Preparing for the Job & Internship Expo

Morrisville State College
Office of Career Services
Objectives of this workshop

- help you understand the purpose, benefits, and mechanics of the Job & Internship Expo or similar event
- offer tips on how to prepare for and conduct yourself at the Expo
- outline steps for following up after the event
- remind you how Career Services can assist you before, during, and after the Expo
What is the Job & Internship Expo?

- annual on-campus event to directly connect employers who recognize the uniqueness and value of a Morrisville education with Morrisville students and alumni
  - all employers will be seeking candidates for summer internships, fall internships, summer jobs, and/or permanent jobs

- as a courtesy, the event is open to the general public too

- one of many MSC resources provided for your career exploration and job and internship searches
Participating employers

- range from stand-alone operations to the headquarters of international organizations
- in the for-profit, non-profit, and government sectors
- represent a broad spectrum of industries
- are seeking employees for a breadth of functions
- come from within a 3 ½ hours driving distance, but may offer opportunities at locations other than where they are from

*the list of participating employers will be available two weeks before the Expo*
Why do employers participate?

- increase organization’s visibility
  - Inexpensive advertising; goodwill

- provide general as well as career information about their organization
  - share information on what they do, how they do it, and who they do it for, as well as typical entry-level jobs and career paths, desired skills, hiring process, hiring timelines, etc.

- employers are always looking for talent, so they want to build relationships with potential candidates sooner rather than later

- identify serious candidates for upcoming hiring needs (jobs and internships)
Why should you participate?

- Increase your knowledge about the breadth of types of employers and career possibilities
  - Convenient opportunity to expand career exploration efforts and learn about different workplace cultures
- Practice your employment and/or informational interviewing skills
- Make contacts with organizations for future career development
- Find an internship, job, or volunteer role
Before the Expo

- define what you want to achieve at the Expo
  - are you an upcoming graduate looking to interview for a job, or a student of any class year looking for same for a summer internship or job? A freshman/sophomore/junior exploring potential career options, or options within a specific organization?
- identify target employers and research them
- create a list of questions for employers
- develop and practice your “30-second pitch”
- polish your resume
  - create multiple targeted resumes for different career goals
  - print copies to share with employers
- assemble your wardrobe to dress for success
At the Expo

logistics:

- remove your hat and coat when you arrive; store your backpack; and check your appearance
- check in at registration desk for a nametag and employer directory
- review the directory to learn more about employers if you haven’t researched them in advanced
- review the exhibit floor to locate your target employers
- use your time wisely. If there’s a line for an employer of interest, move on to another then circle back. And it’s always a good idea to add a new employer to your list!
At the Expo

engaging with employers:

- make a strong, positive first impression
  - firm handshake, good eye contact, confident self-introduction
  - observe recruiter interaction with other attendees for a few minutes to get comfortable, if desired
- you generally only have two or three minutes with an employer, so stay on point
- speak clearly and listen carefully
- use your list of questions to guide your conversation
- inquire about next steps and how to best follow up
- secure a business card (and leave yours if you have one)
  - make notes on back of card about your conversation
After the Expo

- send a thank you note to each employer representative you spoke with the following day
- indicate in your note that you will follow up within the appropriate timeframe and in the manner you discussed
- continue to keep in touch with the employer representative periodically
  - “keep them in the loop” - let the recruiter know if you take any action steps he/she recommended (e.g. completing on-line application, contacting colleague in different department or office)
Partner with Career Services

before the fair

- creating and polishing your resume, 30-second pitch, questions for employers
- identifying target employers
- using employer and industry research resources
- preparing for your interviewing, including mock interviews
- getting input on your wardrobe
- brainstorming on other strategies or opportunities to engage with employers of interest
Partner With Career Services

after the Expo

- writing your thank you note
- creating your follow-up strategy and timeline
- evaluating your interaction with employers
- connecting with MSC alumni at target or newly-identified employers
- interviewing prep and mock interviews
- Discussing other strategies or opportunities to engage with employers of interest
To connect With Career Services...

Individual advising appointments daily:
call 315.684.6615 to schedule an appointment

Advising Express (10 – 15 minute sessions):
see Career Services calendar on website

308 Whipple Administration Building (next to the Registrar)
315.684.6615 • careerservices@morrisville.edu

Check our website for related workshops and events:
www.morrisville.edu/careerplanning