



# NAVIGATING THE JOB & INTERNSHIP FAIR

## BEFORE THE FAIR

Register for the in-person fair via [Handshake](#). (FREE to attend)

### Attend a Prep Session

**Option #1: In person 20- minute prep session** – Location Strommen Center, Suite 100, Christensen Center  
Tuesday, Feb. 7 - 4:30-4:55; Wednesday, Feb. 15 – 4:30-4:55; Thursday, Feb. 16-11:30-11:55;  
Friday, Feb. 17- 10:30-10:55; Monday, Feb. 20 - 4:30-4:55

### Option #2: Moodle Community Virtual Prep Session -

[Strommen Center for Meaningful Work -Career & Internship Fairs – What to Expect](#)

- (Prerecorded PPT) [In-person MN Private Colleges' Job & Internship Fair –Prep Session](#) (7:44 minutes)
- Video: *What Candidates Should Expect* (3:44minutes)
- Video: *Employer Research & Developing Questions* (7:05 minutes)

**Plan and prepare appropriate attire:** Dress professionally and try on your planned outfit to ensure it fits, is clean and pressed, and that it makes you feel confident in greeting employers. [What to Wear for an Interview: Gender Neutral Guide](#)

**Research the organizations:** Student Landing page to see [LIST OF REGISTERED EMPLOYERS](#).  
(At the landing page click on the *STUDENTS* tab)

**Upload your resume:** A unique feature of the Minnesota Private Colleges' Job & Internship Fair is the option to pre-schedule interviews at the fair. Students are encouraged to [post their resumes online](#) for employers to review and to also email directly to employers to request pre-scheduled interviews at the fair. Employers are encouraged to contact candidates directly to pre-schedule interviews.

***TIP: REMEMBER TO HAVE YOUR RESUME REVIEWED BY THE STROMMEN CENTER, PRIOR TO UPLOADING TO THE PRIVATE COLLEGES PAGE.***

**Resume Drop-In Hours:** Location: Strommen Center, Suite 100, Christensen Center  
Monday: 12:00-4:00; Wednesday, Thursday, Friday 11:00-4:00

**Prepare questions:** Think of questions you would like to ask the employer. [Sample questions](#) to ask.

**Prepare your elevator pitch:** Your 30 second introduction will help you connect with employers and demonstrate your knowledge of the organization and to express your interest in them. Think about how your education or experience relates to the organization's needs.

### **Here is a simple formula for creating your own pitch:**

- Introduce yourself (name, school, and major)
- Smile, make eye contact and shake hands
- Ask an open-ended question you have prepared
- Be prepared to respond with info about yourself (interests, strengths, past experiences)
- Ask another question – make it conversational

## **DAY OF THE FAIR**

The Minnesota Private College Job & Internship Fair is held **Wednesday, February 22, 2023** from 9:00 a.m. to 2:00 p.m. at the [Minneapolis Convention Center](#), 1301 2nd Ave South, Minneapolis, MN 55403

**Getting to the Fair:** Take our **FREE SHUTTLE!** Shuttle will run from the main entrance of Hagfors Center to the Convention Center. First shuttle leaves Augsburg at 8:30am and will run continuously back and forth to the Minneapolis Convention Center. The last pick up from Augsburg will be at 12:15 and the last shuttle will leave the convention center at 2:30 pm.

Employers are allowed to interview candidates until 5:00 pm. If you need to stay longer than 2:30, please stop by the Augsburg check-in table to arrange a ride back to campus or plan to drive to the fair.

**If you drive, know that parking will cost \$15 to \$25. Bring money for lunch.**

**Check In:** When you arrive at the fair follow the signs, which will direct you to student check-in. Student check-in for all colleges and universities will be located on the lower level. There is a free secured coat check available. Once at the Augsburg University table you will check in and be given your name badge and a map of employer booths.

**Keep notes to make follow-up a breeze** -As you visit with employers, make notes on those you told you would follow up with. Also jot down notes from your conversation to help trigger your memory. The back of the business card is a great spot for notes. \*\*\*The Strommen Center has a free Augsburg University padfolio for all students that attend! The padfolio will help you keep organized and look professional. Stop by our office in Suite 100 of the Christensen Center and pick up your padfolio.

## **AFTER THE FAIR**

- Plan time to follow-up with employers and send thank you notes. Send thank you letters immediately - within two days if possible. Email is fine.
- Review your notes and the commitments you made to follow up with employers.
- In your message, reference the date and location of the Fair, and jog the recruiter's memory of you. You can do this by mentioning any unique points you discussed together.
- Reiterate your key points, highlight your qualifications, and share anything you forgot to mention.
- Proofread your letter/email carefully (reading it aloud is a good way to catch errors).
- You may want to include a copy of your resume as a courtesy.
- Finally, take some time to reflect on the Fair and the positive steps you have taken for your future.

For additional support after the Fair, we welcome you to visit us.

Strommen Center for Meaningful Work  
Augsburg's Career & Internship Center  
Suite 100, Christensen Center  
[careers@augsborg.edu](mailto:careers@augsborg.edu)