*Minnesota Private Colleges Job and Internship Fair*

*Wednesday and Thursday, February 22 and 23, 2017*

*Minneapolis Convention Center*

**Candidate Preparation Packet**

***Fair Success Requires Preparation!***

**Minnesota Private Colleges Job and Internship Fair**

**Wednesday and Thursday, February 22 and 23, 2017**

**Minneapolis Convention Center**

**Candidate Registration Packet**

Please ask Career Development for assistance with the job and internship fair, or any part of your career planning and job searching. ***If you are in need of accommodations to be successful at the fair, please inform the Career Development as soon as possible.***

**Career Development**

**Gustavus Adolphus College**

**Jackson Campus Center**

**800 West College Avenue**

**Saint Peter, MN 56082**

**Phone: 507-933-7575**

**Email:** [**career@gustavus.edu**](mailto:career@gustavus.edu)

**Career Development Websites:**

[**www.gustavus.edu/career**](http://www.gustavus.edu/career)

[**https://careerdevelopment.blog.gustavus.edu/**](https://careerdevelopment.blog.gustavus.edu/)

[**https://twitter.com/gustavuscareer**](https://twitter.com/gustavuscareer)

[**https://www.facebook.com/GustavusCareerDevelopment**](https://www.facebook.com/GustavusCareerDevelopment)

[**www.pinterest.com/gustavuscareer**](http://www.pinterest.com/gustavuscareer)

[**http://www.youtube.com/gustavuscareer**](http://www.youtube.com/gustavuscareer)

[**http://gustavus.joinhandshake.com**](http://gustavus.joinhandshake.com)

**Job and Internship Fair Website**

[**http://www.mnpcfair.org**](http://www.mnpcfair.org)

**Job and Internship Fair App**

Search MNPC Fair

**Career Development Office Hours**

Monday – Friday 8:00 a.m. – 4:45 p.m.

Peer Career Advisors

Available during most office hours; no appointment needed, just stop in!

**Job and Internship Fair Success Requires Preparation!**

**What would you tell future students?**

*(from past Gustie participants)*

* GO!
* Be prepared.
* BE aggressive, ask for the interview; don’t expect them to just offer you one.
* Make sure you know about each company you’re interested in. They like to ask, “Why our company?”
* Send out pre-selected letters, know information about companies you wish to talk to, have things to say about your leadership and accomplishments; be prepared!
* If you are not prepared it is a waste of everyone’s time. Be prepared; job chance is much greater and more meaningful.
* Do not get overwhelmed! Be yourself and have fun in the search.
* It’s a great experience no matter if you get a job out of it or not.
* Definitely go, but don’t expect instant success.
* Talk to any company that you have even a remote interest in.
* Relax; it’s not that scary. You’ll make good contacts; improve your networking skills in the process.
* Go to it; it helps you learn how to talk to employers.
* Learn to relax, but when you go up to an employer get your 30 second speech out before you let them talk, otherwise they’ll never let you go back to it.
* My purpose for going to the fair was not exactly to get interviews and find my career. I am not sure whether or not I want a job right after I graduate, so I could not seriously interview with anyone. I went there to see what companies were looking for in potential employees. I think that I found out and know what I have to do to find a career. It never hurts to get your name out and talk to employers.

**Fair Schedule**

**Wednesday, February 15**

6:00 - 8:00 p.m. Fair Prep Party – Alumni Hall

Practice introduction and mock interviews; Join the Event on Handshake. Co-sponsored by **Gustavus Women in Leadership**.

**Wednesday, February 22:** Day One- Minneapolis Convention Center

8:00 a.m. Bus leaves campus from 3 Flags

Gustavus register available at Fair; pick up required nametag

8:30 a.m. Booth area open to candidates needing extra time in booth area (contact the Career Development prior to the fair)

9:00 a.m. Doors to employer booth area open to all candidates

Interviewing begins

Professional Headshots: Room:M101C; 9:00 a.m. to 3:00 p.m. Improve your profile! Free professionally photographed headshot.

9:00 a.m. **CONSULTING CONNECT: EXPLORING CONSULTING CAREERS THROUGH ALUMNI AND EMPLOYER ROUNDTABLE DISCUSSIONS** –

Room: M101 A/B

Consultants come from all majors and all academic disciplines. Learn about the varied world of consulting – the major employers, what the work is like, and the qualifications. These will be interactive sessions where professionals will rotate between roundtables for an hour. Students will learn about and connect with multiple consulting employers. Bring your questions!

9:30 a.m. Gustavus bus expected to arrive at Convention Center.

11:00 a.m. **SCIENCE CONNECT: EXPLORING SCIENCE CAREERS THROUGH ALUMNI**

**AND EMPOLOYER ROUNDTABLES** - (Scientific Lab) Room: M100 A/B

Interested in learning more about where your liberal arts degree can take you

in the blossoming fields of biomedical/medical device, pharmaceutical science,

biotech, R & D? Join alumni and local employers for an hour of illuminating

roundtable discussions.

Lunch Fair remains open over lunch (candidates are on their own for lunch)

12:00 Noon **JOBS AND INTERNSHIPS FOR INTERNATIONAL STUDENTS**

Room: M101 A/B

Hear advice and tips from international alumni from the private colleges on how they navigated searching for internships and jobs in the U.S.

1:00 p.m.  **SCIENCE CONNECT: EXPLORING SCIENCE CAREERS THROUGH ALUMNI AND EMPLOYER ROUNDTABLES** – (Clinical/Healthcare) Room: M100 A/B

Interested in learning more about where your liberal arts degree can take you in the blossoming fields of biomedical/medical device, pharmaceutical science, biotech, R & D, and clinical/healthcare? Join alumni and local employers for an hour of illuminating roundtable discussions.

**Wednesday, February 22: Day One- Minneapolis Convention Center - Continued**

2:00 p.m. Gustavus bus leaves Convention Center.

3:00 p.m. Booth area closes

4:30 p.m. Last interview appointment starts

5:00 p.m. Fair closes for the day

**Thursday, February 18:** Day Two- Minneapolis Convention Center

Attend ONLY if you have scheduled interviews. There is no campus transportation available for this day.

8:30 a.m. Scheduled interviews begin

3:30 p.m. Last interviews begin

4:00 p.m. Fair closes

**Fair Website**

At [www.mnpcfair.org](http://www.mnpcfair.org) find the employers attending with links to webpages, positions available (internships/career), and contact information for sending pre-select letters and résumés. **Upload your résumé to the site – employers view résumés frequently BEFORE the fair.**  While employers do post position information, it is not always up-to-date. Check webpages for information. **Check the Fair site frequently for additions, cancellations, changes, and corrections.**

**MNPC Fair App**

This full featured Apple and Android app provides tips and suggested ways to make the most of the Fair. Research employers, create notes, highlight favorite employers, and see Fair floor plan and employer locations. Panel sessions, employer information sessions and announcements will be posted on app. Use your app upload depending on your phone type to search for **MNPC Fair.**

**Handshake**

Join the Fair “Event” on [Handshake](http://gustavus.joinhandshake.com) to register for the Fair. Join the Fair Bus “Event” on [Handshake](http://gustavus.joinhandshake.com) to sign up to take the bus.

Because employers will expect you to have a resume, Career Development wants you to have a great resume. For that reason, upload your résumé to [Handshake](http://gustavus.joinhandshake.com) so that we can give you feedback for the most powerful resume. (Please allow 3 working days for your resume to be approved on [Handshake](http://gustavus.joinhandshake.com).

[Handshake](http://gustavus.joinhandshake.com) is also where you select your [Career Interest Cluster(s)](https://gustavus.edu/career/). Selecting [Career Interest Cluster(s)](https://gustavus.edu/career/) ensures that you receive career information related to your interests AND that you don’t miss opportunities!

**Logistics**

**Transportation**

Candidates may make their own transportation arrangements to and from the Fair. [Map, Directions, Parking](http://mnpcfair.org/students/map.aspx) to are on the Fair website.

Additionally, Career Development has ordered a coach bus for the first day of the fair. It will leave from the 3 Flags at 8:00 a.m. and arrive at the Convention Center about 9:30 a.m. The bus will leave the Convention Center at 2:00 p.m. to return to campus about 3:30. To register for the bus, Join the Fair Bus “Event” on [Handshake](https://gustavus.joinhandshake.com/). There is a fee of $10 for the round trip on the bus (this is in addition to the fair registration fee.) After February 10 there will be no refunds on the bus fees.

**Parking**

Event parking at the Minneapolis Convention Center is $8-10 (no in/out privileges). See directions and maps on website [www.mnpcfair.org](http://www.mnpcfair.org) for more detail.

**Coats**

There is a complimentary coat check in the student lounge area.

**What to Bring**

* Wear most professional attire (suits for ALL!) with **comfortable shoes**.
* A portfolio to carry papers.
* Good supply of résumés (25-40) on good bond paper (available at the BookMark).
* A copy of your academic transcript.
* 5 copies of your reference page.
* Your notes on employers.
* Your interview schedule chart (print from this packet).
* A good pen and paper for notes.
* Breath mints, comb, tissues, watch, and whatever else you need to get through the day.
* Money for parking and food.
* Silence your phone while in interviews and in the employer booth area.

**Candidate Lounge**

There will be a candidate lounge area available. This area will not be secure, but there is a complimentary coat check which is secure. Gusties usually gather in this area before the Fair opens. Faculty and alumni are available in this area to answer questions and offer support!

**Lunch**

Candidates are on their own for lunch both days of the fair. There are concessions booths in the Minneapolis Convention Center. There are also numerous restaurants downtown. See the fair website [www.mnpcfair.org](http://www.mnpcfair.org) for restaurants within walking distance.

**Admittance to the Fair**

Nametags are required for admittance to the fair and may be picked up Wednesday at the Gustavus registration table at the Minneapolis Convention Center. Wear your nametag at all times during the fair. **You will need to bring your nametag on Thursday if you have interviews**.

**Gustavus Adolphus College**

**Fair Prep Party**

***For Gusties ONLY!***

**Wednesday, February 15**

**6:00 – 8:00 p.m.**

**Alumni Hall**

**Bring Résumés**

**At LEAST Business Casual Dress**

**Most Professional Dress Welcome**

Meet alumni and employer partners eager to assist you with your search for internships or career positions. This is NOT another fair; it is a NETWORKING and PREPARATION opportunity. However, in the past, some candidates have gotten interviews and career connections from this event!

A great preparation for the fair! This is an opportunity to meet and talk with professionals about your career interests and search for internships and/or career positions.

This will be an opportunity to practice your introduction (elevator speech) and mock interviews will be available.

Please respond to the emails asking if you plan to attend the Fair Prep Party.

**Co-sponsored by Gustavus Women in Leadership**

**Gusties want to help you!**

**Fair Goals**

There are lots of good reasons to attend the job and internship fair. Think about your personal goals for the fair and plan strategies appropriate for those goals. If you have questions about attending the fair or need assistance planning for a successful experience, please make an appointment with a Career Specialist in Career Development.

**Identify your goals for attending**

Learn about internship/career opportunities Learn to job search

Meet employers Interview for jobs or internships

Become a candidate for jobs/internships Attend panel presentations

Other (specify):

**Identify the types of employers of interest you**

Business Retail

Human/Social Services Financial Services

Computer Technology Government Agencies

Other (specify):

**Identify the types of positions of interest to you**

Retail management Sales

Business Analysis Financial Services

Computer technology consulting Administration/Operations

Direct care in human services Program Management

Other (specify):

**Success**

What would have to happen for you to claim success at the fair?

**Being clear about your reasons for attending the fair is the first step to a successful fair experience!**

**How to Research and Prepare for Employers**

**Employer Websites**

Websites are a great way to learn information about employers and their career opportunities. Use the links on mnpcfair.org to find websites of employers attending the fair. Also check their Facebook, LinkedIn, or Twitter.

**Online Applications**

Some employers require that candidates complete online applications to be considered for positions. Complete their online applications prior to the fair. So that at the fair when they say, “you need to apply online” you can say “I have already done that, what is the next step in the process?”

**What to Know About Employers**

1. Products/Services
2. Customers/Clients
3. Size
4. Location(s)
5. Types of Positions
6. Desired Qualifications
7. **Why are you interested in the employer?**
8. **What can you offer them?**

***Job and Internship Fair Hint***

*You don’t have to know or remember lots of details about employers. You DO need to know what they do, why you are interested in them, and what you have to offer them. They will probably ask, “What do you know about us?”*

**Pre-Select Interviews**

Pre-select interviews are 30 minutes and may be scheduled from 9:00 a.m. to 4:30 p.m. on Wednesday and from 8:30 a.m. to 3:30 p.m. on Thursday. You may want to limit the number of pre-selects you schedule on Wednesday morning, as you may want to be on the employer floor during that time meeting employers and scheduling more interviews. If there are times during the fair when you are not available for interviews (i.e. you need to leave early, cannot get there until 10 on Thursday, etc.) indicate that in you pre-select letters so that employers can schedule accordingly.

Candidates schedule pre-selects directly with employers. In your letter be sure to indicate the phone number and e-mail address where you can be reached during January.

**Pre-Select Interviews- To Do List**

1. Select employers and positions of interest from the fair employer list.
2. Prepare a professional résumé.
3. Prepare a letter requesting a pre-select interview (use sample in this booklet). If there are times that you will not be at the fair, indicate that in your letter (i.e. you need to leave early for sports practice, you will not arrive on Thursday until 10:00 a.m., etc.).
4. Email letters and résumés after January 1 and no later than February 1.
5. Upload résumés to [www.mnpcfair.org](http://www.mnpcfair.org) for employers to review.
6. Schedule interviews directly with employers when they contact you.

**Those who send letters and résumés early to employers of interest, have the best chance to get pre-select interviews. So….**

**Send Early and Send Often!!!**

**Pre-Select Sample Letter**

Box 0000

Gustavus Adolphus College

800 West College Avenue

Saint Peter, MN 56082

January 6, 2017

Mr./Ms. Contact Name

Position/Department

Organization

Address

City, State, Zip

Dear Mr./Ms. Name Here:

This is to request a pre-select interview at Minnesota’s Private Colleges Job and Internship Fair on Wednesday and Thursday, February 22 and 23, 2017 at the Minneapolis Convention Center. As the enclosed résumé indicates, I am seeking a career position in…

(Optional paragraph describing what you have demonstrated or gained that makes you a good candidate for the employer.)

I would appreciate the opportunity to talk with you about how I can contribute to (employer’s name). To arrange a pre-select interview with me, please call me at or e-mail me at . I look forward to seeing you at the fair. \*

Sincerely,

Name

*\*If there are times that you will not be available during the fair hours, indicate that in your letter.*

*Send pre-select letters and résumés as attachments to emails. Sample email message:*

*“Attached is a letter and résumé requesting an interview at the Minnesota Private Colleges Job and Internship Fair on February 22 and 23 at the Minneapolis Convention Center. Should you have difficulty opening the attachments please email back to me.”*

**Meet Employers**

Employers are nice people trying really hard to identify people with skills, abilities, and interests to be successful in their organizations. The Fair is a stressful event for them as well as for you. They are meeting lots of people and making decisions without enough information. As you prepare, put yourself in their place. What information would help you?

**Preparation**

1. A portfolio is a good way to carry your résumé, copies of you academic transcript, and your reference list. It is also a good place to keep notes on the employers that you plan to talk with at the fair. It is a good idea to bring a good pen and/or pencils to take notes and complete application materials for employers.
2. Identify and prioritize the employers:
3. Greatest interest
4. Some interest
5. Need more information
6. Scheduled for pre-select interview
7. No interest

Make an alphabetical list of the employers of interest with information on products/services, positions, your skills, and why you are interested. You may want to make a chart for this so that as you stand in line you can reference it to prepare to talk with employers.

***Employer Products/Services Positions Skills Your Interest***

Note: It is ok at fair to eavesdrop on conversations! As you wait in line listen to what employers tell other candidates so you do not need to ask the same question again.

1. Prepare a 20-30 second introduction for when you meet employers. Include your name, college, major (optional), you career interests and your experience. **By writing out and practicing your introduction, you will be more comfortable meeting employers at the fair.**

“Hello, I’m Sally Smith. I will be graduating from Gustavus in May with a Communications major. I’m interested in sales and marketing and have had experience in retail sales, leadership in campus organizations, and have participated in varsity sports.”

OR

“I’m Joe Smith. I’m an economics major from Gustavus and I’m looking for a career opportunity in finance. I’m goal-directed and committed to being successful in all that I do. Would your organization be seeking candidates like me?”

**Practice your introduction with INTERVIEW STREAM**

Click on the Interview Stream logo on the Career Development webpage. Create an account with your **Gustavus e-mail (@gustavus.edu) and password**.

View a workshop on interviewing; get suggestions on how to answer specific interview questions and with a webcam record answers to interview questions, including “Tell me about yourself”- respond with your fair introduction. You may review your recorded responses and email to anyone you like for feedback.

**Fair Prep Party is another opportunity to practice your introduction!**

**Interviews**

All interviews at fair are 30 minute screening interviews. Employers look for basic skills for success in the job/internship and interest in the employer and position. Pre-select interviews may be scheduled for both the first and second days of the fair. If you have a pre-select interview with an employer you may stop by their booth to check your interview time, but if there is a long line you do not need to do this. You may and should ask employers for interviews at the fair during the open booth time.

Interviews take place at employer booths and also in the interview room. If you are unsure of the location of your interview, go to the employer booth to learn the location.

**Interview Preparation**

1. **Know the Employers**: Know the products and services- what they do. Know who they serve- who their clients/customers are. Know how big they are and where they are located. Know their mission/purpose. **Why do you want to work for them and what you have to offer them?**
2. **Know the Fit**: The important part of the interview is showing how you fit the employer and the available positions. Think about the skills, abilities, and knowledge you have demonstrated and gained and how they might benefit the employer.
3. **Key Reasons**: Identify 3-5 key reasons that you are a good fit for an employer- education, experience, interest, personal qualities, etc. For each reason think of specific proof/evidence you can share with employers. These will vary by employer and position.
4. **Prepare a Summary**: Prepare a 30-60 second statement of your 3-5 key reasons. Use this at the beginning and end of interviews. Write this out ahead of time – not to memorize, but you will be more articulate if you have turned the ideas in your head into words to say.
5. **3 Big Questions**: Be prepared to answer: “What do you want to do?”, “What do you have to offer?”, Why do you want to work here?”
6. **Interview Stream**: Use resources on Interview Stream to prepare for interviews.
7. **Phone Interviews**: Some employers will schedule phone interviews with candidates before the fair.

**JOB FAIR HINT: Do not chew gum at the fair; use breath mints instead.**

**Interview Scheduling at the Fair**

The interview schedule chart will be helpful for you in scheduling interviews with employers at the fair.

1. Fill in all pre-select interview times as they are scheduled.
2. Block out any times that you are not available during the fair hours (i.e. you want to be on employer floor Wednesday morning, you need to leave early for sports or music, you will not arrive until 10 a.m. on Thursday, etc.).
3. Have the chart readily available when you are talking with employers and write down agreed upon interview times immediately. You want to be careful not to double book.
4. Be aware that back-to-back interviewing all day is very stressful. You may want to block out some time to rest, eat, etc.

**Be assertive with employers and ask, “When can I interview with you today?” or “What interview times do you have available?” They may say “yes” and want to interview you; “no” they do not; or, that you should come back later to see if there are openings in their schedule.**

It will be important for you to use your good judgment on how long to wait in long lines. If you wait too long their interviews may be filled and you may not have time to get to other employers. Prior to the fair think about your personal goals and what methods you can use to reach them. Prioritize the employers you want to see.

After you have gotten interview times scheduled with your key employers, take time to go to other employers and ask about what they do and what positions they have available. This is a great place to learn about employers. **Candidates have gotten jobs because they kept an open mind and took the risk to talk to employers they did not know!**

**Challenges of the Day**

There may be moments at the fair that are discouraging or frustrating. Try not to let one negative experience ruin the day for you. Take a deep breath. Leave the floor to relax a little and then come back. You have all day with employers so there is lots of time. **Historically, candidates are more often surprised rather that disappointed by their success in getting interviews at the fair.**

**Fair Interview Schedule Chart**

**Wednesday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Employer | Interviewer | Position | Location |
| 9:00 |  |  |  |  |
| 9:30 |  |  |  |  |
| 10:00 |  |  |  |  |
| 10:30 |  |  |  |  |
| 11:00 |  |  |  |  |
| 11:30 |  |  |  |  |
| 12:00 |  |  |  |  |
| 12:30 |  |  |  |  |
| 1:00 |  |  |  |  |
| 1:30 |  |  |  |  |
| 2:00 |  |  |  |  |
| 2:30 |  |  |  |  |
| 3:00 |  |  |  |  |
| 3:30 |  |  |  |  |
| 4:00 |  |  |  |  |
| 4:30 |  |  |  |  |

**Thursday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Employer | Interviewer | Position | Location |
| 8:30 |  |  |  |  |
| 9:00 |  |  |  |  |
| 9:30 |  |  |  |  |
| 10:00 |  |  |  |  |
| 10:30 |  |  |  |  |
| 11:00 |  |  |  |  |
| 11:30 |  |  |  |  |
| 12:00 |  |  |  |  |
| 12:30 |  |  |  |  |
| 1:00 |  |  |  |  |
| 1:30 |  |  |  |  |
| 2:00 |  |  |  |  |
| 2:30 |  |  |  |  |
| 3:00 |  |  |  |  |

**Shaking Hands**

1. Put your nametag high on your **right** shoulder, so employers’ eyes follow their hand to read it easily as you shake hands. **You must wear your nametag at all times during the fair.**
2. When you meet employers, shake hands and make your introduction. After shaking hands, open your portfolio and offer a résumé. Some employers will do a mini-interview with you, some will ask a few questions, and some may just take your résumé.
3. **One purpose in meeting employers is to ask for and schedule an interview at the fair.** You may say, “I would appreciate an interview with you here at the fair to talk more about how I could contribute to your organization. May I schedule a time with you?”
4. **A second purpose for meeting employers is to get information about organizations, their positions, and application processes.** You can ask specific questions, but be aware that others may also want to talk with the employer, so you may not want to take too much time. (When you are waiting to speak to employers, listen to what they are telling other candidates!)
5. If scheduling interviews, use your interview schedule chart to make appointments with employers. Be sure to book only one appointment for each time!
6. **Get business cards or write down names of people you meet.** Career Development will **NOT** know all the representatives attending. You will want this information to write thank you notes and to make follow-up calls. Also follow with on-line applications if needed.
7. Some employers will have information or small group sessions. When you ask for an interview, they may invite you to one of these. Schedule these meetings on your interview schedule chart. These sessions are most common for non-profit and government organizations.
8. Although it is nice to practice meeting employers, keep in mind that other candidates are also asking for interviews. You will need to get to your employers of greatest interest as quickly as possible to try to schedule interview times. Attending the Gustavus Fair Prep Party is good preparation for the fair!
9. Do not be discouraged if employers have filled their interview times. If you do not get an interview at fair does not mean that the employer will not interview you. Their time at the fair is limited. Plan to follow up after the fair with employers; perhaps you can interview with them on campus or at their office.
10. Most candidates are pleasantly surprised by their success!

**Pre-Fair Plan**

December

* Post your résumé on Handshake ([gustavus.joinhandshake.com](file:///\\home.gac.edu\cfavre\CareerDevelopment\MNPC%20Fair\Booklet\gustavus.joinhandshake.com)), after it is approved on Handshake, post it to the fair website ([www.mnpcfair.org](http://www.mnpcfair.org))
* Review the employer participant list often
* Research employers by looking at their websites
* Make notes on employers of interest

January

* Complete online applications for employers of interest
* Send letters and résumés to employers to request pre-select interviews at fair
* Complete on-line applications as requested by employers
* Make travel/hotel arrangements as needed
* Prepare MOST professional dress to wear to fair
* Use InterviewStream (on Career Development webpage) to prepare for interviews

February

* Attend Fair Prep Party the Wednesday before fair from 6:00 – 8:00 p.m.
* Schedule pre-select interviews with employers
* Make copies of résumé on good paper (available at BookMark)
* Faculty will get a list of students registered to attend the fair, but also individually make arrangements with faculty to be away from classes for fair.

**Fair Day Plan**

* Arrive at the fair by 8:30 a.m. Plan for traffic and parking. Parking is usually challenging on fair day. Plan a half hour to park and walk to the Convention Center.
* Check in at the Gustavus table to get you nametag, a map of the employer booth area, and last-minute announcements.
* Check your coat in the student lounge area.
* Find the rest room. Check your hair and clothes.
* Look at the employer booth area map. Find the employers of interest to you. Plan the order that you will visit the employer booths.
* Career development staff and faculty are in the student lounge area before the fair to answer questions.
* Go to the employers on you’re A list to schedule interviews.
* Go to employers that are on your B and C lists.
* Finally, if there is time, go to the employers on your D list to gather information.
* Get business cards from everyone you talk to.
* After talking with an employer, take time to make notes on the conversation so that you remember how to follow up.
* Attend scheduled interviews.
* Attend bioscience or business analytical careers panels, if of interest.
* Thursday, attend the fair ONLY if you have scheduled interviews.

**Post-Fair Plan**

* The day after the fair- rest!
* Review all notes and information.
* Write thank you notes (within 5 working days of the fair!) for interviews and information received at the fair.
* Follow up on interviews to learn employer decisions.
* Send letters and résumés to employers you were not able to meet with at the fair and ask for interviews.
* Review Handshake for dates to submit résumés and sign up for campus interviews in the spring semester.
* Make arrangements and attend on-site interviews offered by employers.
* Keep looking and stay positive until you have an internship or job!

**Continue the Search**

Continue to use Handshake, LinkedIn, and other online sources to learn about opportunities.

***No one else can or should care more about your career than you do!***





