center: Mtg Bin A 115-215 PM Review the Career Fair Cherd Sheet Handout Prease with Soft the Bear:	I=4:00 PM
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Nevogradack Company LLP, The Snever-Wittense Company Prudential Advance, Provider Francisk Services, No. and 45 Differ employers are going.		



- Look on careers.ucr.edu to review the list of employers attending the fair.
- Research employers by visiting company websites.

- Prepare a list of questions to ask employers.
- Gain confidence by practicing your questions out loud.



Why Have A Resume?

A well-written resume is an essential component to conducting a well-planned job search. The primary purpose of a resume is to market your skills, education and accomplishments as they relate to the position for which you are applying.



Create Your Resum

Career Counselors are available (by appointment or during drop-in hours) to help you get started, or to critique what you already have.

 Craft your resume on a blank Word document. As a guide, refer to the Sample Resumes found on

careers.ucr.edu/essentialjobsearch/resumes.html. • Use the worksheet on our Resume Handout.

Attend a Resume Writing workshop.

Things To Do With Your Resume

 Continuously update your resume, and tailor it to each position for which you apply Interview for an internship or job without leaving campus! In the "lobs" section of your Handshake account click on

Things To Do With Your Resume

 Develop a strong resume with the help of the Career Center.

Resume Tips

- Print your resume on neutral-colored paper that is <u>professional</u> in appearance. Use <u>BLACK</u> ink.
- Tailored objectives/general objectives. Do not include any graphics or pictures on your resume.

• Use a font that is easy to read at a glance.

• Keep resume in an easy accessible location.

• Make sure that your resumes are not wrinkled, rained on, or otherwise blemished.

Career Fair Game Plan



- Identify items that you want to carry to the event
 - Resumes
 - Portfolio or folder
 - Bag for company literature/materials
 - Pen

• Identify your targets

 Use your research to rank the organizations in order of your interest to determine which organizations to visit in what order at the fair. This will help you make the best use of your time.

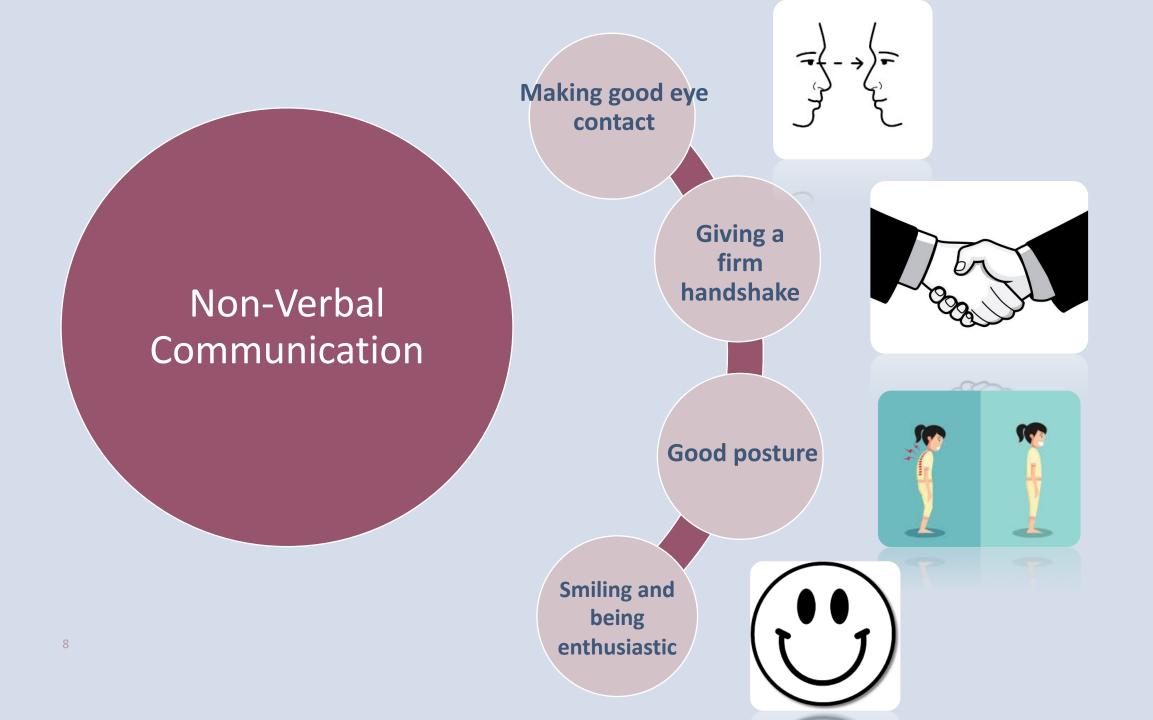
Dress to Impress











The Perfect Handshake

Use Your Right Hand

Dry Palm

Strong Grip With Fingers Under Receiving Palm



Eye Contact And Appropriate Smile Throughout

Three To Four Vigorous Shakes For Two To Three Seconds

Verbal Communication

- Initiate a conversation with an employer by making eye contact, introducing yourself and shaking hands.
- Give your 30 second pitch about your strengths and interest in the company. Be articulate and confident.

Offer the employer your resume when it feels most appropriate:

- At the start of the conversation
- When asked for it
- When you are discussing a particular experience listed on your resume
- At the close of the conversation

Initiating the Conversation with Employers

Preparing a **30-second pitch** consists of summarizing your professional background, skills, and interest.



Create a smooth start to your conversation by including the following information:

- Name
- Class Level
- Major
- Opportunities you are seeking
- Relevant experience
- Highlights of skills and strengths
- Knowledge of the company

30 Second Pitch Example:

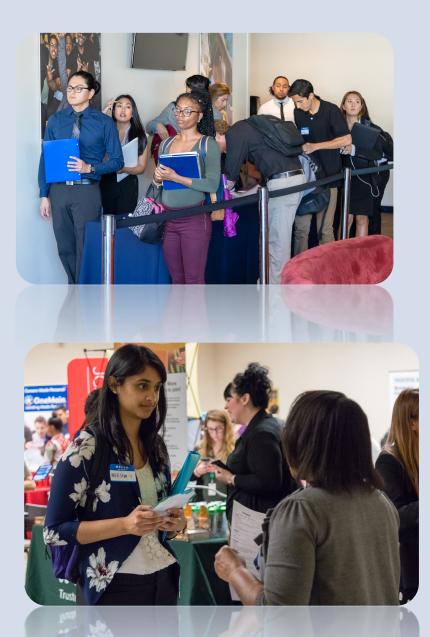
Hello! My name is Heidi and I'm working on my Bachelor's in Business Administration. I have a great passion for marketing. Last summer I had an internship with a small start-up company where I had the opportunity to develop their social media branding. I gained a lot of great skills from this internship and I am looking forward to applying what I have learned in a career position.

I noticed on your company's website that you do a lot of work in ______ and I was interested in learning more about that aspect of your business.

Let's Rehearse!

Prepare your 30 Second Pitch
Introduce yourself to your neighbor and give your 30 Second Pitch...
Give feedback to your partner
Now switch

Navigating the Fair









Navigating Tips

Walk around technique:

Personality Matching Technique:

- Be aware of the voice (tempo and pitch).
- Physical characteristics (facial expressions and posture).
- The recruiters are the faces and personalities of the company and are looking for candidates like themselves to represent the company mission, values, etc.

Inquire:

If you see a company that you really want to work for, but they are not hiring for your field or area of interest....**what can you do?**



- Approach the recruiter and ask: "Who should I contact in your company for a position in my field (ie. Computer programming)?
- You **MUST** get their **name** and **phone number** to follow up if they forward your resume to another department in the company.

Before Leaving The Fair



- Go back to the companies you really want to work for and wait until the recruiter is free, then thank him/her/them for their time.
- They may be reviewing 50-100 resumes, and it is best if they can remember your name and face over the other candidates!

The lasting impression is very important for future contact!!

After the Fair

16

23

Remember to follow up!

18

25

Follow up soon after the fair

- Send a thank you e-mail to each recruiter with whom you met.
- Express your appreciation for the time and advice offered. Let the recruiter know that you have completed anything he or she has asked you to do and reiterate your interest in the company.



10

26

Undertake next steps

- Apply online
- Sign up for the organizations on-campus interviews (check with the Career Center for this information)

Benefits of creating a LinkedIn profile

- 75-80% of jobs are found through the hidden marketplace
- HR recruiters are using LinkedIn to reduce recruitment costs



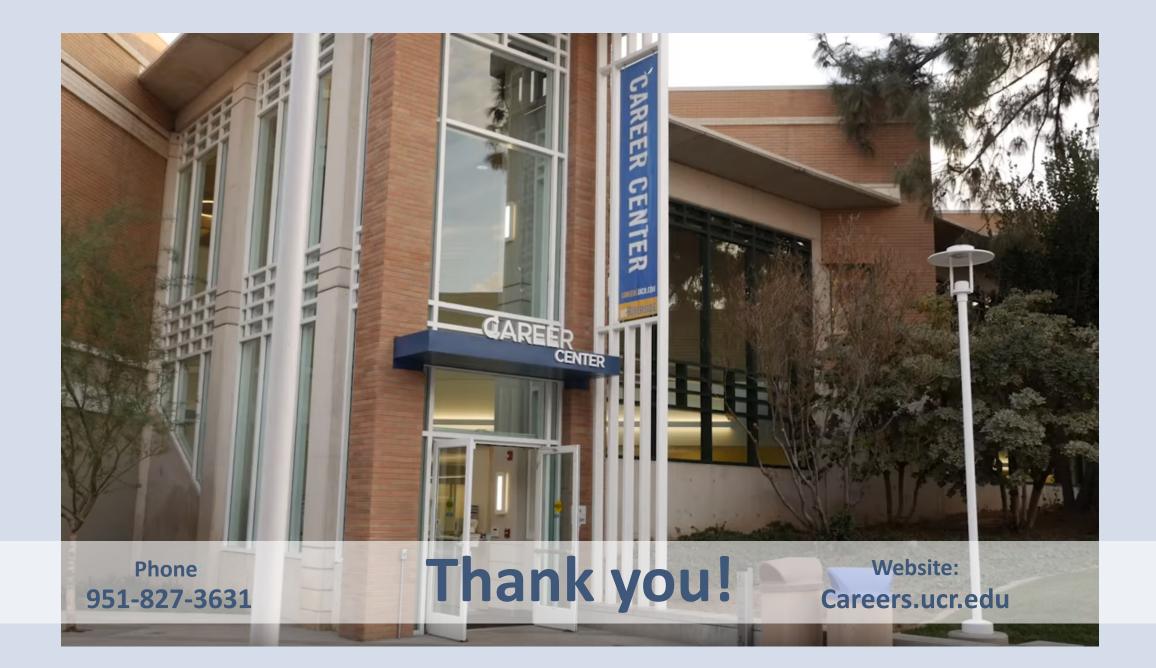
How The Career Center Can Help

Use **UCR Handshake** to research companies and more! Look at organizations visiting the Career Center for **On Campus Interviews**

handshake Q		For You Jobs	Events	Students	Career Cent	ter - 🏾 🗰 Jeanette -
On-Campus Interviews		Jo	b Search	Applications	Employers	On-Campus Interviews
★ My Favorite Interviews 🛛 🗿	Saved Searches +					
Filters CLEAR Keyword	UCR, Career Cent O Interview Dates: Au Higher Education	nter - Fall 2018 - Caree	er Center TE		ne: Aug 20, 2018	
Industry Accounting (2) Transportation & Logistics (2) Internet & Software (1) Food & Beverage (1)	Microsoft - UC Ri O Interview Dates: Oc Internet & Software			Apply Deadli	ne: Oct 4, 2018	Å
View all Employer Deloitte (1)	DHL Supply Chai O Interview Dates: Oc Transportation & Lo	ct 12		Apply Deadli	ne: Oct 8, 2018	☆
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Come to **Drop-In Hours** for a quick resume review or schedule a **30 min appointment** with a Career Counselor





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