

Helpful Information for Job Fair 2007 Registrants

By registering to attend the MN State Universities Job Fair on Monday, February 26, 2007, at the Minneapolis Convention Center, you will have the opportunity to:

- **Network with representatives from over 140 organizations**
- **Submit resumes to employers who are accepting applications for job/internship openings**
- **Gain experience marketing yourself by interacting with employers face to face**

What do you need to know about attending the Job Fair?

The Career Development Center's web site includes all of the information you need to know about the Job Fair. Go to www.mnsu.edu/cdc and click on "Job Fair '07" under the Important Info section to get to "Helpful Information for the Job Fair." You will find suggestions for preparing for the Fair, what to expect at the event and what to do after the Fair, ideas on how to dress for the event, as well as what to bring with you. Check the map and directions section if you are not familiar with downtown Minneapolis!

Which employers will be at the Job Fair?

Go to www.mnsujobfair.org and click on "Information for Candidates." You will see a list of different topics the site covers. We suggest you read all of it! To specifically find out about employers, click on "Employers Attending and Job Fair." Check back frequently for updates and changes.

How do I know if they have openings? Can I send resumes before the Fair?

By clicking on "Employers Attending and Job Fair," you can also learn which employers will accept resumes before and at the fair, and how they would like to receive them. All information regarding how and when employers will accept resumes will be continually updated as needed.

Online Resume Book

Candidates can post their resumes in an online resume book for employers to view. If you would like to give employers access to your resume, click on "Posting Your Resume Online" under the "Information for Candidates" section of the MN State Universities Job Fair 2007 website, www.mnsujobfair.org.

How Do I Get Help With My Resume?

If you would like information on writing a resume, or if you need a CDC staff member to critique your resume prior to Job Fair, consider the following options:

Write an All Star Resume

- Tuesday, February 13th, 12-1pm
- CDC Career Resource Library

CDC Quick Stop - Quick resume and cover letter reviews

- Monday - Thursday, 11:30am-2:30pm, weekly
- CDC Career Resource Library, WA 209

Individual Appointments

More than a few quick questions? Please schedule an appointment at 389-6061.

Appointments available Monday-Friday, 8:30am - 4:00pm.

Additional Events to Help You Prepare for Job Fair '07

Job Fair Pizza Party

- Wednesday, January 31st, 4:30pm-6:00pm
- CSU Ballroom

FREE pizza, pop and information! Sponsored by Federated Insurance

Step Up to the Plate: Learn the Basics of Conducting an Effective Job Search

- Wednesday, February 14th, 11-12pm
- CDC Career Resource Library, WA 209

Hit an Interview Home Run

- Thursday, February 15th, 12-1pm
- CDC Career Resource Library, WA 209

Knock One Out of the Ballpark: Making Mavjobs.com Work for YOU!

- Thursday, February 15: 3-4pm
- ACC 116

Practice Interview Days

- Tuesday, January 30th thru Friday, February 2nd
- 9:00am-4:00pm

ADVANCE sign-up required through mavjobs.com. For info, www.mnsu.edu/cdc/resources/events/pi.html

THINGS TO REMEMBER ABOUT THE JOB FAIR

- You are required to have a nametag to enter the event. Pick-up times are Thur., Feb. 22 and Fri. Feb. 23 from 8:00 a.m. to 4:30 p.m. If you cannot stop in, you can pick up your nametag at the Fair on Mon., Feb. 26, any time after 8:00 a.m.
- Network, Network, Network!!! NO ONE will leave the Job Fair with a job offer! That is a ridiculous expectation! A successful job search takes more time, thought and decision-making than one day! Use this event to make contact with employers, learn about different opportunities, ask questions, and gain confidence in your approach to the job search
- Just because an employer does not fit your exact "industry" or "field" of choice, do not assume they won't have a job for you! For example, just about every employer has a marketing/PR department, a human resources office, an IT department, managers, administrators, salespersons...the list goes on!! If you do not see that an employer has a position opening for your area of interest, ask if they employ people in your field, who you would contact, or how those types of positions are usually advertised!
- Use the Online Resume Book! It is not a guarantee that every employer will view the posted resumes, but why pass up this easy way of exposing your skills and experience to potential employers? How do you post a resume? See the front side of this hand-out for directions.
- Review the Job Search Handbook and the Job Search PowerPoint presentation available on the CDC website. Under "Resources," just click on the "Job Search Handbook" and "Workshops" links!
- Questions? Contact the CDC at 389-6061.