

# LEWIS S MILLS CAREER FAIR



## CAREER FAIR GOAL

*To allow all LSM students to explore different career options by interacting and engaging with a large variety of employers and to provide an opportunity to gain career insight and establish relationships that could lead to further opportunities.*

## CAREER FAIR EXPECTATIONS

*Students should be actively engaged in exploring and interacting with all employers.*

## BEFORE THE FAIR

- Review the employers that will be participating in the fair and think about areas of interest.
- First impressions are lasting impressions. Plan your attire to be business professional – no hoodies, jeans, headphones, etc.
- Think about questions you might want to ask the employers
- Practice your elevator script - "Tell me about yourself" response to employers
- If interested in employment and/or internship opportunities, make sure you have an updated resume, printed and ready to hand out.

## DURING THE FAIR

- Approach employer booths in a confident manner; introduce yourself, firmly shake their hands, make eye contact, and ask questions about their business.
- Ask about careers that they offer and any specific requirements to obtain employment.
- Ask for a business card if you would like to follow up with them
- Complete the Career Fair Survey prior to leaving. All completed surveys will be entered into a raffle for a prize.

## AFTER THE FAIR

- Complete any follow-up actions needed such as sending thank you notes or following up with an employer.
- Reflect on the experience and decide if there are follow-up experiences that might be helpful for postsecondary planning; job shadow, Sr. Internship, or summer employment



# 19 WAYS TO MAKE A GOOD FIRST IMPRESSION

## 1. Watch What Your Body Says

Body language can be a dead giveaway – it can easily show how you really feel and what you really think. Smirks, eye rolls, and nervous tics can be perceived as disinterest or impatience, even if that is not your intention.

## 2. Watch Your Volume

Some people talk loudly and appear to come on overly strong at a first meeting. Make sure you practice volume control. Remind yourself to use your inside voice when talking to new people.

## 3. Watch Your Tone

How you communicate with others can be influenced by the tone you use. If your voice is monotone, you may appear to lack enthusiasm. Monitor your tone, keeping it light and friendly.

## 4. Make Eye Contact

Nerves can sometimes cause us to look everywhere but at the person we are talking to, which can be perceived as rude. Focus on making eye contact when speaking and when listening to others.

## 5. SMILE!

A smile goes a long way. If you're meeting people for the first time, you want to create an impression of being friendly and approachable.

## 6. Call People by their Correct Names

People like to be remembered, so make every attempt to remember a person's name and use it throughout the conversation.

## 7. Use Your Manners

All too often, basic manners and politeness go by the wayside. If you want people to like you be sure to use common manners like saying 'please', 'thank you', 'you are welcome', 'nice meeting you', and 'excuse me'.

## 8. Actively Listen

Ask people questions about themselves and be sure to actively listen to the answer. People like to know others are interested in them.

## 9. Don't Monopolize the Conversation

You may like to talk about yourself but don't yap endlessly. Highlight some of your finer moments, your interests, and thoughts relative to the conversation to keep it going.

### **11. Prepare Yourself for the Situation**

Review whatever details you can about the company. Remember that any new people you meet are a potential networking opportunity for your career and your personal life.

### **12. Always Be On Time**

If you have a pre-arranged meeting time and place, be sure to be there at that time, if not a few minutes early. If you show up late or miss appointments altogether, you can give a first impression of being unreliable and irresponsible.

### **13. Dress for Success**

You will give an instant impression just by what you choose to wear.

### **14. Be Open-Minded**

It is important to remain open-minded when people do, say, and act differently than you do. Accept these differences and withhold judgments, as not doing so can change your body language and overall demeanor during an in-person meeting.

### **15. Speak Clearly**

It is one thing to blow through a conversation filled with slang with your friends, but it is important to speak clearly when meeting someone new. How you speak can make people form an immediate impression of you (possibly uneducated or even lazy). Enunciate your words and avoid using slang or inappropriate language.

### **16. Don't Be a Gossip**

If you meet a person for the very first time and speak negatively about mutual acquaintances or people in your life, you may be giving the impression that you are untrustworthy and disloyal.

### **17. Show Your Personality**

While you should be attentive to your actions and your words, you shouldn't hide your true self. If you are a funny person, incorporate some humor in your conversation. If you have specific interests, share them, as they are relevant to the conversation. People will likely be more eager to relate to people that have upbeat personalities.

### **18. Be Memorable**

Think about what makes you remember new people you meet. You don't have to do something outrageous to make yourself stand out, but it is worth the effort to be memorable in some way. This can be especially important for job interviewing opportunities when competition is tough.

### **19. Be Positive**

While a lot of people can be negative by nature, people tend to gravitate towards those with a positive attitude. Not only is positivity in your attitude and speech important, but you should also consider the image you portray on social media pages.

# QUESTIONS EMPLOYERS MIGHT ASK YOU



1. What are your long range and short range goals?
2. What do you see yourself doing five years from now?
3. What do you really want to do in life?
4. What are your long-range career objectives?
5. How do you plan to achieve your career goals?
6. What are the most important rewards you expect in your business career?
7. What do you expect to be earning in five years?
8. Why did you choose the career you are interested in?
9. Which is more important to you, the money or the type of job?
10. What do you consider to be your greatest strengths and weaknesses?
11. How would you describe yourself?
12. How do you think a friend or professor who knows you well would describe you?
13. What motivates you to put forth your greatest effort?
14. How has your high school experience prepared you for a career?
15. Why should I hire you?
16. What qualifications do you have that make you think that you will be successful in your career?
17. How do you determine or evaluate success?
18. Describe the relationship that should exist between a supervisor and those reporting to him or her.
19. What two or three accomplishments have given you the most satisfaction? Why?
20. Describe your most rewarding high school experience.
21. What high school subjects did you like best? Why?
22. What high school subjects did you like least? Why?
23. If you could do so, how would you plan your academic study differently? Why?
24. What changes would you make to your high school? Why?
25. Do you think your grades are a good indication of your academic achievement?
26. What have you learned from participation in extracurricular activities?
27. In what kind of a work environment are you most comfortable?
28. How do you work under pressure?
29. In what part-time or summer jobs have you been most interested? Why?
30. How would you describe the ideal job for you following graduation?
31. What do you know about our company?
32. What two or three things are most important to you in your job?
33. What major problem have you encountered and how did you deal with it?

# QUESTIONS YOU MIGHT ASK EMPLOYERS



1. What type of education and training prepared you for this career field?
2. What type of education and training would you recommend for someone just starting out in this career?
3. What types of skills are necessary for succeeding in this career?
4. How has this career field changed since you started?
5. How did you know this was the right career for you?
6. What makes you excited about your job?
7. What other careers or industries could you work in with your education and experience?
8. What do you see as the biggest changes that have happened in this career field?
9. How has technology changed this career? What kind of technology do you use to do your job?
10. What's the most common technology used in this industry?
11. How has the state of the economy affected this career?
12. How long have you worked for this employer?
13. How did you choose this employer to work for?
14. How does your employer differ from its competitors?
15. How did you get your current job?
16. What is your exact job title, and how long have you been in the job?
17. What do you like most about working for this employer?
18. Have you worked for any other employers?
19. What do you like most about your job?
20. What do you like least about your job?
21. Can you describe a typical day at your job?
22. How much of your day is spent behind a desk? Out in the field?
23. How much are you required to work outside normal business hours?
24. What are some of the biggest challenges you face in your job?
25. How is your work-life balance with your job?
26. What's the most valuable reward you've reaped from this job?
27. What's the most valuable lesson you've learned in this job?
28. What advice do you have for someone considering this career?
29. What types of summer jobs or internships should I seek out as I continue my education?
30. What websites and tools do you use to stay current with your career and your profession?