

**North Dakota State University**  
**Pharmacy, Nursing & Allied Sciences Career Fair**  
**Thursday, September 17, 2009♦Fargodome**

## **What to Bring?**

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- Nametag
- Student ID
- Copies of your resume
- A Pad of Paper and Pen
- Calendar, in case an appointment gets scheduled

## **Benefits:**

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Career Fairs serve as a valuable resource as you explore career options and seek employment. You can:

- Visit with college faculty, staff and students regarding admission.
- Discover what is out there in the work world from one single location.
- Explore different options and career paths within the fields of pharmacy, nursing, clinical laboratory science, radiologic sciences & respiratory care.
- Meet and talk with representatives from a broad spectrum of companies.
- Obtain valuable interview and job search experience from seasoned professionals.
- Learn about potential internship opportunities.
- Discuss available positions and submit your resume in person to company recruiters.
- Develop a network of contacts.
- Receive free admission & free parking.

## **Questions to Ask Recruiters**

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1. What is your company's management philosophy?
2. What do you see ahead for your company in the next (five) years?
3. What do you enjoy about working for this company? Are there any areas that you would work to improve?
4. Could you describe the climate of the work setting in terms of appropriate dress, and the hours of operation?
5. What are your plans for expanding the company?
6. What do you consider to be your company's three most important assets?
7. What is your company's philosophy about promotions from within?
8. What type of benefits/incentives does your company offer that are unique?
9. What kinds of additional training would set me ahead in this field?

## Tips To Make the Most of Your Visit

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### DO:

1. Greet the person with a firm handshake and maintain eye contact.
2. Dress professionally. Job fairs require the same attention to attire as interviews. Wear comfortable shoes. Wearing appropriate, professional attire can increase your confidence and grab the attention of recruiters. Formal - Conservative, modest.
3. Prepare a one-minute commercial. Prepare a script that introduces yourself, states your knowledge of and interest in the company, and relates your background to the position or organization.
4. Develop informed questions to ask beforehand. Bridge the gap between yourself and the recruiter. "What is a typical day like?" or "How would you describe the ideal candidate?"
5. Stand alone and be independent. Try not to move in groups with your friends.
6. Have an open mind. Approach lesser known companies in order to discover their potential.
7. Have a sense of humor and be personable. Talk conversationally with the recruiter. Remember to smile.
8. Bring multiple copies of your resume. Bring an appointment book, in case you have the opportunity to set up an informational interview. Keep all these materials organized throughout the fair.
9. Inquire about the best way to access future information and/or job opportunities at a company.
10. "Close the deal!" Take the initiative and ask what your next step is. Thank the recruiter for providing you with helpful information and shake their hand. Take a business card so you can follow up with a thank you note.
11. Visit your high priority companies first. If the booth is busy when you get there, move on to another company table, and return to them later. (Overwhelmed recruiters may not give you their full attention.)

### DON'T:

1. Don't be afraid of the recruiter. They attend these job fairs to meet qualified candidates!
2. Don't pretend that you are interested when you are not. Don't schedule an appointment if you don't intend to keep it. You may be preventing a student who is really interested from obtaining an interview.
3. Don't overstate your abilities, you'll end up in a job that you are not able to do. Present yourself and your abilities in a convincing manner.
4. Don't monopolize the recruiter's time. Sell yourself, make a good impression, and give the next student the opportunity to do the same.
5. Don't ask questions about salary!
6. Don't complain about former jobs, bosses, or classes!
7. Avoid negative words, like "can't" or "won't."
8. Don't insult the recruiter. Cultivate the recruiter as a contact in your network.
9. Don't just throw your resume on the table. It will probably be thrown into a pile. Take time to market yourself.
10. Don't jump into a conversation that the recruiter is having with another student. Patiently wait for your turn.

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