**Preparing for the Career Fair**

<https://www.youtube.com/watch?v=Ncfia2uOyss&feature=youtu.be>

Slide 1 (0:00-0:06)

Preparing for the Career Fair

Manhattan College Center for Career Development

Slide 2 (0:06-1:19)

Logistical Information

* Fall Career Fairs
	+ STEM Career Fair: Engineering and Science
	+ Fall Career Fair: Business, Liberal Arts, Health & Education
	+ Tuesday 12:00-4:00 PM
	+ Kelly Commons 4th & 5th Floors
	+ 50-60 Employers
	+ Internships and Full-Time Positions
* Spring Career Fair
	+ Tuesday 12:00-4:00 PM
	+ Kelly Commons 5th Floor
	+ 40-50 Employers
	+ All schools/majors
	+ Internships and Full-Time Positions

Slide 3 (1:19-3:00)

What to Expect?

* Tables and representatives from each company
	+ Many representatives are college alumni!
	+ Lines to speak with representatives
* Somewhat chaotic, noisy, and crowded
* Be prepared to talk about yourself!

Slide 4 (3:00-4:47)

Before the Career Fair

* Make sure your resume is up to date and approved!
	+ Print out and bring multiple copies to hand out to employers
* Research the employers that are attending
	+ Handshake, LinkedIn, company website
* Prioritize which companies to target and develop list of questions based on research
* Pick out a professional outfit (make sure it’s not dirty or wrinkled)
* Create an elevator pitch (~30 seconds to 1 minute)
	+ Introduces yourself
	+ Summarizes your background and key qualifications/skills
	+ Practice rehearsing!

Slide 5 (4:47-7:31)

During the Career Fair

* Arrive early (or when you can)
* Be confident in yourself and act friendly towards employers
* Convey interest in the company and what representatives have to say
	+ Ask questions, collect informational flyers, business cards, etc.
* Take your time with each employer
* Ask questions and engage in conversation
* Hand out your resume
* Collect representative’s business cards and/or contact information
* Inquire about next steps in the application process

Slide 6 (7:31-9:34)

After the Career Fair

* Follow up with your contacts 1-2 days afterwards
* Connect with representatives on LinkedIn
* Take action on any directions given at the fair
* Apply to positions (Handshake, LinkedIn, company websites)

Slide 7 (9:34-9:45)

Thank you!

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