

Faculty Guide

Career & Co-op Job Fair

Tuesday, March 14, 2023

Clifton Campus – Main Building – Conference Center

11:00 – 2:00 p.m.



The faculty voice in career development is an important part of the student’s decision-making process. We hear over and over that many career decisions and information come from the student’s faculty. What can you do to help? Make sure they are aware and encourage them to attend the **Career and Co-op Job Fair!**

How can you help?

- Announce Career and Co-op Job Fair in class to students.
- Review tips on how to work a Career Job Fair (page 2)
- Review the list of employers attending with students (page 4)
- Develop an assignment or give extra credit for attendance.
- Do follow-up discussions in class about how your course develops skills needed by employers.
- Discuss the employers and their hiring needs.

Attend yourself

- Network and talk with employers attending.
- Be a “safe” face for your students. When they see you there, they feel more comfortable attending.
- Identify your goal of attending the event (are you looking for information on how your students can better articulate their skill sets; trying to identify companies that would most likely recruit your students; or trying to “sell” your program to potential employers?)
- Questions you may want to ask employers:
 - What skills are the employers seeking in Cincinnati State students?
 - What do you like about hiring our students? What skill gaps are you seeing in our students?
 - How can my student do to stand out when applying for your company?
 - Would you be interested in speaking with classes? How can our department partner with you?
 - Are you open to mentoring students? Providing job shadow experience or informational interviews with students still exploring career options?
 - Who is the best contact in your organization to speak to about furthering our partnership?

Things to Bring With You

- Business Cards
- Curriculum Information

Thank you for attending this important event.

Send me a quick message to let me know you will be attending at kelly.harper@cincinnatiastate.edu

Student Tip Sheet

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What is a Career and Co-op Job Fair?

A Career and Co-op Job Fair is an event where recruiters and potential employers gather to provide information about their organization and employment opportunities.

- Opportunity to learn about companies.
- Connect with employers who are hiring.
 - Employers attending will have part-time, Co-op/Internship, Full-time Graduate Opportunities available.
- The ability for employers to meet a large number of potential applicants and quickly weed through them to find suitable candidates.

Career and Co-op Job Fairs are Not a Casual Meeting

- Employers do provide information, but they are judging applicants who approach them. (A mini interview)
- They are looking for confidence, assertiveness, and great first impressions.

Before the Career and Co-op Job Fair

- **Resume** - Update and make your resume shine!
- **Research Employers** - Review the employers attending and research information about them.
- **Prepare What You Will Wear** – Business attire.
- **Prepare Questions** – Plan what you will ask and how you will interact with employers. How will you communicate your skills to those employers?

Day of the Career and Co-op Job Fair

- **Print and Bring Copies of Your Resume on quality resume paper.**
- **Dress Professionally**
- **Remember This Is A “Mini” Interview-** Be prepared to ask and answer questions.
- **Smile and Make Eye Contact**
- **Watch Your Body Language** - Don't fidget or look around. Act interested, focused, and enthusiastic. Be friendly, assertive, mature, and sincere.
- **Don't Ramble**
- **Ask At Least Two Intelligent Questions To Each Employer**
- **Do Not Bring Food, Drink, or Chew Gum at the Fair**
- **Network** – Not just with the employers but talk to other students about the fair and what they've discussed with employers.
- **Bring a Notebook and Pen** – To take notes
- **Gather Business Cards and Company Literature**

After the Career and Co-op Job Fair

- Follow Up With Company Representatives
- Send Thank You Notes To the Employers

Questions to Ask Employers:

- What qualities are you looking for in an entry-level candidate?
- What is a typical career path in your organization?
- Why do you love working for your company?
- Describe your application and interview process and what does it consist of?
- What has been your career experience in the industry? As someone going into this industry what suggestions do you have?
- What classes would prepare me for your entry-level positions?
- I want to stay in touch with your recruiting team and continue to learn more about your company. What are your suggestions for me to stay connected?
- What is a typical day like in your organization?
- Are there both full-time and part-time positions available?

For more information and an Updated List, please check CState CareerLink at <https://cincinnatistate-csm.symplicity.com/students>

Registration is recommended for the Career and Co-op Job Fair.

Register to attend at:

CState CareerLink

<https://cincinnatistate-csm.symplicity.com/students>

Login: Cincinnati State E-mail

Password: MyCStatePassword

Career Closet at Cincinnati State – Free Interview & work-appropriate attire

Students: get suited up for Career & Co-op Job Fair! Faculty volunteers will be on hand to assist students needing appropriate interview attire. Clothing in the Career Closet is available at no cost to students, but please obtain a referral from a co-op coordinator or Career Center.

Days & times Career Closet will be open:

Tuesday & Thursday, 1 – 4 PM

Friday, 11 AM – 4 PM

Located: Lower level, Main Building. Across the hall from the fitness center, underneath the gym.

We'd love to help you find the perfect suit or outfit! Just be sure to contact your coordinator/advisor to be referred to the Career Closet.

Other Career Attire Resources

- JCPenney Suit-Up Event - <https://www.cincinnatistate.edu/jcpenney-suit-up/>
- Dress for Success Women's Styling Event - March 8th (Deadline to RSVP is March 1)
 - <https://www.cincinnatistate.edu/dress-for-success-styling-event/>

Current Employers Attending as of 2.27.23

3CDC
Abercrombie & Associates, Inc
ALS Environmental
Anthony Muñoz Foundation
Balluff, Inc.
Barnes Aerospace
Bayer Becker
Belcan
Boys and Girls Club of Greater Cincinnati
CBT Company
Cincinnati Recreation Commission
Clermont County Water Resources
Fifth Third Bank
Fischer Homes
General Electric - GE
General Factory/WD Supply
Gus Perdikakis Associates Inc.
Hamilton County Adult Probation
Hyperquake
Jurgensen Companies

Kenwood Dealer Group, Inc.
Kinetic Vision
LRT Restoration Technologies
Makino
Medpace
Metropolitan Sewer District
Olberding Brand Family
OSIS
Procter & Gamble
Siemens
Surveying And Mapping, LLC (SAM)
Talbert House
The Cincinnati Insurance Companies
TriVersity Construction & TriVersity Craft Force
TWC Concrete LLC
UC Health
Walt Sweeney Ford
Western & Southern Financial Group
Wm. A. Natorp Co.

Please stay connected with the Job Fair by signing up for our weekly newsletter.

<https://lp.constantcontactpages.com/su/5ejk1lr/CareerCenterNewsletter>