



**South Carolina
Independent Colleges and
Universities
Career Connections
Career Fair & Interview
Event**

**February 24, 2012
Columbia, SC**

Student Information Packet

Career Connections:

Career Fair & Interview Event

Student Requirements

You must complete the following list of items to participate in the SCICU Career Connections:

- Review the list of companies and job descriptions participating in the SCICU Career Connections.
- Research the companies that interest you, and remember to pay close attention to the requirements. If you do not meet the minimum requirements, you will not be selected for an interview.
- Complete the SCICU Career Connections Student Form.
- Submit your resume and registration form to The Center.
- Polish up on your interviewing skills. The Center has various lists of questions that may be asked during your interview.
- If you do not already have proper interview attire, purchase a suit. The Center has guidelines on what is appropriate in a formal interviewing situation.

Two important deadlines:

Deadline for resume to be included in employer resume booklet:

Friday, January 13th at 5:00 pm

Registration deadline for SCICU event:

February 17th by 5:00 pm.

CONVERSE

SCICU Career Connections – Career Fair and Interview Event will be held on Friday, February 24th in the Exhibit Hall at the Columbia Metropolitan Convention Center in Columbia, SC. The Career Fair will begin at 9:00 am and conclude at 11:00 am. The Interview Event will begin at 12:00 noon and conclude at approximately 5:00 pm.

Directions to the Columbia Metropolitan Convention Center: Start out going SOUTHWEST on E MAIN ST / US-29 toward MILLS AVE. Turn SLIGHT RIGHT onto E ST JOHN ST / US-29. Turn LEFT onto ST JOHN ST / US-29. Turn SLIGHT RIGHT onto W MAIN ST / US-29. Continue to follow US-29 S. Merge onto I-26 E toward COLUMBIA. Merge onto I-126 E / US-76 E via EXIT 108B on the LEFT toward DOWNTOWN / COLUMBIA. Merge onto HUGER ST / US-176 E / US-21 S / US-321 S. Turn LEFT onto GERVAIS ST / US-1 N / US-378 E. Turn RIGHT onto LINCOLN ST. 1101 LINCOLN ST is on the RIGHT.

If you should encounter trouble on the way, please call Kelly Ogiba at 716-696-0314 or Witney Fisher at 864-764-4221

When to Arrive: The Columbia Metropolitan Convention Center is located at 1101 Lincoln Street, Columbia, SC 29201 (Phone: 1-800-264-4884). All students should arrive at the Convention Center by no later than 8:15 a.m. When you arrive at the Convention Center look for your college's table in the main area. You will sign in at your college's table and receive last minute instructions. There will be a designated area for students to wait between interviews (check with your Career Services representative for the location of the student waiting area). The Exhibit Hall is where you will be meeting employers from 9:00 – 11:00, and return to for interviews between 12:00 noon and 4:30. Please be courteous to your fellow interviewers and keep the noise level to a minimum. Be sure to check with your Career Services Representative before leaving for the day.

Career Fair: The morning session is designed as a networking session for you. During this time, there should not be any interviews in progress, so students may approach any recruiter to briefly introduce yourself, offer your resume, and hopefully schedule an interview at a later time. Please refer to the handout for tips to maximize this networking time with employers. If during this brief conversation, you win over the recruiter, s/he will ask you to sign up for an interview with the company for the afternoon. It is your responsibility to ensure you are available during the proposed interview time with the company.

Interview Event: A resume booklet will be provided to employers prior to the Career Fair. Therefore, some companies may choose to arrange interviews for the afternoon session in advance. This means it is important for you to submit your resume by **Friday, January 13th** if you wish for employers to view your resume. Some of the afternoon interviews will be based on the morning Career Fair. At check-in, your institution will provide you with a blank interview schedule. This schedule will help you keep track and organize your interviews for the afternoon. Be sure to write down each interview opportunity you receive from an employer. You don't want to double book yourself.

Transportation: Converse College will consider providing transportation to this Career Event dependent upon student interest. Otherwise, it is your responsibility. Please mark on the registration form if you need transportation. The Center will notify you by February 15th whether or not transportation will be provided.

Lunch: Lunch will not be provided at the Convention Center. You will receive a list of local area restaurants if you wish to have lunch in the surrounding area during the day.

Do your homework! Be sure to research each company/agency you will be interviewing with. A brief description of each company with their web address is available in the Center.

What to wear and what to bring: Appropriate attire is a must! When in doubt, err on the side of conservatism. Even if the company has a "business casual" dress policy, you're better off dressing a bit on the "stuffy" side than in taking a gamble only to find that your idea of casual doesn't match that of your prospective employer (see handout for specifics or ask us if you have questions). Be sure to bring a professional looking notebook or portfolio with pen, extra copies of your resume, and your best **SMILE!**

We realize that you might feel some anxiety at first, but this event will be a great learning experience for everyone and we hope you will enjoy the day. With proper preparation, you will feel confident and relaxed and, hopefully, will advance to the next step in the hiring process!

Good luck!

South Carolina Independent Colleges and Universities Career Connections & Interview Event

Student Registration Form

Name: _____ Year: _____

Address: _____

Phone Number: _____ Email: _____

Major/Minor: _____

Do you need transportation to this event? _____

Converse does not guarantee transportation. It will be determined based upon student interest.

Each participating employer will receive a searchable resume booklet. If you wish for your resume to be included in this booklet, it must be submitted to the Center by **Friday, January 13th at 5:00 pm**. No exceptions will be made.

Students must:

- Submit a resume to be critiqued before being allowed to participate.
- Resumes must be **one page only** – no exceptions - and word processed on quality paper.
- Attend orientation session prior to Interview Event, Date to be determined.

I understand that by registering to attend this Career Connections & Interview Event, it does not guarantee me an interview.

Signed _____ Date _____

Keys to Success at a Career or Job Fair:

- 1. Research.** You can get a huge jump on the competition by getting a list of the companies attending the fair and doing some research on each of the companies you want to interview with; don't waste time with companies that do not interest you.
- 2. Resumes.** Bring lots of resumes to the fair -- at least two for each company for which you have an interest. Be sure to print your resume on quality paper.
- 3. Portfolios.** More and more career experts are emphasizing the importance of career portfolios. These portfolios should include copies of your resumes, a list of references, and samples of your best work.
- 4. Attire.** Conservative business attire is essential. It is always better to be overdressed than underdressed.
- 5. Strategy.** You need to devise a strategy or plan of attack for the fair. You've already done the first step by researching the companies you are interested in. The second step is seeing if any new companies have registered when you arrive at the fair. The third step is surveying the layout of the fair and determining an order of interviewing.
- 6. Interviewing.** You may only have two to five minutes to market yourself and protect yourself from being screened out, thus you need to make the most of your time. Many experts suggest that you develop a one-minute "commercial" that highlights the key benefits that you can offer the organization -- and then use it at the beginning of the interview. Also remember the three keys to all interviews: ***make eye contact, offer a firm handshake, and show enthusiasm.***
- 7. Intangibles.** First, don't waste your time interviewing with companies you have no desire to work for; do make sure to interview with all the companies you do want to work for. Second, if you did not prepare for a company you want to interview for, try eavesdropping on several of the interviews ahead of you so you can better prepare; do also try to get some company literature from the booth before getting in line so you can read about the company while waiting; don't just stand in line doing nothing. Third, do extend common courtesies, such as offering to get the recruiter a beverage or snack; don't be upset if the recruiter has to take a break before your interview. Fourth, if your ideal company is hiring computer technicians and you want to work in accounting, do still interview with the company at the fair, being sure to leave the interview with the contact information of the person responsible for hiring in that area; don't be discouraged and walk away.
- 8. Networking.** Career fairs are all about networking. However, you can also network with your fellow job-seekers in terms of sharing information about job leads, companies, and their recruiting strategies and styles.
- 9. Follow-up.** Don't take the order of this key to mean it to be the least important; in fact, some would say it is one of the most important. There are two main methods of follow-up: Calling the recruiter the evening of the fair and thanking the recruiter again for their time. A more concrete and traditional method is to write a thank you note and mail it the next day to the address on the recruiter's business card.