

Pitt- Johnstown Career Fair Booklet



University of
Pittsburgh®

Johnstown

Office of Career and Professional Services

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Pitt-Johnstown Office of Career and Professional Services Events

Every year, the Pitt-Johnstown Career Services hosts a variety of events. Some examples of these include:

Career, Internship, and Graduate School Fair (All Majors): Fall Semester

Major and Minors Fair : Fall Semester

Adulting 101: Mastering Life After Graduation : Spring Semester

What can you expect from attending a career fair?

Attending a career fair offers students an excellent opportunity to explore career options, connect with potential employers, and gain insights into various industries.

At these events, students can expect to meet representatives from a wide range of companies and organizations. These representatives often provide information about job openings, internship programs, and general information about their company.

Overall, this is a chance to ask questions, learn about different career paths, and discover what skills or qualifications are most in demand for their field. A common misconception when attending a career fair is that the student should leave with a job or internship opportunity, while this may happen, it is very rare. The purpose of a career fair is to build your professional network and learn more about companies in your field.

What to bring and wear to a career fair

What to bring:

Resume:

Bring multiple copies of your resume printed on resume paper (visit Career Services in G52 student union to have your resume printed on the proper paper!) Additionally, you should visit with career services before the fair to make sure your document is well organized and up to date.

A Folder/Portfolio:

Having a folder or portfolio will help you stay organized, keep your resumes crisp, and will give you something to put business handouts in!

What to wear:

Please refer to the following page for helpful tips and information on what to wear to a career fair!

If you need business clothing for interviews, career fair, etc. please come visit the UPJ Career Closet located in the Career Services Office, in G52 Student Union, open Monday through Friday from 8 am to 4:30 pm!



HOW TO DRESS FOR SUCCESS

GENERAL TIPS



Nails should be trimmed. If painted, it should be a solid, neutral color.



Hair and facial hair should be groomed and well-kept.



Perfume and cologne should be minimal, fragrance should be mild.



All skirts and dresses should fall at or below the knee. It should cover the thighs when sitting.

ACCESSORIES :

- * MINIMAL JEWELRY
- * NEAT AND CLEAN SHOES
- * BELT COLOR SHOULD MATCH
- * ALIGN TO COMPANY CULTURE WITH TATTOOS AND PIERCINGS

CLOTHES SHOULD BE :

- * IN GOOD CONDITION
- * FIT PROPERLY
- * WRINKLE-FREE

BUSINESS PROFESSIONAL

SUIT JACKET & PANTS/SKIRT

Conservative colors, such as black, navy, and gray are best for suits. suit piece colors should match and be solid.



ACE YOUR INTERVIEW ATTIRE

- ✓ Ironed dress pants/skirt
- ✓ Jacket sleeves should be just below the wrist
- ✓ Closed-toed dress shoes, flats, or 1-2 inch heels
- ✓ Dark suit piece should be paired with a light-colored shirt

BUSINESS CASUAL

EVERY-DAY WORK ATTIRE

- ✓ DRESS PANTS, KHAKIS, AND CHINOS
- ✓ APPROPRIATE-LENGTH DRESSES AND SKIRTS (TYPICALLY NO SUNDRESSES)
- ✓ CLOSED-TOED DRESS SHOES, FLATS, LOAFERS, OR BOOTS
- ✓ NO JEANS, SHORTS, OR ATHLETIC WEAR
- ✓ BLAZERS, SPORTS COATS, AND CARDIGANS CAN BE GOOD OPTIONS TO PULL TOGETHER ANY OUTFIT

REMEMBER!
FIRST IMPRESSIONS
ARE IMPORTANT.
MAKE SURE TO DRESS
FOR SUCCESS!

Before a career fair

1. Create a strong resume

- Visit the Career Services office to get your resume reviewed and to have copies printed on professional resume paper before the fair.

2. Develop and practice an elevator speech

- Develop an elevator speech is one of the most important components in preparing for a career fair.
- Prepare an elevator speech before the day's event, but also practice it with a career counselor at Career Services.
- Use the resource on page 9 to help you!

3. Research employers and objectives

- Identify which employers you want to talk to **BEFORE** the event by researching the organizations attending.
- Research and follow up with attendees. There will be a list available of attending companies online close to the event date.
 - **TIP:** If you have properly prepared for the event, you will have more time to focus on the representatives from organizations of interest.

4. Consider your online presence

- Update or create a LinkedIn profile
- Clean up any social media profile and make it private.

During a career fair

1. Arrive early; some companies will start to leave before the career fair is over.
2. Leave your cell phone and other items that may cause distraction in your car, dorm room, or with the front desk at the event!
3. Be positive and confident!
 - Sixty percent of personal communication is nonverbal. This includes actions like a firm handshake, maintaining eye contact, nodding, and most importantly– smiling!
 - **TIP:** Consider saving your “top choice” employer for last. Meeting with other employers first can help you practice and build confidence.
4. Ask thoughtful questions!
 - See page 10 for sample questions to ask employers.
5. Leave your resume with the representative that you speak with
 - Oftentimes, employers at a career fair will not take a paper copy of your resume because the submission process is electronic. Do not be discouraged by this!

During a career fair cont.

7. Request a business card from the employer (or contact information if cards are not offered)

8. Be open-minded!

- Many employers are recruiting students from all majors. Therefore, it is important to explore and research all the companies at the event.

DO:

- Leave your backpack in a safe space before entering the fair.
- Bring plenty of copies of your resume.
- Develop a strong elevator speech.
- Use strong non-verbal communication when interacting with employers (handshake, nodding, etc.).
- Ask questions.
- Know about the employer you are visiting with.
- Dress professionally.
- Follow Up.

DO NOT:

- Ask an employer “What does your organization do?” or “What positions are you hiring for?” This indicates that you have not done your homework, meaning you are not invested in them.
- Ask questions about salary and employer benefits.
- Collect free stuff when you are not offered.
- NOT ask questions!

After a career fair

1. Follow up with employers!
 - Especially if an employer expressed interest in you for a job or internship opportunity.
2. Write emails thanking employers for their time, preferably the same day of the event.

Sample 'Thank You' Email

Dear _____,

Thank you very much for speaking with me at the Pitt-Johnstown Career and Internship Fair on _____ about the XXX position currently available at XXX. I wanted to follow up to see if the internship has been filled.

As we discussed during the fair....

Please let me know if I can provide further information. I look forward to hearing from you.

Sincerely,

Elevator Speech

When approaching a recruiter:

- Be confident, make eye contact and smile!
- Introduce yourself and offer a firm handshake
- Present your 30-second introduction or elevator speech
- Offer your resume
- Ask prepared questions to learn if the organization and its positions are a “fit” for you
- Obtain a business card
- Inquire about follow-up process and timeline
- Thank the recruiter

The following is a template to get you started on developing your own 30-second introduction.

Hi! I’m _____ (name) and I am a
_____(year)_____(major) at the University of Pittsburgh at
Johnstown. I possess excellent _____, _____, and _____
skills. (skills 1, 2, and 3). I am interested in utilizing skills as a
_____ (what interests you have for your future after college).

Practice

The more you practice this and revise it to fit your style, the more effective it will become for you!

Possible Questions to ask Employers

- What are common career paths within your organization?
- What kind of training programs do you have for new hires?
- What type of projects do new hires/interns work on?
- What are some of the skills you look for in candidates?
- What is your hiring timeline?

It is important not to solely rely on these sample questions. Be sure to thoroughly research the organization and devise 2–3 questions of your own!

While attending a career fair is the first step to enhance your job search network, it is more than just simply attending. You must navigate the fair and do your research before attending the event. This includes preparing for the event before, during, and after the fair. Remember, you have a lot to offer an employer!

If you need more support or help before, during, or after the event Pitt–Johnstown Career Services staff will be available for resume reviews, mock interviews, etc. before and after the event and for questions at anytime!

**Office: G52 Student Union
Email: jcareers@pitt.edu**