Be Prepared – Everything You Need to Know About the MN State Universities Job and Internship Fair

Career Development Center WA 209

www.mnsu.edu/cdc
Job and Internship Fair Details

WHEN: Monday, February 21, 2011

WHERE: Minneapolis Convention Center

TIME: 10:00am – 3:00pm booths will be open
(Interviews can be scheduled until 4:00pm)

INFO: www.mnsujobfair.org/ and
www.mnsu.edu/cdc/resources/events/jobfair/

REGISTRATION:
You may register through mavjobs.com until Monday, Feb. 14th, or at the
Minneapolis Convention Center on Feb. 21st. Fee is $15 in advance and
$25 at the event.

If you register in advance, pick up your nametag in the CDC on Thursday,
Feb. 17th or Friday, Feb. 18th between 8:00am – 4:30pm. If you cannot stop
in the CDC, please pick up your nametag at the MSU table on Monday the
21st at the Minneapolis Convention Center after 9:00am.
Job and Internship Fair Details

Transportation

- Participants are responsible for their own transportation to and from the Job and Internship Fair. Consider carpooling.
- There will be a FREE bus provided by the College of Business (COB). COB students have first priority for seats on the bus. You may sign up for a seat on the bus AFTER you receive your Registration Confirmation email.
- Sign up in the CDC (WA 209):
- As of Mon., Feb. 14, any seats not claimed by COB students will be given to the students on the alternate list in the order they signed up. These students will be contacted by email. *Therefore, the earlier you register for the Job and Internship Fair, the better chance you have at getting a seat on the bus.*
What to Do Before the Fair

• Be sure your resume is PERFECT!! (until you need to change it…) Have 20-50 copies with you.

• Research the organizations you are interested in. Check the Job and Internship Fair website, as well as the employers’ websites.

• Interviews? Be sure you know WHO is interviewing and HOW. This info is available on www.mnsujobfair.org/. Contact Employers prior to the Fair!

• On the Job and Internship Fair website, under “Candidates,” be sure to click on “Post Resume Online” so you can upload and make your resume available to the registered employers for their review! This is NOT the same as posting your resume on mavjobs.com.
Researching Registered Employers

The following slides are snapshots of important pages on the Job and Internship Fair website [www.mnsujobfair.org](http://www.mnsujobfair.org) and how to use these pages to prepare for the Fair.
Job and Internship Site

Click on “2011 Employers” to view and search the list of registered employers. List is updated daily.

EMPLOYERS LOGIN

Main Menu
- Home
- Map & Parking
- Career Offices

Candidates
- Information
- Schedule
- How to Register
- Post Resume Online
- Onsite Interviewing
- 2011 Employers
- 2010 Employers
- Fair Policy
- Restaurants in Walking Distance

Employers
- Why Attend the Fair
- Booth & Fair Information
- Register
- Internet and AV
- Payment Options
- Schedule
- Hotel Accommodations
- Shipping
- Unloading & Parking
- Closed Fair Notice
- Cancellation Policy
- View Candidate Resume
- Contact Us

Minnesota State Universities Job and Internship Fair 2011
Monday, February 21, 2011
10:00 am - 3:00 pm
Minneapolis Convention Center
Ballroom A/B (Street Level)

Join approximately 1,000 students and alumni from the seven Minnesota State Universities and 150 organizations on Monday, February 21, 2011 for an exciting day of networking and relationship building at the Minnesota State Universities Job and Internship Fair!

Click on the movie clip link below to get a Fair overview from a previous Fair.

View Video

Click here to download Quick Time movie.

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Search Organizations / Jobs

You may choose to list all organizations that have registered for the 2011 Job Fair or narrow your search using specific criteria.

List All Organizations

Click the List All Organizations button below to view all organizations that have registered for the 2011 Job Fair.

Narrow Your Search

Instead of showing all organizations, you may narrow your search by selecting specific search criteria below and clicking the Show Organizations button.

Click to show organizations who are offering internships

Click to show organizations who are considering all majors

Click to show organizations willing to consider candidates authorized to work one year after college or, in the case of candidates for STEM positions, up to 29 months, on an Occupational Practical Training (OPT) permit

Employer Category:
(Ctrl + click to select multiple)
Accounting
Agriculture/Farming/Agribusiness
Arts/Entertainment
Communications/Media/PR

Click on “List All Employers” for a full listing. List is updated daily.

Click on different options to narrow your search, or search by employer category. listing
Click on the employer name to get organization information, available positions, contact information, etc.!
Want to get your name out to employers BEFORE the Fair?

Post your resume on the Job and Internship Fair site!

Click to register. This is NOT registering for the Fair. This is ONLY registering to upload your resume.
Create New Online Resume Posting Account

Only juniors, seniors and alumni from one of the Minnesota state universities are eligible to upload a resume on this site. This site does not register you for the job fair. It is only to upload your resume so employers may view it. You must register through your campus Career Services Office to attend the fair.

Create New Account

Please enter your email address and a password below. Your email address will serve as your username on future visits.

Email: deenah.latus@mnsu.edu
Password: ******
Retype Password: ******

Create New Account  Cancel

Create a new account.
The next screen will say your account has been created. Return to login page and enter your account info.

Online Resume Center

Welcome to the Online Resume Center. Select from an option below.

***** YOUR ACCOUNT INFORMATION IS INCOMPLETE *****

Employers will not be able to view your information until you complete your registration. Click on Edit Account below to complete your Online Resume Center registration.

Edit Account

Select Edit Account to view and update your personal preferences as well as upload your most recent resume for prospective employers to view.

View Employers

View employers that will be present at the job fair. View job opportunities these employers may have.

Click on "Edit Account" to complete your registration and upload your resume.
Complete the information requested in the “Candidate Info” and “School & Job Preference” sections.

Agree to make your resume viewable by employers.

Browse to find your current resume and click on “Update Information.”
Interviews

• Some employers are holding interviews at the Job Fair on February 21st.

• Some employers will choose to interview MSU students who they meet at the Fair – other employers will set interview dates at MSU on mavjobs.com!

• Other Employers will post a job AFTER the Fair on mavjobs.com if they want to come to campus for interviews. Check back frequently for updates!

• What does this mean?? You NEED to update your mavjobs.com account and check your email!
What to Do the Day of the Fair

• Dress appropriately!
• Be aware of your behavior.
• Have a plan – who do you want to talk to and why?
• Keep your options open. Limiting yourself to certain employers may lead to missing out on excellent opportunities.
• Be prepared with questions you may want to ask, as well as how to answer questions the employers may ask you.
• The state of the economy is bleak – you need to be open to options AND able to tell an employer why you should be the candidate they choose when there is a lot of competition!
The Day of the Fair

QUESTIONS TO EXPECT FROM EMPLOYERS

• Tell me about yourself. Tell me about your interests.
• Tell me about your work experience.
• Why did you decide to attend this school? Why did you select your major?
• What interests you about our organization?
• Why do you want this position? Why our organization?
• Why do you think you will be successful in this field?
The Day of the Fair

5 Things to Take to a Career Fair
By Sally Kearsley

• Copies of your resume
• A smile, a strong handshake, and a positive attitude.
• A 30-second "sales pitch."
• Information about the organizations which will be attending.
• Energy!
The Day of the Fair

5 Things to Take Away From a Career Fair

By Sally Kearsley

• Business cards from the recruiters you have met.
• Notes about contacts you made.
• Information about organizations you have contacted.
• A better sense of your career options.
• Self-confidence in interacting with employer representatives.
The Day of the Fair

5 Things Not to Do at a Career Fair  By Sally Kearsley

• Don’t visit the booths with a group of friends.
• Don’t carry your backpack, large purse, or other paraphernalia with you.
• Don’t come dressed for: a nap, a night out, working out, or any other extremely casual activity.
• Don't "wing it" with employers.
• Don’t come during the last hour of the event.
What to Do After the Fair

• Write thank-you letters to each employer representative with whom you interviewed/conversed. Follow up on any commitments and/or promises you made during the Fair.

• Write to any prospective employers you are still interested in, whether or not you talked with them. Some employers may direct you to their websites for information on current openings. Be sure to check back frequently for updated listings.

• Debrief yourself, analyzing what you learned from this experience, what you did well, what you would do differently, etc.
Dress for Success

Women and Men
- Wear a solid color or conservative pattern suit with a coordinated shirt or blouse.
- Wear moderate shoes. Low heels (women) and tie shoes (men) are more professional than flat or slip-on shoes.
- Make sure your hair is well groomed and neat.
- Don't overdo the perfume, makeup, or cologne.
- Limit your jewelry.

General Guidelines
- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image.
- It is ALWAYS better to be overdressed than underdressed.
- Apparel should be clean and neatly pressed.
- Apparel should fit well and remain in place while sitting and/or walking.
- If it's too tight or too loose, too long or too short - don't wear it!
To Wear or Not to Wear?
Men’s shoes
• Shoes with laces are more “formal” – if only buying one pair, go with a black shoe with laces
Don’t forget the accessories!
• If the pants have belt loops, ALWAYS wear a belt!
• Dark socks, dark socks, DARK SOCKS!!!
Women’s shoes

• A heel is more professional than a flat
• Stilettos are NOT recommended!
• Choose a shoe that works with pants AND skirts
Dress for Success

Retailers in Mankato for Professional Attire

- Herberger’s – men and women
- JC Penney – men and women
- Sears – men and women
- TJ Maxx – men and women
- Kohl’s – men and women
- J. Long’s – men

All of these retailers sell suits, shirts, ties, socks, hosiery, shoes, accessories. You DO NOT need to buy everything in one place!!
What to Bring to the Fair

- MULTIPLE copies of your resume.
- Pad of paper and pen for notes on employers.
- Printed copies of the research you did on your employers of interest.
- A folder, portfolio, or briefcase to carry your items.

***Portfolios are available for purchase in the CDC for only $10! OR, if you have a spring edition of the Campus Special Coupon Book, you can get a FREE portfolio when you register for the Fair!***

- Cash for parking and lunch.
- Mavcard if you have not yet registered and check or cash for registration fee.
- One minute “overview” of who you are, what your education/experience is, and why you are interested in a particular organization.
- Positive attitude, strong handshake, and great smile!!!
What to Leave Behind…

• Cover letters, references, and portfolios (the example type, not the folder type)
• Any “clutter” that fills your purse or pockets
• Friend, spouse, or significant other who is NOT registered for Job Fair (they are not allowed into the exhibit hall and cannot walk around with you).
Resume Help

Need to ask a QUICK question? Want a BRIEF critique?

Come to CDC Quick Stop

WHEN:  Monday thru Thursday, when classes are in session

WHERE:  CDC (WA209)

TIME:  Monday-Thursday 12:00pm – 2:45pm

INFO:  Bring a HARD-COPY, no laptops!!
Come early – first come, first served.

Need more time with a CDC staff member? Quick Stop times don’t work for you? Call us at 389-6061 to schedule an appointment.
Questions?