



MORRISVILLE STATE COLLEGE

Preparing for the MSC Job & Internship Fair





What you'll learn in this workshop

- the purpose, benefits, and mechanics of the MSC Job & Internship Fair or similar event
- resources and tips on preparing for and conducting yourself at the Fair
- steps for following up after the event
- how Career Services can assist you before, during, and after the Fair



What is the Job & Internship Fair?

- annual on-campus event for students and alumni to connect directly with employers seeking Morrisville talent
- an example of one type of job fair for college students
- one of the many resources available to you for your career development
- opportunity for the college to market itself to a key audience – employers!



Why do employers participate?

- to increase their organization's visibility with a key demographic
- to share career information about their organization and create a talent pipeline
- to identify serious candidates for jobs for current hiring needs
- to enjoy our beautiful campus and have some fun!



Why should you participate?

- increase your knowledge about different career possibilities and what you need to do to successfully pursue them
 - it's a great learning opportunity for freshmen or students still deciding on a first career direction
- increase your understanding about the differences between what employers do and how they do it
- practice your interviewing and informational gathering skills
- make contacts with organizations for future career development
- find an internship, job, or volunteer role
- have fun and celebrate our beautiful campus!



MORRISVILLE STATE COLLEGE

Participating employers

check our [Job & Internship Fair webpage](#) for an updated list with weblinks





Participating employers

- all [participating employers](#) will be seeking candidates for jobs (full-time, part-time; permanent, temporary) and/or internships (summer, on-going; paid, unpaid; for-credit, no-credit required)
 - full-time, permanent jobs require a minimum of an associate degree by graduation
- represent a broad spectrum of industries (they're as diverse as the majors we offer!)
- range from stand-alone operations to the headquarters of international organizations
- from the for-profit, non-profit, and government sectors
- are seeking employees for a breadth of functions
- most come from within 1 1/2 hours driving distance, but many offer opportunities at locations other than where they are from



Before the Fair

- attend a “Preparing for the Job & Internship Fair” workshop or schedule an appointment or stop by our Drop-in Hours with specific questions
 - read your “This week in Career Services” e-newsletter or check the calendar on our website for dates and locations of workshops
 - call 315.684.6615 to schedule an appointment convenient to your schedule
 - Drop-in hours are T, 10 am – 12 pm, W, 11 am – 1 pm, R, 2 pm – 4 pm, and do not require you to schedule a time
- define what you want to achieve at the Fair
 - are you an upcoming graduate looking for a permanent job or internship? A student of any class year looking for same for a summer internship or job? A freshman/sophomore/junior exploring potential career options or major?
- assemble your [dress for success](#) wardrobe
 - job or internship seekers should consider the Fair as the first step in the interview process, so formal business attire is recommended
 - business casual is the minimum (no sweats or gym clothes unless coming from team practice, please)



Formal interviewing attire - a head-to-toe guide

Hair and nails: conservative length, neatly groomed

Jewelry and cologne: minimal and conservative

Suit: dark color, tailored, cleaned and pressed

Shirt: light color, button down with collar

Tie: conservative pattern, neatly knotted

Belt: color coordinated with shoes

Socks: dark, color coordinated with pants

Shoes: polished leather dress shoes



Hair and nails: conservative length, neatly groomed

Jewelry, perfume, and make-up: conservative

Suit: dark color skirt or pants, cleaned and pressed

Blouse: modest neck-line, conservative pattern

Skirt: knee-length or longer

Pants: fitted (not too tight or too loose)

Stockings: neutral/natural color

Shoes: polished, closed -toe, low heeled dress shoes



Before the Fair

- develop and practice [your introduction to employers](#)
 - you may only have a minute or two to catch an employer's attention, so you need to have a concise and confident introduction, which takes time to develop
- research [participating employers](#) to develop a target list
 - some employers have posted the positions they'll be recruiting for in the Job & Internship Fair section of [CCN-Morrisville](#), but will generally be open to speaking with candidates for other types of positions too
- [polish your résumé](#)
 - if you're looking for a permanent or summer job or internship, you should need an error-free, up-to-date résumé
 - create multiple targeted résumés for different career goals
 - print multiple copies to share with employers
 - we have a laser-jet printer and résumé paper in Crawford 319 for your use
- create a list of questions to ask at the employers



Polish your résumé

Fix formatting and content errors (tip: check name of your degree and GPA in Web for Students), double-check dates of employment and awards; further develop your content; target, if applicable

Before

Mychyl Mustang
Commons 1, room 207d, Morrisville, NY
help911@morrisville.edu 1(491)692-2055

EDUCATION

Morrisville State College:
Associates of Business in 2 years expected May 2018

Vestal High School, Vestal, NY:
High School Diploma, June 2016

Work Experience

New Brunswick Products Binghamton, NY:
Sales associate, machine operator
2014-15

- Drove company machines and vehicles
- Made delivery's daily
- Sold merchandise in the store

Dick's Sporting Goods Vestal, NY:
Sales Associate
2015-16

- Sold merchandise to customers
- Communicated with people daily

Activities

Morrisville State College Women's Soccer Team, Morrisville, NY
Team member,, September 2016-Present

Vestal High School Girls Soccer Team

Vestal High School National Honor Society

Big Brothers Big Sisters of Binghamton

After

MYCHEL MUSTANG
Commons 1, Room 207D
Morrisville, NY 13346
help911@morrisville.edu
(491) 692-2055

EDUCATION

Morrisville State College Morrisville, NY
Associate in Science in Business Administration Expected May 2018
Dean's List Fall 2016
GPA: 3.5

Vestal High School Vestal, NY
NYS Regents Diploma June 2016
National Honor Society Inducted October 2015

WORK EXPERIENCE

DICK'S Sporting Goods Vestal, NY
Sales Associate September 2015-Present

- Assist customers in locating and making buying decisions about high-end merchandise
- Handle cash, check, and credit card transactions
- Averaged 25 hours weekly through August 2016; continue to work one weekend a month and during school breaks while in college

New Brunswick Products Binghamton, NY
Sales Associate and Machine Operator Summers 2014, 2015

- Made deliveries to area businesses daily, driving up to 150 miles a day
- Drove forklifts and golf carts on site to retrieve and stock products
- Sold merchandise in the store to retail and commercial customers
- Worked full-time, including some late shifts and weekends

ACTIVITIES

Morrisville State College Division III Women's Soccer Morrisville, NY
Mid-fielder August 2016-Present

- Commit 20+ hours a week to practice, training, and competition in season, achieving a 3.5 GPA first semester
- Serve as a liaison for freshmen teammates to coaching staff and captain
- Assist with community service events for the team, including collecting school supplies for local elementary school and canned food for local food pantry

Vestal High School Varsity Girls Soccer Vestal, NY
Mid-fielder September 2012-December 2015

- Learned to balance competing commitments of athletics, academics, and part-time job
- Played on team that made it to finals for NY-Southern Tier Athletic Conference championship
- Helped new players adjust to varsity-level competition



Introduction examples

#1 – Student who is unsure of career goals and is at the Fair for information gathering purposes.

“Hello. I’m (your name) and I’m a freshman in the Individual Studies program here at Morrisville. I have many interests and this major gives me a lot of flexibility in the classes I can take. My favorites so far are psychology and sociology, so I’m starting to explore potential career options for those degrees. I’m here today to learn about the type of positions employers like you have for graduates with those educational backgrounds. I’d also be interested in learning how you decided on your college major and career path, if you have the time.”

#2 - Student who is clear on career goals and has the experience to support them:

“I’m (your name) and I’m a third-year Business Administration major with a strong interest in marketing. I’ve pursued my interest in several class projects, our recent Business Plan Competition, and as the marketing committee chair for LASO, our Latin American Student Association. Last summer, I interned at YNN in Syracuse and made strong contributions there, and am now exploring jobs that will let me continue building on my experience and skills. Can you tell me more about the Marketing Assistant position you’re offering?”



Day of the Fair - logistics

- dress for success
 - formal business attire is strongly recommended for candidates seeking a full-time permanent position or internship since this is in effect part of the interviewing process
 - a minimum of formal business casual is recommended for all participants
- check your hat, coat, and backpack at the coat check area
- stop by the registration desk for a nametag and information about where employers are located in the event space
- review the employer directory if you haven't researched employers in advance
- ask us the questions you need answers to
- 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!



MORRISVILLE STATE COLLEGE

Dressed for success!

Formal business attire





Day of the Fair - 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



MORRISVILLE STATE COLLEGE

Day of the Fair - engaging with employers





After the Fair

- 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)
- connect with Career Services with questions about how to follow up, next steps, and preparing for the interviews you generate



Partner with Career Services – before the Fair

- creating and polishing your résumé, 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 Fair

- 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



MORRISVILLE STATE COLLEGE

To connect with Career Services...

Make an 30-minute individual advising appointment:

times available daily by appointment; call 315.684.6615 to find one convenient to your schedule

Stop by a Drop-in Hour (10 – 15 minute sessions):

Most weeks T, 10 am-12 pm, W, 11 am-1 pm, R, 2 pm – 4 pm

Check your Career Services e-mails and our on-line calendar for additional hours or changes

Visit our website for related workshops and events:

www.morrisville.edu/careerservices