I’M GOING TO THE FAIR

[Minnesota Private Colleges’ Job & Internship Fair]
Minnesota Private Colleges Job and Internship Fair Reference Packet

This packet is IMPORTANT! Keep it to refer to prior to attending the Fair. The emails throughout January and February, as well as the Job Fair Success Tactics seminar/webinar, will refer to the content and worksheets in this packet.

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UST Career Development Center
123 Murray-Herrick Campus Center
(651) 962-6761
www.stthomases.edu/careerdevelopment
Preparation for the Fair

The following information is a general guideline of what you can do to be best prepared to attend the Fair. Further details about the following items are attached as handouts. Start early for the best success!

1. Assess your readiness for career planning and job/internship search using the survey on page 4.

2. Use pages 5-10 to familiarize yourself with your personal interests, skills, and values. This information can be used to assess your fit with a specific job or company. It is also valuable information to assist you during the interviewing preparation process to create answers for behavioral based interview questions.

3. Research occupations or jobs of interest to be more informed about the career field you are exploring. Use the guide and worksheet on pages 11-12 to read and research what type of information might be useful to gather from books or websites. Use the link on the Career Development Center homepage on the left margin ‘Career Resources’ and click on the ‘Major and Career Exploration’ tab to find websites with career information.

4. Research employers at http://www.mnpcfai.org. Refer to the ‘Students’ menu selection and proceed with directions and/or download the app to your device. Keep notes about the organizations of interest to you. Pages 13-14 have instructions on the app download and suggestions on what to include as well as databases to use for more in-depth research. Bring the notes with you to the Fair as a reminder. You can also add to your notes to complete additional information about the company and follow-up.

5. Prepare a resume and have copies made to distribute at the Fair. The guidelines on page 15 will offer general information and resources for additional support.

6. Upload your resume on www.mnpcfai.org for employers to review.
   - Strongly suggested for all participants, but not mandatory.

7. If employers are accepting letters in advance, send a resume and cover letter directly to the employer requesting a pre-arranged interview at the Fair. See the outline of what to include on the letter on page 15.

Continued→
8. Read pages 16-21 for further information about interviewing skills. One of the tips shared by past participants suggests students be ready for behavioral interviews. An explanation and examples of behavioral questions and responses can be found on these pages.

9. Attend the live seminar or view the webinar *Job and Internship Fair Success Tactics* on page 22. See the worksheets on pages 23 and 24 to assist in preparing for your time on the floor. To view the webinar online visit: [www.stthomas.edu/careerdevelopment/fair/](http://www.stthomas.edu/careerdevelopment/fair/)

10. Read the emails regarding this packet that will be sent to your UST inbox beginning in January. The weekly emails can also be found at: [www.stthomas.edu/careerdevelopment/fair/emails](http://www.stthomas.edu/careerdevelopment/fair/emails)

11. Individual appointments can be made to discuss any questions you have in regards to the Fair by calling, 651-962-6761.

12. Attend any of the various seminars on resume writing, interviewing skills, job/internship search strategies, and evaluating/negotiating offers. Refer to the website for dates and times each seminar is offered under the ‘Seminars and Events’ tab.

13. Attend *Job Fair: Insiders’ Tips* to help you prepare for the Fair:
   - Thursday, February 14 at noon in ASC, Woulfe Alumni Hall.
   - A panel of employers and past participants will share their insights on how to successfully prepare for and participant in the fair.

14. Network with UST alumni to make connections and practice for the Fair at the *Speed Networking* event on TBD

15. Attend Job and Internship Fair on Wednesday, February 22
   - Refer to the schedule of events that you received at the orientation session or go to [www.mnpcfair.org](http://www.mnpcfair.org) to view the schedule of events for each day.

16. Free bus service is available on the first day of the Fair. Pick-up is at the front of Flynn Hall with drop-off at the front door of the Minneapolis Convention Center. Three shuttle buses will loop continuously throughout the day beginning at 8:00 a.m. and ending at 5:00 p.m., approximately every 20 minutes.

17. Have a free professional headshot taken at the LinkedIn booth. Look for location at the Fair.

18. Remember to check into the *on-campus interviewing* spring recruiting program for employers who will be coming to campus hiring students for full-time and internship positions. Details of the program can be found on the Career Development Center's website.
Career Planning/Job Search Readiness Survey

This brief, self-administered survey will help us help you in your career planning/job search. Rate your level of knowledge or understanding of the topics listed below by circling the appropriate number for each item.

**SELF-ASSESSMENT: pages 5-10**

1. Knowledge of your skills and abilities, and in which occupational areas you could apply them. 3 2 1
2. Awareness of what your occupational interests are, and how they relate to your career choices. 3 2 1
3. Knowing what your work values are, and how they may influence your career direction. 3 2 1
4. Understanding how your personal characteristics can help you focus your job search. 3 2 1
5. Have a willingness or desire to pursue an advanced degree or other specialized training. 3 2 1
6. Awareness of your short and long-term career goals. 3 2 1
7. Consideration of the type and size of the industry or company you would most like to work in. 3 2 1
8. Traditional and alternative career positions that individuals with your major have pursued. 3 2 1
9. Your preferences for a particular work environment, and types of people you would enjoy working with. 3 2 1

**PREPARING/RESEARCHING: pages 11-14**

1. How to write an effective resume, cover letter, and other employment-related correspondence. 3 2 1
2. Location of company literature including names and addresses of recruiters and employers. 3 2 1
3. Various job search strategies, and which methods will be most effective for you. 3 2 1
4. Information regarding company products or services. 3 2 1
5. Organizational environment and “personality.” 3 2 1
6. Typical position openings within a company, and the educational and professional requirements. 3 2 1
7. Awareness of career paths and available training programs within a company. 3 2 1
8. Salary ranges, number of job offers and future career forecasts for a particular industry. 3 2 1
9. How to build valuable contacts and gain information about a company through “networking.” 3 2 1

**SEARCHING/INTERVIEWING: pages 15-21**

1. Awareness of what types of questions may be asked in an interview. 3 2 1
2. How to contact professionals in your field to interview for information only. 3 2 1
3. How to increase your confidence level in interviews. 3 2 1
4. Knowledge of the different types of interviews, and how a second interview may differ from the first. 3 2 1
5. How to develop questions you should ask recruiters. 3 2 1
6. How and when to follow-up on an interview. 3 2 1
7. Knowledge of how to handle illegal, unethical or “negative” questions, and why they are asked. 3 2 1

If you have rated yourself low on several items, you may want to arrange an individual counseling appointment by calling 651-962-6761.
Skills Employers Seek Most

**Occupational Skills** are specific to a job, like using a jackhammer or knowing a certain computer program. Employability skills are needed for all types of jobs and in school.

**Employability Skills** are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills. They are linked to how you get along with other people, your work performance, and career advancement.

**Examples of Employability Skills**

**Foundational Skills**
- Have a positive attitude toward work
- Be flexible and adaptable
- Complete all tasks, even if unpleasant
- Maintain personal hygiene

**Interpersonal Skills**
- Be friendly and polite
- Take constructive criticism
- Resolve conflicts calmly and appropriately

**Communication Skills**
- Listen, understand, and ask questions
- Express ideas clearly when speaking or writing
- Learn required technology and use appropriately

**Problem Solving and Critical Thinking**
- Work calmly in busy environments
- Start tasks without prompting
- Ask questions to solve problems and do job better

**Teamwork**
- Be comfortable working with people of diverse backgrounds
- Be sensitive to other people’s needs
- Contribute to team goals

**Ethics and Legal Responsibilities**
- Take responsibility for own decisions and actions
- Understand and follow rules and procedures
- Be honest and trustworthy
- Act professionally and with maturity

**Career Development**
- Learn new skills and take on difference projects
- Align your work goals with the mission and vision of your employer
- Understand the different roles of coworkers

**Leadership**
- Motivate and direct people as they work
- Seek to simplify processes
- Save time or money for the company by analyzing business needs

It’s important to assess you skills and strengths at different times in your career. Be open to learn new ones on the job or with training.

**Other Resources**

ISEEK’s Skills section: [www.iseek.org/careers/skills.html](http://www.iseek.org/careers/skills.html)

ISEEK’s Skills Assessment: [www.iseek.org/careers/skillsassessment](http://www.iseek.org/careers/skillsassessment)

CareerOneStop’s Skills Profiler: [www.careerinfonet.org/skills](http://www.careerinfonet.org/skills)

mySkills myFuture: [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)

Assessment taken from the Minnesota Careers 2011 publication, MN Department of Economic Security.
### Interest Assessment

If you agree with a statement, fill in the circle in the column on the right.

<table>
<thead>
<tr>
<th>I like to...</th>
<th>R</th>
<th>I</th>
<th>A</th>
<th>S</th>
<th>E</th>
<th>C</th>
</tr>
</thead>
<tbody>
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<td>...do puzzles</td>
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<td>...work on cars</td>
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<td>...work independently</td>
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<td>...work in teams</td>
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<td>...organize things like files, offices or activities</td>
<td>0</td>
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<tr>
<td>...set goals for myself</td>
<td>0</td>
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<td>...build things</td>
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<td>...read about art or music</td>
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<td>...have clear instructions to follow</td>
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<tr>
<td>...influence or persuade people</td>
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<td>...do experiments</td>
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<td>...teach or train people</td>
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<tr>
<td>...help people solve their problems</td>
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<td>...take care of animals</td>
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<td>...have my day structured</td>
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<td>...sell things</td>
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<td>...do creative writing</td>
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<tr>
<td>...work on science projects</td>
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<tr>
<td>...take on new responsibilities</td>
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<td>...heal people</td>
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<tr>
<td>...figure out how things work</td>
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<td>...put things together or assemble models</td>
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<td>...be creative</td>
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<td>...pay attention to details</td>
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<td>...do filing or typing</td>
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<td>...learn about other cultures</td>
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<td>...analyze things like problems, situations or trends</td>
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<td>...play instruments or sing</td>
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<td>...dream about starting my own business</td>
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<td>...cook</td>
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<td>...act in plays</td>
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<td>...think things through before making decisions</td>
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<tr>
<td>...work with numbers or charts</td>
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<td>...have discussions about issues like politics or current events</td>
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<tr>
<td>...keep records of my work</td>
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<tr>
<td>...be a leader</td>
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<td>...work outdoors</td>
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<tr>
<td>...work in an office</td>
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<tr>
<td>...work on math problems</td>
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<tr>
<td>...help people</td>
<td>0</td>
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<td>...draw</td>
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<td>...give speeches</td>
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</tbody>
</table>

Add up the number of filled circles in each column and record the total under each letter.

Assessment taken from the Minnesota Careers 2011 publication, MN Department of Economic Security.
Interest Assessment

Step 2:
Add the columns from the previous page and record the number of filled boxes for each letter to the right.

R = Realistic............. Total ____________
I = Investigate........... Total ____________
A = Artistic............... Total ____________
S = Social................ Total ____________
E = Enterprising.......... Total ____________
C = Conventional......... Total ____________

Step 3:
The three letters with the highest scores are your interest profile. Record your interest profile to the right.

My Interest Profile

Step 4:
To the right are descriptions for each interest code. Read the descriptions for the codes in your interest profile.

Realistic: people that are DOERS. They are often good at mechanical or athletic jobs. They like to work with things like machines, tools or plants. They like to work with their hands. They are practical and good at solving problems.

Investigative: people are THINKERS. They like to watch, learn and solve problems. They often like to work alone. They tend to be good at math or science, and like analyzing data.

Artistic: people are CREATORS. They like to have the freedom to use their creativity to come up with new ideas. They often enjoy performing (theatre or music) and the visual arts.

Social: people are HELPERS. They like to work with people more than with things. They enjoy training, counseling or curing people. They are often good public speakers. They have helpful, empathetic personas.

Enterprising: people are PERSUADERS. They like to work with other people. They like to influence, lead, and perform. They are often assertive and full of energy.

Conventional: people are ORGANIZERS. They are good with details and like to work with data. They have good organizing skills and like working in structured situations. They often work will with numbers. They are also good at following instructions.

2012 MnCareers ☐ ☐ ☐
<table>
<thead>
<tr>
<th>Holland’s Interest Themes</th>
<th>Characteristic Occupations</th>
<th>Characteristic Personal Traits</th>
<th>Characteristic Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland’s Groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realistic</td>
<td>Engineering</td>
<td>Present-Oriented (rather than</td>
<td>Activities that involve the precise, ordered use of objects, tools, machines and materials. Includes agricultural, mechanical, physical, biological and cultural activities. Example: Working on cars.</td>
</tr>
<tr>
<td>Investigative/Intellectual</td>
<td>Natural Sciences</td>
<td>Analytical and Abstract</td>
<td>Activities that involve the exploration and examination of physical, biological and cultural things to understand and control them. Sometimes includes scientific and mathematical activities. Example: Reading fiction.</td>
</tr>
<tr>
<td>Artistic</td>
<td>Health Professions</td>
<td>Creative</td>
<td>Activities that involve the use of physical, verbal or human materials to create art forms or products, includes activities and things related to language, art, music, drama and writing. Example: Entertaining guests.</td>
</tr>
<tr>
<td>Social</td>
<td>Professional Services</td>
<td>Sensitive to needs of others</td>
<td>Activities that involve interaction with others for enjoyment, or to inform, train, develop, cure and educate. Example: Entertaining guests.</td>
</tr>
<tr>
<td>Enterprising</td>
<td>Business Executive</td>
<td>Aggressive</td>
<td>Activities that involve interaction with other people to reach organizational goals or economic gain, leadership, interpersonal and persuasive activities. Example: Entertaining guests.</td>
</tr>
<tr>
<td>Conventional</td>
<td>Office Manager</td>
<td>Practical</td>
<td>Activities that involve the precise, ordered use of data, i.e., keeping records, filing materials, organizing numerical and written data, clerical, computational and business. Example: Working as a treasurer for a political campaign.</td>
</tr>
</tbody>
</table>
**Life/Work Values**

**Achievement:** Sense of accomplishment from mastering difficult tasks

**Advancement:** Interest in getting ahead, opportunities to rise in the job title ladder

**Adventure:** Exploration, risks, excitement

**Altruism:** Desire to help others and contribute to society

**Autonomy:** Independence, making own choices and decisions

**Balance:** Job that allows time for family, leisure activities; provides vacation/comp time

**Challenge:** Chance to tackle something difficult and important

**Competition:** Pit your abilities against others where there are clear win/lose outcomes

**Creativity:** Developing ideas, solving new problems according to one’s own standards

**Environment:** Pleasant physical working conditions and/or organizational culture

**Expertness:** Being really good at something and others recognize you for special knowledge.

**Growth:** A job that provides opportunity to grow in knowledge and skills

**Leadership:** Having influence and authority

**Location:** Geographic location conducive to lifestyle

**Meaningful Work:** Fulfilling, relevant and purposeful work

**Money:** Plenty of money for things you want

**Recognition:** Receive tangible acknowledgement for your talents and accomplishments

**Relationships:** Belonging; working with a team; frequent interpersonal contact with others

**Security:** Having a secure and stable future

**Spirituality:** Meaning to life, religious belief

**Variety:** New and different work tasks/projects as core to the work
<table>
<thead>
<tr>
<th>Career Life Planning Sheet</th>
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<tbody>
<tr>
<td><strong>Skills:</strong></td>
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<td></td>
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<tr>
<td><strong>Characteristics of Preferred Work Environment:</strong></td>
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<td></td>
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<tr>
<td><strong>Interests:</strong></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Preferred Employer Type:</strong></td>
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<td></td>
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<tr>
<td><strong>Work Values:</strong></td>
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<td></td>
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<tr>
<td><strong>Balance of Time between Work/Personal Life:</strong></td>
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<tr>
<td></td>
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<tr>
<td><strong>Desired Accomplishments:</strong></td>
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<td></td>
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<tr>
<td><strong>Geographical Preferences:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>** Desired Salary Range:**</td>
</tr>
</tbody>
</table>

State your career objective by weaving together the elements outlined above:
Researching career options can involve a variety of sources to get accurate and up-to-date information. When researching career options keep in mind that job titles can vary, so it is important to be creative and use several variations in titles when researching. One source might call the position Human Resources Hiring Manager and another may call the position Personnel Recruiting Manager.

When conducting research you need to consider several factors: 1) what type of information are you seeking, 2) what resources are available and 3) what should I know about this occupation/field?

1. **What type of information are you seeking?**
   a. Industry - banking, healthcare, education, manufacturing
   b. Career Fields - finance, nursing, teacher, plant supervisor
   c. Occupations - loan officer, pediatric nurse, elementary teacher
   d. Jobs titles at specific organizations - Youth Director @ YMCA

2. **What Resources are available to get the above information?**
   - Career Center website: Career Development Model - Occupational Research Written
     1. ISeek - [http://www.isseek.org/](http://www.isseek.org/)
     2. ONet - [http://www.onetonline.org/](http://www.onetonline.org/)
   - Informational Interviews with professionals in the area of interest.
     - How do you conduct an informational interview?
     - Who would you contact for the interview?
     - Links to resources for these questions are at: [http://libguides.stthomas.edu/content.php?pid=176186&sid=1696531](http://libguides.stthomas.edu/content.php?pid=176186&sid=1696531)
   - Other resources to use:
     a. Libraries
     b. Chamber of Commerce
     c. Company websites

Some job titles and career fields are so new that information is not available on that topic. Also, if you are interested in a very specific career field that specializes in a niche area, information in print may not be available. In both of these cases you will need to find someone employed in that area and conduct your research via informational interviews.
Occupational Research Worksheet

Career Field: _____________________

What are the major responsibilities in this job?

What type of organizations typically hire for this field?

What are the working conditions (e.g., hours, travel, environment)?

What education/degree is required for this job?

What is/are the job title/s for entry-level position/s in this field?

What are some typical career paths (i.e., places where an entry level job in this field seem to lead)?

What is the projected employment outlook for this field?

What is the entry-level salary range for this position?

What are some related career fields that I may want to research next?

Based on my research, is this field a good fit for who I am and where I want to go?
Research Companies

- Know something about the companies and positions
- Keep notes (see example below) - write key points and bring to the Job Fair for quick reference. Suggest at least 10-20 companies.
- Use the following sites for research and information:
  a. www.mnpcfair.org or Refer to the student area of the website to access the list of employers.
  b. on your device download the app
      MNPC Job Fair.
     a. Refer to page 14 for detailed information about the library sites
  d. Meet with a Reference Librarian to assist you with your research

1. Company Name, address and phone
2. Positions available/interested in
3. Locations (nationwide, regional, worldwide)
4. Qualities/traits required for position
5. Product or service line of organization
6. My related skills/qualities
7. Financial information
8. Trivia note- anything in the news about company, industry or competitors
9. Contact date/event
10. Contact name, email, phone (get a business card)
11. Result-next step for follow-up
12. Booth number (get this at the Fair)
Library Resources to Research Employers

UST Libraries - Research database finder page:

http://libguides.stthomas.edu/careerdevelopment/research

UST Reference Librarians are available to assist with your research and to demonstrate how to use the following databases.

UST Libraries - Top Company & industry databases (selected):

- ABI Inform Trade & Industry - Trade journal articles
- Business & Company Resource Center - Company profiles & articles
- Business Source Premier - Company profile: SWOT, plus articles
- Euromonitor Global Market Information - International industry information
- IBISWorld - Analysis of 750 U.S. industries
- LEXIS/NEXIS Business - Company profiles, private co. info.
- Standard & Poor’s Industry Surveys - Industry reports, competitor data
- Vault - Online career library

UST Libraries - Top newspaper databases (selected):

- LEXIS/NEXIS Academic - 6000+ news sources, regional business
- ProQuest Newsstand Complete - Wall Street Journal, Star Tribune
- Pioneer Press Archives - Year 1988 – present
Resume and Letter Writing

I. Resume Writing
- Prepare a resume to distribute at the Fair
- Make copies on resume quality bond paper
- Refer to [http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513](http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513) for information on resume writing
- Listen to the [audio guides on the CDC website](http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513)
- Visit the Career Resource Center to pick-up a copy of the [St. Thomas Guidelines for Resume Writing](http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513), utilize the books on resume writing
- Have a Career Counselor review your resume draft and provide feedback during pop-in hours (call for available times)
- Upload your resume to [www.mnpcfair.org](http://www.mnpcfair.org) in the student section for employers to access

II. Letter Writing
- Why write letters?
  - To let companies know you are going to be at the MN Private Colleges Job/Internship Fair
  - To ask for a pre-arranged interview to be scheduled on Wednesday, 2/17 between 9:00 a.m. and 5:00 p.m. or on Thursday, 2/18 between 8:30 a.m. and 4:00 p.m.

- What to write?
  - Review the information on letter writing at: [http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513](http://libguides.stthomas.edu/content.php?pid=176186&sid=1483513)
  - Visit the Career Resource Center to utilize the books, pick up the free packet on letter writing or have a Career Counselor review your letter draft and provide feedback.

First paragraph
  - Reason for letter - I will be attending **MN Private Colleges Job/Internship Fair**
  - Express an interest in positions or the company based on your research

Second paragraph
  - Highlight your skills and qualifications related to that position/company – refer to pages 5-10 in the packet
  - Give examples of related successes

Third paragraph
  - Restate your interest in a pre-arranged interview
  - Tell them you look forward to talking with them at Job/Internship Fair
  - Thank them for their time and interest
Interviewing Preparation for the Fair

✓ Pick up the packet *Interviewing Basics* available in the Career Development Center or read it on our website. The handout, *Behavior-Based Interview Basics* can be found on pages 17-19 in this packet.

✓ Educate yourself on interviewing skills by attending an Interviewing skills seminar.

✓ Listen to the interviewing skills audio guides on the CDC website.

✓ Be prepared for short screening interviews and in-depth interviews.

✓ Practice interviewing before the fair by scheduling a mock interview. Role-play an interview with a career counselor. You should bring a resume and come dressed as you would for an interview. Schedule a time by calling 651-962-6761 for an appointment.
Many employers are trained in what is called behavioral or focused interviewing. The basic premise is to encourage the candidate to prove him or herself by telling stories of past accomplishments that suggest the probability of future successes. By being prepared to tell your own success stories you will be well positioned to answer many of the questions that are likely to be asked in any interview.

The three components to a good success story are:

**Context:** Briefly describe the challenge you faced, project you were working on or situation you were in.

**Action:** In two or three sentences describe what you did in response to the challenge, project or problem.

**Result:** A brief summary that clearly expresses the positive result of the action(s) you took. (Or, if there was not a positive result, what you learned and will do differently in the future.)

Success stories should relay important information about how your skills, personality and experiences match up with the requirements of the position.

- Does the position description indicate “strong communication skills” as a requirement? If so, one of your CAR success stories probably ought to be of an occasion or situation when you exhibited excellent oral or written communication talents.

- Is it a sales position for which you are interviewing? Then, it would be advisable to have at least one story where you exhibited persistence and/or persuasive talents.

- Is the job or internship with a non-profit? In this case you will probably want to develop a CAR success story that will draw attention to volunteer or service experiences.

**CAR** stories do not have to be amazing or fantastic. They merely tell about a success that says something about who you are as a person- and as an employment candidate.

**CAR** stories are likely to be remembered. Specific examples are more effective and connect you to the skills required by the job in a way that vague or general responses can’t. Even if the interviewer has not been trained to ask for specifics, he or she will find you more persuasive when you use the **CAR** model.
Preparing CAR stories - and how to use them in your interview

Consider this one story to illustrate how CAR stories in general can work.

Context -  In my first year at St. Thomas, I was trying to do too much and wasn’t budgeting my time or setting priorities very well. My second semester grades were the wake-up call I needed. I knew that I needed to turn things around, and do it quickly.

Action -  When school started again the next fall, I formed a study group with a couple of friends who I knew from class. We met twice a week for two hours at a time. I also learned that I didn’t have to say ‘yes’ every time somebody asked if I wanted to go out.

Result -  Things turned around pretty quickly. By the end of my sophomore year, I’d brought my overall GPA above 3.0, I was on the Dean’s list and I was getting a lot more out of my whole college experience.

CAR stories such as the one above can usually be used to answer more than one question. Consider how this story could assist you in having strong responses to the typical interview questions below:

“Give me an example of an accomplishment that you are proud of.”
(You might say, “I think I’m a good problem solver. For instance, in my first year at St. Thomas…”)

“What is your greatest strength?”
(You might answer, “I think I’m good at setting and meeting goals. For instance…”)

“How would you describe yourself in terms of time management?”
(You might answer, “I learned something about developing those skills in my first year at St. Thomas…”)

By being prepared to tell your own success stories you will be well positioned to answer many of the questions that are likely to be asked in any interview.

1) Identify 5-10 skills or experiences required by a position in which you are interested.

2) Using the CAR outline, develop and get comfortable with stories that detail your experiences, learning and/or successes in the required areas.

3) Consider how your stories might assist you should you be asked any of the typical interview questions on the following page.

4) Stories should be from a variety of experiences: work, internship, volunteer, classes, study abroad, sports, leadership, clubs/organizations, personal life.
Typical Behavioral Interviewing Questions

1. Tell me about a high stress situation when it was desirable for you to keep a positive attitude. What happened?

2. What have been your experiences in making presentations or speeches to small or large groups?

3. Tell me about a time when a decision was made that you didn’t agree with. What did you do? Were you part of the discussion and decision process? If so, describe your role and what happened.

4. Give me an example of a time when you went above and beyond the call of duty in order to get a job done? What was the situation? What actions did you take to ensure that the job was completed? What was the outcome?

5. Can you describe a time when you worked with a team member that was reluctant to participate in a group? How did you deal with that?

6. Tell me about an event that really challenged you. How did you meet the challenge? In what way was your approach different from others?

7. Tell me about the last time you took a risk. Was it the right decision? What would you have done differently?

8. Tell me about a time when you were criticized. What was the issue involved, who made the criticism and how did you handle it?

9. Have you ever had to persuade someone to do something they were initially reluctant about?

10. How do you go about making important decisions?

(Note: Using fully developed CAR stories can be effective even when the interviewers questions are not phrased in the “tell me about a time” or “give me an example” behavioral style.)
## Preparing CAR Responses for your Interview

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### Skills/Traits

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#### Skills Employers Seek
11. Communication-verbal
12. Work in team
13. Decision making/Problem Solving
14. Planning/Organizing/Prioritizing
15. Obtain/Process information
16. Analyze quantitative data
17. Technical knowledge
18. Proficiency with computer software
19. Create/Edit written reports
20. Ability to sell and influence

#### CAR Stories
- Class – assignments/projects
- Work – jobs/internships
- Volunteer Experiences
- Study Abroad
- Club/Organization Involvement
- Sports
- Leadership Positions
Job Fair Success Tactics

This webinar can be found at [www.stthomas.edu/careerdevelopment/fair](http://www.stthomas.edu/careerdevelopment/fair)
The following slides represent only a portion of the presentation.

---

**Day of the Fair**
- Arrive early, use the job fair bus on Wednesday
- Coat check
- Check-in at UST table for nametag
- Obtain a map of the floor layout for employers location.

**At the Fair (continued)**
- Strategize time on the floor (pg 23)
- Spread out
- Take the lead
- Collect business cards
- Ask for referrals

---

**What to Do**
- Smile
- Have eye contact
- Firm handshake
- Greeting
- Hook/Elevator Speech
- Questions
- Closure

**What to say.....**
- Use handout (pg 24) to develop script of what to say.
- Follow the Formula
  - Name
  - Greet (greet, introduce, engage)
  - Happen/Plan
  - Opportunities that you are seeking
  - Relevant experience (work, academic, volunteer work)
  - Highlight achievements, skills and value
  - Knowledge of company
- Tailor your introduction to each employer based on good research and knowledge of each company-this will generally impress recruiters.

---

**Next Step Options**
- Interview arrangements- what time and where?
- Stop back later
- Other contact: email, phone call
- Complete application on-line using company website

**After the Fair**
- Follow-up with thank you notes/emails/calls
- Wait and then reconnect with contact person
- Gather names of additional referrals from the contacts.
Job Fair Objective:
(What is your goal for attending the Fair?)

Company Name:
(Sort the companies you researched into priority rank order with an A-B-C preference)

“A” List

“B” List

“C” List
Job Fair Approach

✓ Smile
✓ Eye contact
✓ Handshake

Greeting: (your name, what position interests you, and/or why that company)

Hook: (major, minor, jobs, internships, volunteer, travel, International exp., GPA, personal traits, skills, school attending). What makes you the one to hire?

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Extend resume: (prior to the fair, make note of companies that are accepting resumes)

Q&A with recruiter: (prepare a few questions in advance)
  •
  •
  •

Ask for an interview: (ask for a business card)

__________________________________________________________________________________________________________________

If no, then find out what the next step would be:
  • Stop back later - what time and where will the information be posted?
  • Get a name of another person in the company who would be a lead
  • Complete an application on company website
  • Call them in ___ days/weeks
  • Wait for them to contact you (last option) - ask how long before they may know if there will be any future possible openings
  • Send thank you email, letter, or notecard following the fair to contact