

FALL JOB & INTERNSHIP FAIR

HOW TO MAKE IT WORK FOR YOU!

Be Prepared – Getting Ready For The Fair

- Review the list of employers participating in the fair. The list can be found at: <http://www.careers.uiowa.edu/fairs/fallfair09.html>. You can also stop by the Pomerantz Career Center to pick up a printed employer guide after September 15. Circle the companies you are interested in. You will be more productive if you identify in advance the employers you want to meet with.
- Research the organizations that interest you. Review their web sites and/or use the Pearson Library (Pomerantz Center, Suite C310). Be familiar with the positions each employer has available and how you would be a good fit for those positions. This will help you be more informed of the organization when you speak with them.
- Write down questions to ask representatives from your targeted organizations.
- Have your resume reviewed during walk-in hours: Monday-Friday 9am-4pm or call 319-335-1023 to schedule an appointment with a Career Advisor.
- Once your resume is updated, you can submit it to employers through UI Employment Expo. Register at <https://www.myinterfase.com/uiowa/student>. Go to "On-Campus Interviews", "Qualified Interviews" to request interviews from employers who are interviewing the day after the fair. Many employers will also schedule interviews when they talk with you during the fair.

The Day of The Fair

- Dress professionally or business casual. Professional dress includes a suit or dress. Business casual can include dress slacks, dress shirt, or khakis.
- Bring your Student ID for check-in and copies of your resume to hand out to employers.
- Check in at the Student Registration Table in the East Lobby of the Iowa Memorial Union (outside the Main Lounge). Wear a nametag that indicates your major and graduation date.
- Plan to visit several times throughout the day. Hundreds of students attend and you may have to spend some time waiting in line. Plan for your own breaks.
- Tips for finding employers: use the map that will be provided to you during check-in. Employer names and locations are provided. (Balloons will indicate which employers have available internships - the gold balloons that say "Internships").

Speaking With Employers

- Visit your targeted organizations first. You will tire easily if you talk to too many. Gather business cards when you can. Don't expect to receive private time with each employer. This is an informational fair and a lot of people are trying to be heard. Be patient and do your best to listen carefully when an employer is talking to you.
- Pick up materials from each employer you visit. This will help you make a decision about pursuing employment with this organization.
- The most important thing is to walk up to an employer with a big smile and a firm handshake. Tell the organization representative about yourself. Be familiar with the positions each employer has available and be able to discuss how you would be a good fit for those positions.
- Ask the representative questions.
- Leave your resume if they can accept them.
- Even if you are not looking for a job or internship right now, gathering information about potential employers is also beneficial. Walk around and speak informally with company/organization representatives you may be interested in learning more about and gather pamphlets and business cards that you can use for contacts later on.

When The Fair Is Over

- Write thank you notes to each representative you spoke with.
- Continue to research potential employers.
- View online career seminars offered by the Pomerantz Career Center to learn more.
- Information on preparing for an interview and other aspects of the job search process can be found on our website at: <http://www.careers.uiowa.edu/students>