

RESEARCH BEFORE THE APPROACH

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On the day of the Career Fair, there will be many companies in attendance. It will be overwhelming because you want to make a good impression while at the same time, try not to look intimidated. It's key to do research beforehand about the companies attending so that you know what to say when you approach a table. It can be helpful to formulate questions about the company in general and specific internship or job postings. This article will be covering the basics on how to look up and formulate questions and how to introduce yourself.

Before going on the computer, ask yourself, "What am I looking for in a future job?" Think about your own personal career goals plays a big key in this process. To begin, make a list of everything that you think you are looking for in a future job; for example, the type of work environment, size of company, or the area of focus. Now, after making this list, you can start your search.

Suppose we say National Security Agency is on list of companies attending. Having your personal list with you, go through all the tabs and read about the company's focus, the size, their customers, and if you will need a security clearance. Write down any questions that you still feel unclear about. For example, the website would state basic information on what the company is about, location, leadership, few things about their career opportunities, yet doesn't talk about what one might expect working in NASA. So that will become one of your questions. Now you are still not finished.

We recommend taking a look to see what positions are available at that company before attending the Career Fair. That way, you can ask more substantial questions about those specific positions. To find out what jobs are available, visit the company's website and under Careers, use their search feature to find any positions or internships they have open that you may be interested in and qualified for. Write a brief summary of what it is then anything you want to know more about it. Also, create a list of questions about what the culture of the organization is like, what the day in the life of someone in this position looks like, or anything else you would want to know about working there.

CAREER FAIR
FEBRUARY 12, 2016
10am-1pm

To enter, you must bring a printed copy of your résumé and must be dressed in business professional attire.

Any person dressed casually will not be permitted to enter!

After creating your list of questions about the company itself and about any job opportunities, it's time to warm up an elevator pitch about yourself and your abilities. It should only be 30 seconds maximum. Practice in front of a mirror; then ask a friend to listen to it. Relax, take the time to articulate all your words and feel confident. You should cover the following topics:

- 1) Your name
- 2) Your major
- 3) What made you interested in the field (keep this brief)
- 4) What special skills you have that make you a competitive candidate
- 5) Why you are interested in their company or that job

This will give you a good opener to use with employers when you approach the table. Again, this should take no longer than 30 seconds. You can also practice how you may want to ask the questions. Keeping it sort and simple yet easy to understand. Knowing background info about the topics will show the recruiter that you are interested in learning more.

If you follow these tips, you can maximize the limited amount of time you have to spend with each employer. You will also appear better prepared and more confident overall, which is more likely to result in better connections with the employers.