

What to Do Before the Fair

1. Go to www.mnsujobfair.org for information on registered employers.
2. This is a recruitment event, so you need to take at least 20 resumes with you to share with employers at the Fair. Resume and interviewing information can be found in the Job Search Handbook, available in the CDC (WA 209).
3. Need help improving your resume or cover letter? See the "Helpful Information for Job Fair 2006 Registrants" hand-out for information on workshops, CDC Quick Stop, and appointments.
4. Registrants should also have an active mavjobs.com account prior to attending the Fair.
5. Be prepared! Research the organizations in which you are interested.
6. **IMPORTANT:** On Wednesday, February 22, or Thursday, February 23, from 8:00 a.m. - 4:30 p.m., stop by the CDC (WA 209) to pick up your nametag for admittance to the Fair. You **MUST** have your nametag to enter the exhibit area. If you cannot pick up your nametag at the CDC, they will be available at the Fair.

What to Expect the Day of the Fair

1. Dress appropriately for interviewing even if you don't have pre-scheduled interviews. You will be meeting recruiters at their booths. Suits are appropriate for both men and women.
2. Remember: nametag, directions to the Convention Center/map, record/confirmations of pre-scheduled interviews, and at least 20 resumes.
3. Your nametag must be worn at all times. Wear it on your right shoulder so employers can see it when shaking hands. Only people registered for the Job Fair may attend. **Spouses or guests are not allowed** to enter the auditorium.
4. Arrive at the Minneapolis Convention Center early to allow for parking. **The employer booths will be accessible from 9 a.m. to 3 p.m.** Interviews will be held from 9 a.m. to 4 p.m. Be prepared to stay for the entire day. You may be offered an afternoon interview, and it will take some time to visit organizations at their booths during the day.
5. Parking is available across from the Convention Center. The estimated cost of the ramp is \$8.00 (cash) when you enter. This parking structure is connected to the Convention Center by underground walkway and skyway.
6. **Do not bring any extra items** with you that you do not need for the Fair. There will be a coat check, but there is a charge for this service. Campus staff cannot be responsible for unattended coats, bags, purses, etc.

7. The Job Fair consists of three distinct areas:

Reception Area and University Tables: Upon entering the Convention Center, lounge areas will be available for students. Complimentary coffee and ice water will be provided. MSU will have an information table if you have any questions, problems, concerns, etc. Staff will be there throughout the day to help you.

Employer Booths: The Employer Booths are set up in Ballroom A on the first floor of the Convention Center. This is where the employer representatives and organization materials are located. Representatives may arrange interviews at their organizations' booths for later in the day or in the designated Interview Area (see below). Interview offers are often made during the morning hours, so arrange to visit the booths of the organizations you are interested in early in the day.

Interview Area: This area, Room 101, is set up to accommodate the pre-scheduled interviews and those scheduled by employer representatives the day of the Fair. If you have interviews scheduled, use the designated entrance across from the Ballroom and wear your nametag to be admitted to the interview waiting area. Interview passes and/or all records of pre-scheduled interviews are needed to enter the Interview Area.

8. Anticipate lunch expenses. There will be a snack booth and/or concession stand open in the Convention Center. There are also restaurants within several blocks of the Convention Center, many of which can be reached through the skyway.

After the Job Fair

1. Write thank-you letters to **each** employer representative with whom you interviewed. Follow up on any commitments and /or promises you made during the Job Fair.
2. Write to any prospective employers you are still interested in, whether or not you talked with them at their booths. Thank them for participating in the Job Fair and offer to provide them with any additional information they may need. Also, offer to visit their organizations for an office interview.
3. Some employers may direct you to their websites for information on current openings. Be sure to check back frequently for updated listings.
4. Debrief yourself, analyzing what you learned from this experience, what you would do differently, etc.
5. Later this spring you will receive a candidate survey to help obtain information and assess the value of this event. Please fill it out and return it. Thank you in advance for your time and input!