

Making the Most of the KSA Career Fair

Knowlton School of Architecture

Why Participate?

To increase your visibility

Learn about employment opportunities that are available now or may be available in the future

To seek advice and information that will affect your future educational and career choices

Practice your job search and interview skills

Network with professionals

CHECKLIST

BEFORE the Career Fair

Inventory your interests, skills and values and identify your job search goals

Prepare your resume and work samples and print several copies to distribute

Create a “commercial” about yourself to use as an introduction

Research employers and available positions

Plan out which employers you want to speak with and why

Develop a list of key questions to ask employers

Pre-register and upload your resume

Plan your attire

DURING the Career Fair

Check in at the student registration area and pick up a program

Look professional

Practice good etiquette

Be aware of your body language

Take notes of who you met, what you learned, what questions you asked and the answers received, what advice/next steps were given to you.

AFTER the Career Fair

Follow up with a thank you note within two days

Maintain contacts by letter, phone or e-mail

Reflect on what new information you learned

Continue to define your job search

Report any job offers to Angi Beer at beer.38@osu.edu or 201 Knowlton Hall

Details

Your Personal Inventory

Define your job search. What do you want? To effectively answer this question, consider your interests, skills and values. Analyze yourself by considering each of these categories.

<i>Interests:</i>	Major(s); minor(s); interest in related career fields; preferences for certain activities (i.e., working with people or data, etc)
<i>Skills:</i>	Specific knowledge about field of study and experience within this area; technical expertise; organizational skills, communication; leadership
<i>Values:</i>	What's important? Prestige; variety; security; growth and professional development opportunities; surroundings; independence

Also, consider other areas to help you set your job search goals:

What actual work tasks/responsibilities are you interested in?

What is your preferred work environment in terms of the size of the company?

What are your geographic interests (certain area of the country or world, specific climates, etc)?

What are your salary needs (consider housing and transportation costs, etc)?

Defining your interests, skills and values as well as answering other critical questions should help you define your goals. Knowing yourself will make your job search more successful.

Dress

Professional/business casual attire is required. Jeans, sweatshirts, t-shirts and tennis shoes are unacceptable. Jewelry should be kept simple and to a minimum. Hair should be clean, neat and away from your face. Make a strong first impression.

Consider purchasing a professional-looking binder, portfolio or folder to keep extra copies of your resume, take notes, store business cards that you receive, etc.

Your "Commercial"

Develop a ten-second "commercial" about yourself. Include your name, year in school, and major or program. Also include any relevant skills or employment goals (what are you seeking and why). Rehearse your "commercial" out loud prior to the event. Practice your "commercial" with confidence and enthusiasm.

How to Approach a Table/Representative

Consider who you might be speaking with (representatives at the Career Fair may include Human Resources or Marketing managers or directors; hiring managers; graduate or project architects, landscape architects or planners; managing partners or principals). Ask what the representative's position is within the company and find out what role they play in the hiring process. Representatives who are Ohio State alumni will have a special notation on their nametag.

Greet the representative with a firm, confident handshake. Make eye contact and smile. Introduce yourself with your "commercial." Follow up with a question to the representative that demonstrates your interest in the company. Offer work samples and/or your resume. Seek advice, either in general, or about the next steps in the company's hiring process. Say thank you at the close of your conversation. Don't forget to ask for a business card so that you can follow up with a thank you note.

Etiquette

Don't interrupt another student's conversation. Don't chew gum. Disconnect yourself from your friends and avoid traveling in packs. Approach each table independently. Be respectful and courteous to other students who are waiting to talk.

Body Language

Speak and act confidently. Smile and maintain eye contact throughout your conversation. Be conscious of your posture. Keep your arms open and at your side instead of crossing your arms in front of you.

Tips for Writing a Thank You Note

You should always follow up by writing a thank you note. Thank the representative by name for their time. Remind he/she where he/she met you and note something interesting that you learned or something that you liked about the company.