

**CENTER FOR CAREER AND CIVIC
ENGAGEMENT**



JOB AND INTERNSHIP FAIR

GUIDEBOOK



**MORAVIAN
COLLEGE**

Have further questions?

Please contact the Center for Career and Civic Engagement at 610-861-1509, stop by the office or send an email to careercivic@moravian.edu.

HOURS OF OPERATION: Monday- Friday from 8:00am-4:30pm.

GETTING READY FOR THE JOB FAIR

Resume

- Make sure that your resume is exactly the way you want it.
- Bring at least 40 copies to the fair.
- Carry your resume in a brown or black portfolio or brief case. Make sure that it looks professional. You can pick up a FREE portfolio in the Center for Career and Civic Engagement!

Strategize

- Obtain a list of employers that will be there by visiting the website of the event.
 - Lehigh Valley Collegiate Career Expo-www.lvcce.org
 - Moravian College Job & Internship Fair-moravian.edu/career
- Figure out who you want to see the most and plan accordingly. Remember, the larger companies will have the longest lines.

Appropriate Dress

- You want them to remember you, not what you were wearing.
- Wear a professional suit.
 - Jacket, blouse, skirt or pants for women
 - Jacket, button down shirt, tie for men
 - Navy, gray, or black in color (nothing too loud)
 - No open toe shoes! Only a basic pump with medium to low heel. No spikes!
 - Be sure shoes are polished
 - Women-Always wear hosiery and keep the color natural or skin tone.
 - Men-no white socks. Be sure your socks match your shoes/suit.
- Do not wear too much make-up.
- Wear sparse jewelry. Nothing showy or distracting.
- Have a neat and professional hairstyle. No ponytails for women & no excess facial hair for men!
- Women: Make sure you do not have a loud nail polish color on.
- Avoid too much perfume or cologne.
- Keep pierced body parts covered up and remove them if they are visible. Ladies, one or two holes in the bottom ear lobe are acceptable, nothing else!
- Make sure you shower and brush your teeth before the fair!

“Thinking well is to be wise; planning well, wiser; doing well, wisest and best of all.”
—Malcolm S. Forbes, American Publisher (1919-1990)

HOW TO ACT AT A JOB FAIR

Get There Early!

- Walk around the entire fair and see what companies are there. Change your list of people you want to see if necessary.
- Get a feel for where each employer is located and know whom you want to see and in what order.

How to Approach a Table:

- Approach the table from the side and pick up the company brochure.
- Take a few steps back.
- While you are back there, listen to what they are talking about with other candidates.
 - Listen to the questions being asked.
 - Listen to the responses given; did they get a positive or negative reaction?
 - Listen to 2 or 3 interviews if you can.
 - Are you interested in the job? Are you qualified? If not, do not waste your time!
- If the line at the table is long:
 - Read the company info while you wait.
 - Ask the students around you whom they have spoken with. Find out what other companies are looking for.
 - As you get close to the front of the line, begin listening to what the recruiters are saying to other people.

When it's Your Turn:

- Remember, the interview starts as soon as they see you!
- You will most likely have less than 5 minutes with each company; so hit the important parts about yourself, your resume and your career goals **FIRST!**
- **Introduce yourself to the recruiter in a positive, confident manner.**
 - Make sure you have a **FIRM** handshake. Do not give them the “dead fish.”
 - Tell them your name, major and the year/semester you are graduating.
- **Tell the representative why you approached their table.**
 - For example, discussing a specific career/job within that organization.
 - Learning more about available opportunities.
 - Learning more about what a person in a specific job does.
 - Discussing internship and summer job opportunities.
- **Give the recruiter your resume and be ready to discuss your background and career goals.** Ask what you need to do to apply for a position.
- This is when they will start to ask you some serious questions... see attached handouts for frequently asked questions, etc.
 - Take notes on what they ask you.
 - Have questions ready to ask them (refer to attached handout)
- **BEFORE YOU LEAVE THE TABLE...** make sure you get the recruiters business card! You have to send them a thank you letter (even if your conversation didn't go well and even if you don't want to work at that company). You never know who is connected to whom in your field of interest and if never hurts to network!
- Ask the recruiter what you should do to follow up... should you call the company next week, etc. Ask what their time frame is for interviewing and hiring.

THE JOB FAIR INTERVIEW

You will most likely have less than 5 minutes with each employer.

Make the most out of it!

- Make good eye contact, but do not stare.
- Do not chew gum or have anything in your mouth.
- Do not smoke before the interview, they will smell you before they see you and that's not good!
- Give a firm handshake.
- Wait until you are offered a chair before sitting down.
- Sit up straight and RELAX... lean forward slightly and keep your arms and hands loose.
- Smile and look as if you are enjoying yourself. Always give some sort of acknowledgement to the interviewer by facial/verbal expressions.
- Listen to the questions they ask you... take a second to formulate an answer so you do not go around in circles and say "um."
- Speak clearly and project confidence. Be positive about yourself and what you have accomplished. Be assertive without being an egomaniac.

INTERVIEW QUESTIONS TO EXPECT AT A JOB FAIR

Remember, these questions are designed for a company to determine if they want to call you back for a traditional interview.

1. Tell me about yourself.
 - talk about your experience, qualifications, and accomplishments. Not your childhood, family or hobbies.
2. Why do you want to work as a...?
 - Talk about the interesting details of the job and why they fascinate you.
3. What qualifications do you have?
 - Name a skill, list your qualifications, then move on to the next skill.
4. Why do you want to work for us?
 - Tell them why you want to work for them...
5. How many other companies have you approached?
 - Several for back-up, but this is where I really want to work, this is where my hopes are.
6. Tell me about your education or training?
 - Explain your education and why you are prepared for this job.
7. Do you plan to continue your education?
 - Continuing education courses suggest growth, ambition, promotability and may qualify for tuition assistance.
8. What kind of salary are you looking for?
 - "I have no set salary. What salary is usually offered to someone with my qualifications?" If the recruiter persists, give a general answer like "Somewhere in the twenties" or "Somewhere in the thirties."
9. Do you have any questions for me?
 - **HAVE SOME!!!**

QUESTIONS TO ASK EMPLOYERS AT A JOB FAIR

- Please describe the duties of the job for me.
- Are salary adjustments geared to the cost of living or job performance?
- Does your company encourage further education?
- Do you have plans for expansion?
- In what ways is a career with your company better than one with your competitors?
- Is this a new position or would I be replacing someone?
- Has there been much turnover in this job area?
- What qualities are you looking for from the candidate that fills this position?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved in this position?
- What is the next course of action? When should I expect to hear from you or should I contact you?

AFTER THE JOB FAIR

Thank You Letter

- This goes to everyone you spoke with that day.
- It must be written immediately after the Job Fair and sent out in the mail the next day!
- This letter shows your enthusiasm in the position/company.
- It does not need to be as long as a cover letter.
- Typing the letter vs. handwriting it.
- *Heading*
 - Remember to use the same heading you used in your cover letter.
- *First Paragraph*
 - Remind them of the meeting date, the position and how you enjoyed yourself.
 - Do not lay it on too thick.
- *Second Paragraph*
 - Remind them about your qualifications and how they match the employer's needs.
 - Refer back to specific points from the interview (that's why your notes are important).
- *Third Paragraph*
 - Thank them again and let them know that you are available for a follow-up interview at their convenience.
- Closing
 - Sincerely,

Your Signature

- Type your first and last name

Follow Up

- You will have to play this by ear. If the recruiter said they would contact you, then wait a while. If you do not hear from them by when you were supposed to, contact them and inquire about the availability of the position.
- If you are supposed to contact them, make sure you do so by when you are supposed to do so. The sooner the better.