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.

Professionalism/ Work Ethic

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

Leadership



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









Application and Information Technology

Select and utilize technology to solve problems and accomplish goals.



Oral/Written Communication Skills

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



Teamwork/

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



Critical Thinking/ Problem Solving

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



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
 - o Research
 - o Resume
 - o Rehearse
 - o Refine
 - o Requests
 - o 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
 - O 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

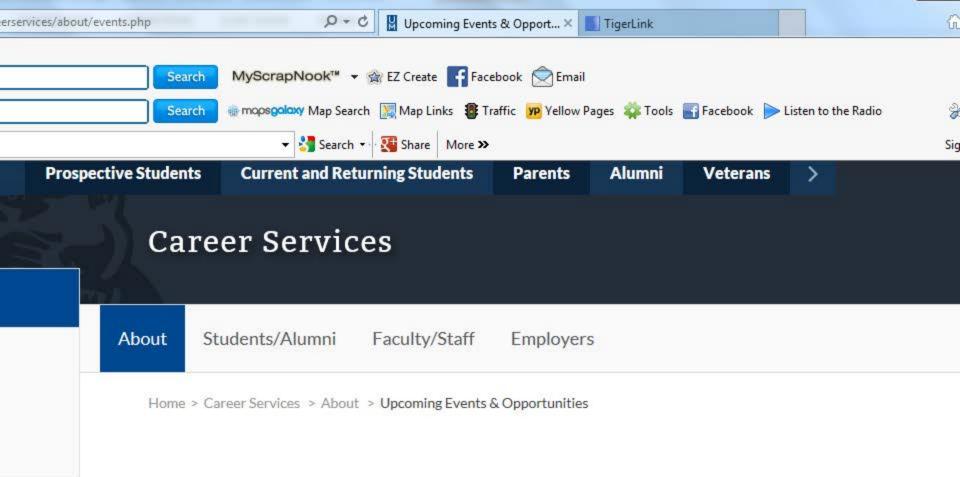


Research

- Find out what companies will be attending the career fair
- Visit <u>www.memphis.edu/careerservices</u> 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

Driven by Doing.





Upcoming Events & Opportunities



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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 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 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!



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 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



Refine

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



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:
 - o Who the best contact person is?
 - o What is the next step is?
- Make notes about your conversation
- Send a thank you

Follow-up!

Follow-up!

Follow-up!



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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