JOB AND INTERNSHIP FAIR ORIENTATION SESSION
Minnesota Private Colleges’ Job and Internship Fair

February 22 and 23, 2017 at the Minneapolis Convention Center

1. Who can participate? **Undergraduate sophomore, junior and senior degree candidates only. (December 2016 Graduates accepted.)**

2. Attend **required** orientation session or previously attended the **Fair**.
   - Attending an Orientation Session does **NOT** register you for the Fair. **You must complete Step #4 to be registered.**
   - If you **attended a previous Fair**, confirm your name on the list of previous attendees and get your registration form and packet at 123 MHC.

3. Review the list of employers who will be participating at [www.mnpcfair.org](http://www.mnpcfair.org) or download app: MNPC Job Fair- see last page of handout for details.

4. Complete Job & Internship Fair registration form by Wednesday, February 15th at 4:00 PM **(no on-site registrations will be accepted)** and submit in person with a $15.00 fee, checks made payable to UST, cash or eXpress card are also accepted (sorry no VISA, MC) to Career Development Center, 123 MHC
   - When you turn in your registration you will be given a packet “I’m Going to the Fair” regarding preparing for the Fair.
   - You will receive an email confirmation within this week. If you do not receive an email, please give our office a call.

5. Request for a refund deadline is 2/15/16 at 4:00. Requests for refunds must be completed in person on the J/I Fair refund form available at 123 MHC.

6. Read the emails that will be sent to you beginning in January 2017. The content of the ‘I’m Going to the Fair’ packet will be referenced, so keep it close at hand. The packet can also be found on the Job Fair page, www.stthomas.edu/careerdevelopment/fair

7. Attend the live seminar or view the webinar “Job/Internship Fair Success Tactics” found on the Job Fair page, www.stthomas.edu/careerdevelopment/fair

8. Plan to attend, “Job Fair: Insider’s Tips” on Tuesday, February 14, 12:00-1:00 in ASC 378


10. Additional services: On-campus interviewing, seminars, other fairs, website.
Schedule of Events for
THE MINNESOTA PRIVATE COLLEGES
JOB & INTERNSHIP FAIR
February 22 & 23, 2017
The Minneapolis Convention Center

Day 1 - Wednesday, February 22

9:00-3:00  Open session to meet informally with recruiters to introduce yourself, distribute resumes and schedule interviews. No lunch break scheduled and lunch is NOT provided for students.

8:30-1:30  A variety of round tables and panels will take place, past topics have included BioScience and Analytical careers as well as Domestic Job Searches for International Students. Details on mnpcfair.org in “Special Events” tab.

9:00-5:00  Interviews and group presentations for full-time jobs and internships.

- Shuttle bus service from UST to the Convention Center will be provided as part of your registration fee on Wednesday only. This will be a DIFFERENT bus than the UST shuttle to the Mpls. Campus. Pick-up location and schedule will be emailed to you in February.

Day 2 - Thursday, February 23

8:30-4:00  One-on-one interviews scheduled from pre-arranged contacts or 2/22 meetings. No lunch break scheduled and lunch is NOT provided for students. **There is no open floor time on this day and no UST Shuttle.**

Other Details

- Free headshots for your LinkedIn profile taken both days.
- Stop by the UST table at the Convention Center on 2/22 to pick up your name badge. **YOU MUST BE REGISTERED PRIOR TO THE FAIR TO RECEIVE A NAME BADGE FOR ADMITANCE.**
- A map of the employer booth layout will be available on the day of the fair at the UST table at the Convention Center as well as on the app prior to the Fair.
- A student lounge and free coat check are available.
- Food/beverages will be available for purchase on-site.
- Parking fee at the Convention Center ramp is $10.00. 
Some advice from your fellow students...
( videos of student comments can be viewed at: www.mnpccfair.org )

We asked students who previously attended the Minnesota Private Colleges Job and Internship Fair what students attending this year’s event ought to know.

Here is some of their feedback:

- Apply in advance. It works.
- Research the companies you are interested in!
- Be prepared for behavioral interviewing questions.
- Some employers may contact you the first night of the event for callback interviews on the second day, so include your cell number on your resume.
- The fair is great preparation and training for how to present yourself and learning to talk about your skills. “I learned so much and gained confidence in my professional abilities.”
- Expect some lines and confusion.
- Smaller companies had their acts together and were friendlier than some of the larger ones.
- There are some disconnects/inconsistencies between website and what we found at the booth, as far as what employers were looking for, positions they were filling, etc.
- Impersonal/frustrating interactions after a long wait in line (e.g., “Check our website if you’re interested in working for us. We’re just here promoting the company) can be frustrating.
- Not all companies hold one-on-one interviews and may instead offer a group discussion time period.
- “I was called two weeks after the Fair for an offer to interview.” The Fair provides a great opportunity to network.
- Having one set location to approach and learn about so many companies was worth it.
- Sophomores reported mixed reviews of their Fair experience.
- Loved the free shuttle bus for UST students on the first day going directly to the Convention Center. On the second day I used the UST shuttle to Mpls. and walked.
MNPC Job Fair has gone mobile!

Download MNPC Job Fair app on the Apple App Store, Google Play or scan the QR code:
Please complete all information below and deliver this form to the Career Development Center, 123 Murray-Herrick Campus Center. Registration forms are due prior to Wednesday, February 15, 2017 at 4:00 p.m. Thank you!

1a. First Name: __________________________ 1b. Last Name: __________________________ MI:

2a. Student ID #: __________________________ 2b. UST Email Address: __________________________ @stthomas.edu

5a. Information Session Date: ______/____/____ 5b. Method:
☐ Live Session  ☐ Webinar/ Blackboard  ☐ Attended Previous Year

For Office Use Only

Registration Date: __________________________ Payment Method: __________________________ Fee Paid*: $_________ .00  Data Entry Initials: __________________________

Cancel Registration Date: __________________________ Date Refund Sent: __________________________

Once your registration has been recorded you will receive an email in your St. Thomas account. Please check your St. Thomas email account regularly to receive updates and information about the Job/Internship Fair.

We recommend that you use our services as you prepare to attend the Job/Internship Fair (especially the Job/Internship Fair Success Tactics and Insiders’ Tips seminars). Attending a seminar, scheduling a mock interview, or meeting with a career counselor can improve your job/internship search experience. Also, be sure to research companies and visit mnpcfair.org to send resumes or requests for interviews before the fair.

*Cancellation Policy: Refunds for Job Fair Registration will only be given if our office receives a written cancellation form (located at the Career Development Center) by Wednesday, February 15, 2017 at 4:00 p.m.

(Signature) __________________________  (Date) __________________________

University of St. Thomas  (651) 962-6761
Career Development Center
123 Murray Herrick Campus Center  career@stthomas.edu
Saint Paul, Minnesota 55105  www.stthomas.edu/careerdevelopment

A confirmation email will be sent within 4 business days to verify your registration. If you do not receive an email from us within a week, please contact us to verify we have your correct contact information.