

Congratulations on your decision to attend the CVC Job Fair!

Many opportunities exist at this event; you just have to be open to the possibilities. Listed below are tips and suggestions we gathered from prior attendees (job/internship seekers and recruiters.)

Review the information and begin your preparations so you stand out from the competition!

ADVICE FROM PREVIOUS ATTENDEES

- **Research, Research, Research!** Research companies beforehand – review the employer information online - **BEFORE** the event. Spend time reviewing the guidebook and addendum information before entering the fair. Do your research in advance and prepare a list of organizations you know you want to meet during the event.
- Be knowledgeable about the companies/organizations of interest to you.
- Be outgoing, confident. Know your skills and be proud of who you are.
- Use eye contact and SMILE.
- Make a list of employers to visit and questions to ask prior to the event. Show your interest in the organization by asking questions.
- Prepare a “pilot speech” (30-60 second commercial) that addresses your qualifications and expresses your interest in the profession. Practice this before going into the event.
- Be open to any company/organization. You never know what will transpire or what they will have to offer.
- Dress professionally.

ADVICE FROM EMPLOYERS

- Candidates need to do more prep work – they should know what they are looking for and ask questions that pertain to that.
- Many employers will tell you to “Apply Online”. This is standard operating procedures. In order to be further considered for opportunities within a specific company/organization, you will have to complete the online application as the first step.
- Be open to all employers. Many hire a variety of different majors – utilizing their academic majors and transferable skills.

POTENTIAL QUESTIONS TO ASK EMPLOYERS

- What kind of entry-level positions (or internships) exist within your organization?
- Does your organization hire on a continual basis or just at certain times of the year?
- Does your organization offer any career/leadership development programs?
- What is the hiring process at your organization? How do I find out about job openings with your company? How long does the hiring process take? What does it consist of?
- May I have a business card?