Feeling like a late bloomer on the summer job hunt? While it's true that many companies like to have their entry-level staff and interns in place by the close of the year, there's still a lot of opportunities out there if you know where to look.

1. **Have a game plan**: Don't even think about going into a career fair without knowing who's going to be there and who you want to speak with.

2. **Have a clue**: You must do your research. These days companies have put themselves out there so much on the Web and through social media that there's no excuse for not knowing basic information such as core services and key players. Also, if you can find out who is doing the on-campus interviews for one of your top picks, don't be afraid to contact them in advance to introduce yourself.

3. **Understand how you're being evaluated**: To make the recruiting process more objective, most employers have recruiters fill out a simple ratings sheet for each interviewee. These sheets are usually standard and cover most of the following:

   • **Personal appearance**: If you dress like you're serious, people will treat you like you're serious. For fairs, this means a suit every time. I once had a student give me a résumé that was very impressive—but he was in a sweatshirt. If he didn't make an effort, why should I?

   • **Professionalism**: Have your elevator pitch down because there's a good chance you'll be asked some form of the question, "Tell me about yourself." Your response should be under two minutes, extremely focused, and include some general background information, demonstrated leadership, and what you will bring to an organization.

   For example: "I grew up in Seattle, but moved here to attend university. I'm a junior this year with a major in accounting and a minor in communications. I know that accounting today is much more than numbers in a box so I felt my communications courses would prepare me for the demands of client service.

   I'm a member of student government, serving as co-chair of the community outreach committee, and in that role I've organized projects for the United Way and Habitat for Humanity. I've researched your company and I know that you offer the resources of a 'Big 4' with the personal touch of a smaller firm, and I believe that combination will give me the best opportunity to contribute and grow my career in the long run."

   The best way to perfect your elevator pitch is to practice.

   • **Confidence**: We know you're nervous, but one of the fastest ways to turn off a recruiter is to appear overly nervous. If you can't handle the career fair without a sweaty brow, then how are you going to handle clients?

   Naturally, you will be anxious. The trick is to appear as if you're not. For example, look people in the eye when you speak, be secure in your delivery, and watch how often you use filler words such as "um, ah," etc. Bonus points to anyone who can articulate his or her career path at this point.

   • **Leadership**: Every recruiter scorecard has some ranking for leadership potential. Since you may not have any real career experience yet, this will be evaluated by how you've spent your time on campus.

   Have you assumed any leadership roles within a student organization? Do you have any volunteer experience? What interests or passions do you have outside of your classes that could demonstrate leadership ability? Employers know that if you can lead in any of these capacities, then those skills readily translate into the office environment.

   • **Etiquette**: Finally, candidates who ascend to the top of the "must have" list understand the basics of etiquette. This is about firm handshakes, addressing recruiters as "Mr." or "Ms.,” and following up with a post-meeting thank you note or E-mail.

Emily Bennington
January 17, 2012

http://www.usnews.com/education/blogs/hired-before-graduation/2012/01/17/3-tips-for-students-to-ace-job-fairs
Most Common Mistakes Made at a Career Fair

Each year thousands of job seekers swarm the floors of career fairs throughout the country searching for jobs, meeting hiring personnel and passing out resumes. But many of them are not successful. The process is tainted by poor job search practices that impede their career growth.

The following are the most common mistakes made by career fair attendees:

- Inappropriate dress.
- Failure to do background research on participating companies.
- Running out of resumes.
- Not having a plan of attack.
- Failure to show expertise and knowledge of an industry.
- Failing to show enthusiasm.
- Behaving too casually with the company recruiter.
- Bringing food or drink to the recruiting tables.
- Ignoring the networking opportunities that exist at the career fair.
- Failing to get the correctly spelled name of a hiring manager you've visited.
- Leaving behind the job search manual/company directory distributed at the career fair.
- Forgetting to follow-up with a thank you letter. Sending a thank you letter is a great way to stand out from the crowd and be remembered.

See more at: http://engineering.dartmouth.edu/careers/events/fair/tips/#sthash.WvYs3VOL.dpuf

10 Key Job Search Tips for New Graduates

With a new class of college graduates preparing to earn their diplomas, millions of new grads are going to be trying to figure out how to find a job. Here are 10 key tips they should know as they enter into what's still a tough job market

1. Don't wait to start job searching.
2. Include all of your work experience on your résumé.
3. Don't listen to every piece of job-search advice you hear.
4. Don't apply for everything you see.
5. Broaden your horizons.
6. Don't think you can't intern just because you're no longer a student.
7. Use your network.
8. Practice interviewing.
9. Make sure that your email address, outgoing voice mail message and online presence all portray you as a professional, mature adult, not a partying college student.
10. Don't panic.

Alison Green
May 6, 2013

For the full article go to: http://money.usnews.com/money/blogs/outside-voices-careers/2013/05/06/10-key-job-search-tips-for-new-graduates
Since their inception, career fairs have been an event designed to help students interact with employers, and many students used the opportunity to get their resumes into the hands of recruiters.

Now, however, some career services practitioners are finding that some employers are not accepting resumes at career fairs and, instead, are directing students to apply online. (In fact, a recent discussion on NACE’s JobPlace listserv focused on this issue.)

How should students approach the career fair if this trend continues? What is their purpose for attending?

Mike Mrozowski, chief of the recruitment and development branch of the Federal Energy Regulatory Commission’s human resources division, says that students should take advantage of the opportunity to get their questions answered. “Once the conversation is separated from the resume, students can glean valuable information about the application process, tricks and techniques, get answers about the corporate culture, and more,” he says.

Questions could include:

- What is on my resume that will get me noticed?
- What is on my resume that will put me in the reject pile?
- What does your hiring manager look for on a resume?”

Steve Tiufekchiev, chief strategy office at RECSOLU, advises students to create and distribute business cards—complete with name; school; contact information; major; academic, activity, or experiential highlights; and more—at career fairs in lieu of resumes.

“Doing so helps make a favorable impression on a recruiter and allows the recruiter to make notes about the student right on the card,” he says.

He also suggests that career services practitioners encourage students to act on recruiter guidance to apply online.

“After all, if I want an ‘in’ to my dream company, I’m not leaving it in the hands of just one recruiter to enter me into the system,” Tiufekchiev explains. “By applying directly online, students can be assured of being considered by other recruiters in the company as well,” he says.

Without the resume in the picture, Erik Oswald, career placement associate, Milwaukee School of Engineering, sees the career fair as an opportunity for the student “to make a good impression with the employer so [the recruiter] remembers the student’s name when the recruiter sees it in the organization’s online data base,” and as an opportunity to “learn about the company’s mission, strategic objectives, and employment needs.” This is knowledge the student can use to craft a resume and online application customized to the organization, says Oswald.

“Just because the employer won’t take your resume does not mean you can’t have a productive conversation with them and use it to stand out,” he says.

Brett Woodard, director of employer relations for Elon University’s career services office, says, “Students misinterpret the message from recruiters that they ‘must apply online’ as a dismissal of genuine interest in their candidacy, when it's simply a formal requirement/part of the process. A recent recruiter I spoke with in the Northeast said that he might collect 100 resumes at a fair, but only 5 percent of the students will take the initiative to follow up and apply online. This 5 percent are the only ones who will receive consideration. Perhaps students feel that it's not necessary to attend fairs if they're going to have to apply online anyway, but they miss the point that it’s a critical chance to make a memorable first impression.”

NACE
May 26, 2010

Upcoming Career Services’ Events

October 2: STEM Career Development Seminar, Noon—1:00 P.M.

October 9: STEM Career Expo, SC Ballrooms, 10 A.M.—2 P.M.

October 22: Resume Blitz, Student Center, 10 A.M.—2 P.M.

October 22: Employer Mock Interviews (EMI)

October 23: Resume Blitz, Student Center, 10 A.M.—2 P.M.

October 23: Career Fair Success, 4 P.M.—6 P.M.

October 23: Employer Mock Interviews (EMI)

October 24: Resume Blitz, Student Center, 10 A.M.—2 P.M.

October 24: Employer Mock Interviews (EMI)

Career Services Tip of the Month:
ATTEND THE UNIVERSITY CAREER FAIR!

October 30: University Career Fair, SC Ballrooms, 10 A.M.—2 P.M.

(If interested, a professional photographer will take your headshot for $5.00)