

CAREER FAIR PACKET

CAS CAREER SERVICES



CAREER SERVICES
College of Arts and Sciences

MAKE APPOINTMENTS AT:
[CAS.OKSTATE.EDU/CAREERS](https://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.
 - This can be done by going to your profile, selecting "**Application Materials**" tab, then click "**Add New Resume**".
- If you have multiple resumes be sure to select one as a primary.

KNOW YOURSELF

- Employers are most interested in candidates who know themselves and what they want as a professional.
- Ask yourself:
 - **What careers am I interested in?**
 - **What setting would I like to work in? (such as a large or small business, government or nonprofit, etc.).**
- If you are having trouble answering these questions, visit the hireosugrads.com and take some **FREE** assessments.

DEVELOP YOUR RESUME

- **Customize** your resume for your targeted employers - you may create more than one resume.
- Have your resume reviewed by a **Career Consultant** several weeks before 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 the other companies and organization you will meet at the fair.

RESEARCH EMPLOYERS

- **Review** the list of employers participating in the Career Fair.
- **Research** the employers that you are interested in meeting at the fair.
- **Attend** OSU Connection Sessions hosted by companies that interest you.
- **Identify** reasons for wanting to work with these employers.
- **Prepare** questions you may want ask (a list is included on page 4).
- **Utilize** the notes pages included in this packet while researching and during the fair to stay organized.

DRESS FOR SUCCESS

- **Professional Attire**
 - Matching, two-piece dark colored suit (black, blue, grey).
 - Tailored shirt/skirt with conservative neckline/length.
 - Polished dress shoes that match belt color.
 - No sneakers or open-toed shoes.
 - Dark or neutral socks or pantyhose.
- **Jewelry and Accessories**
 - Conservative tie or bowtie (no "flashy" designs).
 - Small, non-distracting jewelry. For example, stud earrings, a simple necklace, and/or a plain watch.
- **Other Things to Consider**
 - Dress one level above what you think the interviewer will wear. Think conservative before trendy.
 - Be clean and use deodorant. Use cologne/perfume VERY modestly.
 - Makeup and hair should be simple, clean, and modest to your comfort level.
 - Be sure your breath is fresh. Carry breath mints with you, but don't use them during the interview. **DO NOT** chew gum.

ARRIVE EARLY FOR AMPLE TIME TO NETWORK

- Check-in is the first stop and there will be many students attending.
- Be prepared to wait your turn in line.
- Be aware that 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

- Bring **20+** copies of your resume and a pen.
- Portfolios are available for a **\$5 Bursar charge at OSU Career Services (360 SU)**.

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 because you will appear unprofessional and ill-prepared to the recruiters.

MAKE A POSITIVE FIRST IMPRESSIONS

- Show confidence, be friendly, and be yourself.
- Make eye contact and smile.
- Dress in professional attire.
- Shake hands firmly.
- Avoid nervous habits such as chewing gum, twirling hair, and swaying from side to side.

BE PREPARED

- Know your schedule so you can set up an interview with the employer if they ask.
- Take initiative to engage in meaningful conversations with recruiters.
- Actively listen to the recruiter and wait for them to finish speaking before you respond.
- Speak slowly and clearly and come prepared with a 30-second introduction (see page 4).

PROVIDE AND TAKE DOCUMENTS

- 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 fair**).
- Pick up employer literature.
 - Gathering information shows your interest in the employer and provides you with valuable resources to review at a later time.
- Ask for a business card or write down the recruiters 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 recruiter for their time and end with a firm handshake.

HOW TO NETWORK WITH RECRUITERS

- **Consider ranking employers you are interested in.**
 - Start with the last ranking first, provided you an opportunity to practice your 30-second introduction.
 - When you have visited with all of the organization on your list, 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.
 - 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.

ASK QUESTIONS

- This is your 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 how your role interacts/impacts 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

- This is an opportunity for you to provide a quick and well prepared summary of yourself.
- Include:**
- Name, major, class year, and graduation date.
 - Your knowledge of the company/organization and your interest in a specific position(s).
 - Highlights of your 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 are 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 _____?

VISIT THE CAS CAREER SERVICES

- Located in **213 Life Sciences East (LSE)**.
- CAS Career Services offers **FREE thank you cards and envelopes** so you can write thank you notes to recruiters for companies you are 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

- Make sure you allow yourself enough time to apply for the positions you are interested in or the ones you learned about at the fair.
- 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 a 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 and what value you would bring to the position(s).
- Attending these events 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 the employer can contact you.
- Make sure your voicemail has a professional sounding greeting and state your name
 - Voicemails that only list a phone number or simply beep can be confusing and an employer want to make sure they have reached the correct person.

Example:

Hello. You have reached **(Your Name)**. Thank you for calling me. I am unable to answer my phone at this time. Please leave your name, number and brief message, and I will get back to you at the earliest opportunity. If you have my email information, please feel free to reach me via email and I will reply to you shortly. Have a nice day!

CHECKLIST



Company Name	Available positions:	On-Campus Interview dates	Application Deadlines:	Questions and Notes