

Job Fair Packet



Career Services

http://www.daytonastate.edu/career_services/

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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:

My Questions and Notes:

Company Name:

Position Title:

My Questions and Notes:

Company Name:

Position Title:

My Questions and Notes:

Daytona Beach Job Fair

Wednesday, March 28th

Daytona Beach Campus (Lemerand Center, Bldg. 310) 11 a.m. - 2 p.m.

**Please visit *all* pages to see the list of employers
and opportunities available to you.**

Categories:

Accounting/Banking/Insurance/Government/Health Services
Hospitality/Food/Manufacturing/Non Profit/Retail/Customer Service
Sports Events/Staffing Agencies/Trade

Accounting

[James Moore & Co](#)

Banking/Insurance

[Aflac](#)

[Banker's Life](#)

[Primerica](#)

[Ryan Insurance & Financial](#)

Government

[Air Force Reserve](#)

[City of New Smyrna Beach](#)

[City of Port Orange](#)

[County of Volusia](#)

[Flagler Schools](#)

[Jacksonville Sheriff's Office](#)

[Orange County Sheriff](#)

[Ormond Beach Police](#)

[US Army](#)

[US Army Recruiting Daytona Beach](#)

[Utilities Commission City of New Smyrna Beach](#)

[Volusia County Schools](#)

[Volusia County Sheriff's](#)

[Volusia County Sheriff's 911 Communications Center](#)

Health Services

[Concierge Care](#)

[Covance Clinical Research](#)

[FDVA-Emory L. Bennett](#)

[Florida Health Care Plans](#)

[Heartland Dental](#)

[Oaktree Healthcare](#)

[ResCare](#)

[Senior Helpers](#)

[SMA Behavioral Health Services](#)

Hospitality/Food

[Delaware North @ Kennedy Space Center](#)

[Hammock Beach Resort](#)

[McDonalds](#)

[Waffle House](#)

Manufacturing

[Guernsey Architectural Solutions](#)

[Riley Gear Corporation](#)

[Thompson Pump & Mfg](#)

Non Profit

[Community Partnership for Children](#)

[Easterseal](#)

[Florida Sheriffs Youth Ranches](#)

[Goodwill Job Connection Center](#)

[Mid Florida Community Services, Inc](#)

Retail/Customer Service

[Elite Wireless](#)

[Enterprise Holding](#)

[Fastenal](#)

[Flagler Tavern](#)

[Kate Spade New York](#)

[Ross](#)

[Sherwin-Williams](#)

[Speedway](#)

[Superwash Express](#)

[Sykes](#)

[US Foods](#)

[The Vitamin Shoppe](#)

[Total Quality Logistics](#)

[Walgreens](#)

Sports/Events

[Daytona International Speedway](#)

Staffing

[Allied Universal](#)

[Kelly Services, Inc.](#)

[Randstad](#)

[Remedy Staffing](#)

[Spherion Staffing](#)

Trade

[Giles Electric](#)

[Massey Services](#)

[National Broadband](#)

[Votran](#)