How to Prepare for an Engineering Career Fair
Fall 2018 Career Fair Dates

ASU Campus-Wide Career Fair
- September 11-12-13, 2018, 11:00 am-3:00 pm, Memorial Union

Fulton Career Fair Dates
- MASTERS & PhD Student Recruiting Day @ Tempe, Tues, September 25, 2018 noon-5p.m. Memorial Union
- UNDERGRADUATE Student Recruiting Day @ Tempe, Wed, September 26, 2018 noon-5p.m. Memorial Union
- UNDERGRADUATE, MASTERS & PhD Student Recruiting Day @ Polytechnic, Thurs, September 27, 2018 noon-4p.m. Cooley Ballrooms
Recruiting Seasons

• Fall peak in September/October for Fall new grads, Spring new grads, and summer interns.

• Spring peak in February/March for Spring new grads and last minute summer interns.

• Some companies hire far in advance due to longer screening processes, like government agencies which can take 9 -12 months.
Career Fairs

• There is more to searching for opportunities than just attending career fairs.

• If the only thing you are doing is attending career fairs, you aren’t doing enough.

• If you aren’t attending career fairs, why not?
Career Fairs

• It is often where the process of hiring an intern or regular employee begins
• It is followed by interviews, company visit, job offer/rejection, negotiation and acceptance
• The process can take months
• Multiple interviews and possible traveling
• Coordination with corporate office
• Other prospective new hires
Why Companies Attend

• Meet large numbers of talented prospective employees
• Make their brand known on college campuses
• To find YOU!
Why Companies Attend

• Look on the company’s website and in Handshake (though don’t only rely on Handshake)
  • Many are looking for students fairly near to graduation
  • Many are looking for potential interns who have will have finished their sophomore year by the time summer comes
    *some companies do look for freshmen- if they aren’t looking for you now, they often will watch you “grow” in your academic career
  • Some will only be looking for students in selected majors, skills, or work authorizations
Why Students Attend

• To gather information about companies and positions not found on websites

• To make a company-RELEVANT positive lasting impression with recruiters and hiring managers

• To make their brand known on how they can help the company

• To build their networks
Why Freshmen Should Attend

• To gather information about companies and positions not found on websites
• To learn which companies usually come to campus and the jobs for which they hire
• To practice talking to recruiters
• To observe upper classmen
• To make a positive first impression and introduce YOUR brand
Checklist

• Set goals
• Ready your résumé
• Research companies attending
• Prepare your pitch
• Dress to impress
### How our students rate

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Very Satisfied</th>
<th>Satisfied</th>
<th>Neutral</th>
<th>Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of your organization</td>
<td>11.49% (10)</td>
<td>35.63% (31)</td>
<td>44.83% (39)</td>
<td>6.90% (6)</td>
<td>1.15% (1)</td>
<td>87</td>
</tr>
<tr>
<td>Communication skills</td>
<td>20.69% (18)</td>
<td>55.17% (48)</td>
<td>19.54% (17)</td>
<td>4.06% (4)</td>
<td>0.00% (0)</td>
<td>87</td>
</tr>
<tr>
<td>Professionalism</td>
<td>23.81% (20)</td>
<td>65.48% (55)</td>
<td>9.52% (8)</td>
<td>1.19% (1)</td>
<td>0.00% (0)</td>
<td>84</td>
</tr>
<tr>
<td>Preparedness for the event</td>
<td>22.35% (19)</td>
<td>61.18% (52)</td>
<td>14.12% (12)</td>
<td>2.35% (2)</td>
<td>0.00% (0)</td>
<td>85</td>
</tr>
</tbody>
</table>
## What important to employers

<table>
<thead>
<tr>
<th></th>
<th>Extremely important</th>
<th>Very important</th>
<th>Important</th>
<th>Somewhat important</th>
<th>Not at all important</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>28.74%</td>
<td>33.33%</td>
<td>27.59%</td>
<td>10.34%</td>
<td>0.00%</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>29</td>
<td>24</td>
<td>9</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Professional dress</strong></td>
<td>10.34%</td>
<td>27.59%</td>
<td>24.14%</td>
<td>32.18%</td>
<td>5.75%</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>24</td>
<td>21</td>
<td>28</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Resume Quality</strong></td>
<td>39.08%</td>
<td>44.83%</td>
<td>10.34%</td>
<td>5.75%</td>
<td>0.00%</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>34</td>
<td>39</td>
<td>9</td>
<td>5</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
What are your goals?

- Internship?
- Co-op?
- Full-time employment?
- Gain new technical skills?
- Networking?
International Students

- Ask your academic advisor and the ISSC
- We don’t know if your program offers CPT or if you qualify
- We cannot give work authorization advice
- F-1
  - CPT - if/when you are eligible
  - OPT - how long it takes 90 days+
- H1-B
- Know your companies!
Check to see who is coming!

• Check Handshake: asu.joinhandshake.com
• Check companies websites
• Rank companies in order of your interest
Use Your Resources

- Attend Rapid Resume Reviews - check Handshake under Events for dates, times, locations and details
- Submit your résumé through Optimal Résumé
- Schedule an appointment with a peer coach thru Handshake
- Use the Engineering Career Center website career.engineering.asu.edu

For more information, visit our website or check our Facebook (Facebook.com/FultonCareerCenter) page under the events tab
How company-specific should a résumé be?
The 30 Second Pitch

Include your:

• Name

• Major

• Experience/Interest

• Career Plan

• Immediate Goals

• Your knowledge of how you would fit in the company

• Questions about the company
Weeks Before

• Apply to positions on the company website and Handshake
• Make copies of your résumé make company specific summaries, plus some with general summaries for last minute companies
• Practice your pitch
For your top companies:

- Do extra research
- Edit your pitch
  - Include very specific reasons you are interested in the company
  - Bring copies of your top job postings from their site
- Attend their information sessions
  - This information is posted on Handshake
Days Before

- Make customized and a few general copies of your résumé
- Get your clothing ready- as formal as you have (but not tuxedo or ball gown)
- Download the Career Fair+ App
- Rank your top companies and know where they will be, you won’t get to talk to all of them
- Create strategies for meeting with recruiters
  - information sessions/presentations
Day of the Event

• If you have a backpack, leave it at home or put it in the backpack check *there can be quite a line* (Tempe event always, sometimes at Polytechnic)

• Have your Sun Card scanned and get a printed nametag

• Walk around

• Observe student-recruiter interaction

• Practice before approaching your top companies
Things to do while waiting in line

• Have your customized résumé and any job postings for that company out and questions ready
• Put your padfolio in your left hand so your right hand is free to shake hands
• Notice how long the recruiters are spending with each person
• Mentally practice what you want to say and ask
• Observe how others are interacting
• Have a firm handshake
• Make good eye contact
Approaching the Recruiter

- Say hello and give your name
- Breathe. Let the employer speak. Recruiters are people too.
- Give your focused pitch while handing your résumé to the person. Breathe.
- Listen and show genuine interest
- Observe the résumé review
- Be receptive
Speaking with the Recruiter

If you already have an idea of what you would like to do, and of course since you have researched the company try:

“I am very interested in ______ and I know that your company does ______. I would like to find out more about your internship program that is on your website.” Present them with your customized résumé and the specific posting – if available.
Speaking with the Recruiter

• Ask insightful questions
  • You are there to make a professional impression
  • And to get information you couldn’t get online
    • Such as having a specific job description with questions about it
• Be respectful of the brief time you will get
• Ask if they are interviewing while they are here
• Don’t be offended if they tell you to apply online, it is often the law
• Thank them for their time
• Be selective of the giveaways
After

- Apply on Handshake
- Apply on company website
- Note when they are interviewing
- Evaluate your performance
- Organize information
- Follow up:
  - Write thank you notes, apply on Handshake/websites, revise résumé if necessary
  - Ensure your voicemail is set-up. Answer your phone professionally!
  - Prepare for your interviews
ASU CAREER FAIR+

A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.

Search for ASU Career Fair Plus on the App Store and Google Play Store.

FEATURES+

COMPLETE COMPANY LISTING
Search for companies based upon major, work authorization, and position type. Detailed information on each company accelerates your research. Mark potential employers as favorites.

INTERACTIVE FLOORPLAN
Plan your visit by showing only your favorite companies on the floor plan.

EVENT DETAILS
Add prefair events to your calendar.

ANNOUNCEMENTS FOR REAL-TIME UPDATES
Learn about changes to companies or events.

FAIR TIPS SECTION TO HELP YOU PREPARE
Get tips and advice on your appearance, elevator speech, and general approach.
Handshake

Fulton Spring 2018 Engineering Career Fair @ ASU Tempe Campus, Tuesday, 2/20/18 & Wednesday, 2/21/18
Tuesday, February 20th 2018, 12:00 pm - Wednesday, February 21st 2018, 5:00 pm MST
Fulton Schools of Engineering Career Center - Tempe
301 E Orange St, Tempe, Arizona 85281, United States

Career Fair Description
Spring 2018 Fulton Schools Career Fair
Are you looking for a job or internship? Meet employers at the Fulton Schools of Engineering Career Fair.

Here are three opportunities to speak with employers:
- Master's and PhD Student Recruiting Day @ Tempe Campus, MU 2nd Floor
  Tuesday, February 20, 2018
  Noon-5 pm
- Undergraduate Student Recruiting Day @ Tempe Campus, MU 2nd Floor
  Wednesday, February 21, 2018
  Noon-5 pm
- Undergraduate, Master's & PhD Student Recruiting Day @ Polytechnic Campus, Cooley Ballroom, Student Union
  Wednesday, February 22, 2018
  Noon-4 pm

Check out the list of employers on Handshake and be ready to impress! Dress professionally and bring your résumé!

Read Inner Circle for updates and details.

Get ready!
Download the "Career Fair Plus" App for iOS or Android!
- Plan on attending Career Fair Prep Sessions. Check out the schedule: career.engineering.asu.edu/events-calendar
- Read weekly career advice from Joyce, in Inner Circle.
- Research employers and positions in Handshake.
Other Ways to Meet Recruiters

• EMPLOYER RECRUITING INFO SESSIONS
  • Great way to meet employers on a smaller scale
  • Some Career Center events have industry professionals attend
  • You can learn about opportunities within various organizations in informal and relaxed settings.
GoinGlobal (Resources)

Career and Professional Development Services

Discover internships and jobs in the U.S. and abroad. Learn what companies have sponsored H-1B visas. Find out how to apply to opportunities in other countries and what to expect.

Qualification Requirements

- ALLOWED SCHOOL YEARS
  All school years and graduation dates allowed

- ALLOWED MAJORS
  All majors allowed
Optimal Resume & Interview Modules

Optimal Resume

Exclusively for Ira A. Fulton Schools of Engineering students. A resource for self-assessment, help with writing resumes and cover letters, creating a website and interview practice.

To access Optimal Resume click here

If you have just activated your account, there may be an overnight delay to being able to use the above link to set-up your Optimal Resume account.

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QUESTIONS?

www.facebook.com/FultonCareerCenter