

Tips for Navigating the Job Fair

CLAIR AND GLADYS
STROMMEN
Center for Meaningful Work

BEFORE THE FAIR

Attend a Prep Session-Required

In person 20 minute prep session

Friday, February 15th (10:40-11:00) or Monday, February 18th (10:40-11:00)

Strommen Center, Suite 100, Christensen Center

Moodle Community Prep Session -[Strommen Career & Internship](#)

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. [Watch this video](#) from last year's fair to see how students are dressed.

Research the organizations: Review the [list of employers](#) (there are over 290 employers registered) and make a prioritized list of those employers you are most interested in. Go online to their websites to learn more about their organization and work. Jot down any notes about each employer.

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 **Thursday February 21, 2019** 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:

Consider taking the light rail or bus to the Minneapolis Convention Center in downtown Minneapolis. [Directions \(, Bus, Transit\)](#) **If you drive, know that parking will cost \$10 to \$15. Bring money for lunch.**

Check In:

When you arrive to the fair follow the signs, which will direct you to student check-in. Coat check is free and will be located on the Mezzanine Level. Student check-in for all colleges and universities will be located on the lower level. There will be a number of volunteers that are happy to direct you to the appropriate location. Once at the Augsburg University table you will check in and be given your name badge and a map of employer booths.

App for the fair: Search your app store for MNPC Fair. It's free!

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.

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 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.

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