

## **Making the Most of the Experience Expo**

The Experience Expo is a great opportunity to meet with many employers/agencies in a large informal setting. The representatives participate in this event to promote their organizations and to find qualified candidates for available positions. We offer the following suggestions on making the most of the Experience Expo.

### **Know why you are attending the Expo**

- To seek volunteer opportunities, internships or summer jobs?
- To establish contacts?
- To explore career fields?
- To gather information?

### **What to do before the Expo**

- Brush up on your professionalism skills: Be prepared to say hello, introduce yourself, and shake the representative's hand.
- For job and internship seekers, we encourage students to wear nicer, casual dress. Khaki pants and slacks are okay, but avoid wearing worn jeans or sweats. Suits are not required.
- Prepare questions: What kinds of positions are available? What knowledge, skills, or experience are required? What projects, tasks, or responsibilities would you have? What is the length of the experience? Are you compensated? If so, how? What are the application procedures and deadlines?
- Agencies offering summer job and internships may ask to see your resume. Visit <http://www.clarion.edu/resumes> for information about resume and cover letter preparation. After preparing a rough draft or if you already have a resume, you can get personalized help in evaluating and refining your resume from a career services staff member. Call 393-2323 to schedule an appointment.

### **What to take with you to the Expo**

- A pen (with blue or black ink) and paper for notes
- If you seek volunteer opportunities – your appointment book and a copy of your class schedule
- If you are seeking jobs – a few copies of your résumé and lists of references

### **At the Expo**

- Upon check in - get a name tag, an Expo Guide, and an Expo evaluation form.
- Before entering the multi-purpose room, review the Expo Guide for a description of organizations participating; the types of positions that they offer (volunteerism, internships, or summer jobs; and contact information.
- Check the floor plan to become familiarize with where the organizations are located in the Multi-purpose room.
- Take time to “walk” the room. Walk up and down each aisle and look at all of the booths before you start talking to people. Circulate among the tables and take the time to visit organizations of interest to you.
- Don’t make judgments based on displays. Some of the best jobs available are not housed in the most attractive displays.
- Don’t just pick up materials. Take time to introduce yourself to the organization’s representative.
- When introducing yourself, offer a *firm* handshake and have good eye contact
- State your name, major, and career interests confidently.
- Ask questions: What kinds of positions are available? What knowledge, skills, or experience are required? What projects, tasks, or responsibilities would you have? What is the length of the experience? Are you compensated? If so, how? What are the application procedures and deadlines?
- Take some employer/agency materials to review later and a business card (if available.)
- Make the most of your time. If you approach a table that has a long line, continue to a table that no one else is visiting and return to the original table when the line has diminished.
- Don’t expect job offers at the expo. This is the initial step in the recruiting process. You are usually invited for a more formal interview if a representative is interested in you for their positions.
- Know when it is time to move on. If there are other students waiting to talk to the representative, demonstrate courtesy by keeping your contact brief.

### **Before leaving the Expo**

- Complete and return your evaluation form to qualify for door prizes.

### **After the Expo**

- Jot down some notes to remember individuals or organizations that impressed you or who seemed very interested in you.
- Evaluate each opportunity and how it relates to your goals, interests, and abilities.
- Follow-up with the representative by sending a short e-mail reiterating your interest in the organization.
- Adhere to the organization’s application procedures and deadlines.