

# Career Fair Packet



## Career Services

[http://www.daytonastate.edu/career\\_services/](http://www.daytonastate.edu/career_services/)

Wetherell Center (Bldg. 100) – Room 205

(386) 506-3073

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## How to Prepare for a Career Fair

### Before the Career Fair

- Know what your top strengths are and be prepared to work this into conversation with employers at the career fair.
- Research the employers and study the job fair map so that you know where the employers are who you are interested in speaking with.
- Make a list of questions you may want to ask potential employers (example questions are included in this packet).

### Research Employers and Positions ahead of time:

- Research which employers are signed up to attend the career fair and what positions you might be interested in applying for.
- Use page 5 of this handout to organize information on which companies you want to be sure to talk with and details on their locations and positions. Bring the cheat sheet with you in order to keep information organized and show your preparation. This will also help you start conversations, prepare questions to ask, and demonstrate your interest.

### What to bring:

Resume – Bring multiple copies (10-20) of your resume printed on resume paper. You can also visit the Career Services Department (building 100, room 205) to print your resume on resume paper. ***You should visit with career services before the fair to make sure your document is well organized and up to date.***

Portfolio/Folder - A portfolio/folder will help you stay organized, keep your resumes crisp, and give you a place to store paper to write down important information.

### What to wear:

Wear dark colors like brown, black or grey. Be sure your clothes fits well (not too big, nor too tight). Iron your clothes and practice wearing them. Conservative styles and colors are best. Choose items that can be worn again to future interviews or paired easily with other clothing items to begin building a professional wardrobe. Jeans are not appropriate interview attire.

### Men

- Wear a tie and long sleeve shirt; if possible wear a jacket
- Be clean shaven and get a fresh hair cut
- Choose muted or light colors for your dress shirt and tie
- Wear a belt and tuck in your shirt
- No hats, especially baseball hats, should be worn
- Limited cologne or other scents

## Women

- Wear a knee length skirt, dress or slacks with a suit jacket or cardigan
- Pair your slacks or skirt with a dress shirt or blouse in a conservative color
- Choose low heels or flats and break in new shoes before wearing them to the fair
- Limited make up, accessories, and perfume should be worn
- Avoid large handbags or purses
- Be aware of necklines and skirt lengths, both should be modest in cut and style
- Avoid bright colors or vibrant prints

## During the Career Fair

- Arrive early; some recruiters will start to leave before the career fair is over.
- Don't ramble or awkwardly walk away from a recruiter. Practice your pitch and be confident.
- Don't bring a friend or a girl/boyfriend and especially not mom. You will appear unprofessional and immature.
- If you will miss class to attend the fair, let your professor know ahead of time and ask how you can make up attendance points or turn in assignments early.
- Leave your backpack or large purse at home and keep your clutter to a minimum.
- Don't grab the goodies on the table until they are offered. Engage with the recruiters before you help yourself to the freebies.
- Take your time. Be prepared to wait your turn.
- It's perfectly acceptable to apply for positions before the fair and follow up with recruiters at the event. Tight deadlines might actually make this more ideal.
- Your attire should send the message that you are looking for a job, not a date.
- Professional communication goes a long way, practice so you can be seen as a polished candidate.
- Don't be frustrated if a company does not choose to collect resumes, they will still have an application process in place for you to apply online.
- Follow application instructions as described by the recruiters, handing your resume to them at the career fair is typically not how you formally apply for the position.
- Career Services staff are present at the event, if you need help feel free to ask them questions.

## Networking with Recruiters:

Approach the table, and wait your turn if the recruiter is occupied with another student. Lead with a handshake, and your 30 second elevator speech. Be prepared to answer a few questions or provide more information if they ask and don't be afraid to ask questions. Have a resume easily accessible to hand them and don't forget to ask for a business card. Hold off on eye balling or reaching for their give-a-ways, the recruiter will offer them after you are done visiting. Thank them for their time and don't forget to apply ASAP for the positions of interest.

### 30 second elevator speech:

- Include your name, major, class year, and graduation date
- Communicate your interest in a position
- Highlight your related experience / show how your major applies to the position
- Summarize your experiences both in and out of the classroom that connect to the job
- Explain how you can be an asset to the company/organization
- Give an example of an accomplishment you're particularly proud
- Demonstrate your knowledge of the company/organization

Example:

My name is \_\_\_\_\_ and I am studying \_\_\_\_\_ here at Daytona State College. I plan to graduate in \_\_\_\_\_ so I am looking for a \_\_\_\_\_ position. I saw that you are hiring for \_\_\_\_\_ and I was interested because \_\_\_\_\_. Some of my key skills/experiences have come from \_\_\_\_\_ and I feel prepared to take on roles in \_\_\_\_\_. Most recently I have \_\_\_\_\_ that has prepared me for \_\_\_\_\_. I spent some time learning about your company from \_\_\_\_\_ and I was especially interested to learn \_\_\_\_\_. Could you tell me a little more about \_\_\_\_\_?

### Asking Questions:

- Tell me a little about the training process new hires complete?
- Is there a mentor program for interns?
- What type of projects do new hires/interns work on?
- How is success measured by your company?
- What are some of the skills you look for in candidates?
- What type of experience is necessary to work in this role?
- What type of long term career is possible with your company?
- What is culture of your office/location like?
- Could you describe the leadership in your organization?
- What is your hiring timeline?

### After the Career Fair

- Write thank you notes to recruiters for companies you're very interested in or anyone you learned a lot from.
  - Writing a thank you note goes a long way in making an excellent impression and helping a recruiter or potential employer remember you!
- Always make sure your voicemail box and email inbox are not full so that if an employer wants to contact you, they are able to reach you.
  - Also make sure your voicemail box has a professional sounding greeting or states your name. Voicemail boxes that only list a phone number or simply beep can be confusing and an employer wants to make sure they've reached the correct person.

**Employer Research and Guide:**

**Company Name:**

**Position Title:**

**My Questions and Notes:**

**Company Name:**

**Position Title:**

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**Company Name:**

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**My Questions and Notes:**

**Company Name:**

**Position Title:**

**My Questions and Notes:**

# **Daytona Beach Job Fair**

## **List of Participating Businesses**

**Thursday, September 28th**

**Hosseini Center (Bldg. 1200)**

**11 a.m. - 2 p.m.**

**Categories:**

Banking/Insurance/Billing

Education

Government/Public Service

Health Services

Hospitality/Food

IT

Manufacturing/Trade

Retail/Customer Service

Staffing Agencies

**Banking/Insurance/Billing**

Randstad USA

Accounting Clerks

Regions Bank

Branch Management

Relationship Banker

Financial Services

Universal Banker

Spherion Staffing

Medical Billing

Northwestern Mutual

Financial Representatives

Wells Fargo

Teller

Personal Bankers

**Education**

Electrical Training Alliance of DB

Apprenticeship Applicant for OJT

Flagler County School District

TBD

Mid Florida Community Services

Teacher

Teacher Assistant



## **Government and Public Service**

### Allied Universal

Security Professionals

### City of Port Orange

Police

Maintenance Worker

Civil Engineer

Program Leader

### Jacksonville Sheriff's Office

Police Officer

Corrections Officer

Court Baliff

Community Service Officer

### Orange County Sheriff's Office

Patrol Deputy

911 Operator

### Ormond Beach Police Department

Police Officer

### US Navy

Nuclear Engineer

Medical

Cyber Security

Administration

### Volusia County Sheriff's Office

Deputy II

911 Public Safety Telecommunicator

### Votran

Fixed Route Bus Driver

## **Health Services**

### Absolute Health Professionals

Certified Nursing Assistant  
Home Health Aide  
Home Companion

### ResCare Home Care

Home Health Aide  
Certified Nursing Assistants  
Registered Nurse  
Licensed Practical Nurses

### Confident Care Home Health

Registered Nurse  
Licensed Practical Nurse  
Certified Nursing Assistance  
Home Health Aide  
Physical Therapy Assistant  
Occupational Therapy Assistant

### Seaside Health & Rehab

Certified Nursing Assistant  
Housekeepers  
Registered Nurse  
Licensed Practical Nurse  
Dietary Aides

### Consulate Healthcare

Registered Nurse  
Licensed Practical Nurse  
Certified Nursing Assistance

### SMA Behavioral Health Services, Inc.

Behavioral Health Tech.  
Correctional Tech.  
Registered Nurse  
Counselor

### Covance Clinical Research

TBD

### US Navy

Medical

### FDVA-Emory L. Bennett SVNH

Registered Nurses  
Certified Nursing Assistants  
Licensed Practical Nurses  
Receptionist

### Visting Angels

Home Health Aide  
Certified Nursing Assistant  
Administrative Services Coordinator

### Halifax Health

Registered Nurse  
Certified Nursing Assistant  
Administrative/Clerical

### Home Instead Senior Care

Certified Nursing Assistant  
Home Health Aide

### John Knox Village

Restaurant Staff  
Housekeeping  
Certified Nursing Assistants  
Licensed Practical Nurses  
Home Health Aide  
Dietary Aides

## **Hospitality/Food**

### Express Employment

Cashiers  
Dishwashers  
Servers  
Housekeepers

### John Knox Village

Housekeeping

### Premier Resorts & Management

Housekeeper  
Guest Service Agents  
Server

### Seaside Health & Rehab

Housekeepers

### Waffle House

Operations Manager

### Wyndham Vacation Ownership

Sales  
Universal Agent- Guest Services  
Community Marketing Agents

**IT**  
[US Navy](#)

Cyber Security  
Administration

## **Manufacturing/Trade**

### Allied Universal

Security Professionals

### Electrical Training Alliance of DB

Apprenticeship Applicant for OJT

### Express Employment

Warehouse

Assembly

Groundskeeper

### Giles Electric

Electrician

### JMN Transportation

Auction Driver

### Massey Services

Service Techs

Sales Inspectors

Manager Trainee

### National Broadband

Cable Installer Trainee

### Pet Paradise Resort

Resort Associate

Front Desk Associate

Playtime Coordinator

Bather

### Randstad USA

Machine Operators

Warehouse Workers

Accounting Clerks

### Riley Gear Corporation

CNC Machinists

OD/ID Grind

Lathe

Programmers

### Spherion Staffing

Machine Operators

Medical Billing

### Votran

Fixed Route Bus Driver

## **Retail and Customer Service/Relations**

### Elite Wireless-Cricket

Store Sales Manager  
Assistant Sales Manager  
Wireless Sales Associate  
Sign Holder

### Express Employment

Administrative Assistant  
Cashiers  
Servers  
Housekeepers

### Fastenal

Sales  
Sales Management

### FDVA-Emory L. Bennett SVNH

Receptionist

### Halifax Health

Administrative/Clerical

### Massey Services

Sales Inspectors  
Manager Trainee

### Pet Paradise Resort

Resort Associate  
Front Desk Associate  
Playtime Coordinator  
Bather

### Primerica

Sales Representative

### Ross Dress For Less

Store Protection Specialist

### Sam's Club

Food Service  
Cashier

### Sherwin-Williams

Management/Sales Training Program  
Management/Sales Summer Internship  
Part-time Sales Associate

### Spherion Staffing

Call Center  
Administrative  
Medical Billing

### The Uniform Outlet

Part-time Sales Associate

### Visting Angels

Administrative Services Coordinator

## **Staffing Agencies**

### EmployU, Inc.

Job Coach  
Transition Job Coach  
Employment Specialist

### Express Employment

Administrative Assistant  
Cashiers  
Dishwashers  
Servers  
Housekeepers  
Warehouse  
Assembly  
Groundskeeper

### Randstad USA

Machine Operators  
Warehouse Workers  
Admin Assistant  
Accounting Clerks

### Spherion Staffing

Call Center  
Administrative  
Machine Operators  
Medical Billing