



THE CAREER FAIR: STEP BY STEP

Tuesday, September 21 12:00pm-4:00pm – Technology, Manufacturing, Engineering, and Sciences, Littlejohn Coliseum

Wednesday, September 22 12:00pm-4:00pm – All industries and majors, Virtual

Thursday, September 23 12:00pm-4:00pm – Social Sciences, Humanities, and Business, Littlejohn Coliseum

Pre-Fair Preparation

EMPLOYERS' TIPS FOR SUCCESS

Come learn from employers how to navigate the fair, make a good first impression and make meaningful connections.

Tuesday, September 14 - 4:30-5:30 pm

Wednesday, September 15 – 2:00-3:00 pm / 4:30-5:30 pm, **Hendrix 316**

30-Minute Mock Interviews

This event will allow you to practice your interview skills with an employer or a counselor! These sessions are 30 minutes and allow you to practice potential interview questions and discuss strategies to stand out. Sign-up on our events page at career.clemson.edu.

Wednesday, September 15 - 9:00am-12:00pm, **Hendrix 316**

RESUME BLITZ

Don't miss this valuable opportunity to receive resume feedback and network with employers. Employers and career counselors will offer valuable one-on-one critiquing and advice. Bring your resume! The Resume Blitz will be held on:

Thursday, September 16 - 9:00am-12:00pm; 1:30pm-3:45pm, **Hendrix 316**

Friday, September 17 - 9:00am-12:00pm; 1:30pm-3:45pm, **Hendrix 316**

Before the Fair

- Print out **multiple** copies of your resume. Many students have questions about including an Objective Statement on their resume for the Career Fair. There is no right or wrong answer, but we have found that employers typically recommend **including** an objective statement if you are looking for a **specific** job or internship. For example, the objective may state: Junior Mechanical Engineering student looking for a manufacturing internship. However, if you are open to a variety of internships we recommend not including an Objective Statement.
- Bring an attractive binder or padfolio to hold the copies of your resume, business cards and other materials you may gather.
- Prepare one or two business-professional outfits. Many employers hold on-campus interviews the day after the fair.
 - Suits, sweaters, dress shirts, dress pants, and skirts are all appropriate.
 - Have clothing all freshly cleaned and pressed prior to the Career Fair.
 - Stay away from heavy perfume/cologne, chewing gum, or smoking before the Career Fair.
- Research which employers will be attending the Career Fair – keep in mind, **there will be different employers each day**. You may find this information in two different locations: our mobile App and our website. See login instructions below.
 - **Mobile App:** Download the “Careers by Symplicity” app from the Apple App Store or Google Play to view employers attending, what majors they are recruiting and information on their company. Login to the app using your Clemson University username and password. (**For example: username would be “janed” and NOT “janed@clemson.edu”**)
 - **Career Center Website:** Go to career.clemson.edu/fairs
 - ➔ Scroll down to **Clemson University Fall Career Fairs** and click on “**See Who’s Coming**.” Employers are listed alphabetically.
 - ➔ Once you get to the alphabetical list of employers, you can click on “**Advanced Search**” to narrow the search to employers who are recruiting your major and/or college.
- Prepare a 30 second introduction or “commercial” to use when introducing yourself to employers.

CLEMSON Center for CAREER AND PROFESSIONAL DEVELOPMENT	Michelin Career Center 3rd Floor, Hendrix Student Center (864) 656-0440 career.clemson.edu	Find us on all major social media @ClemsonCCPD
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- Include your first name, last name, major, academic standing, career interests, and experiences and skills that match what experiences and skills the company is seeking in internship and full-time candidates.
- **EXAMPLE:** “Hello, my name is Ima Tiger. I am currently a senior planning to graduate in May of 2020. I am majoring in political science and interested in working full-time with a government agency after graduation....” “After looking over your website, I am very interested in your... [share something specific that you found on their website]”
- Be ready to answer standard questions that employers may ask, such as:
 - What are your skills? Why are you interested in this company?
- Remember, some employees travel a long way to get to the fair, so if it all possible plan to arrive at the fair at least an hour before it is scheduled to end so that you can have the best chance at not missing any employers.

During the Fair

- **Remember the Career Fair is in Littlejohn Coliseum from 12pm – 4pm on September 21 and 23. It will be virtual from 12pm – 4pm on September 22.**
- Go to the student check-in table located at the southeast entrance.
- Bring your Tiger One Card with you in order to get a nametag when you arrive. If your name or year is incorrect, please inform the individual who checked you in as your nametag can be changed.
- After you get your nametag, you will be directed to an area to get a sticker that designates your college and/or major.
- Check the whiteboards at the fair for last minute changes.
- Take a map and walk around first to identify where the employers you are interested in are located. The fair sponsors will be the first companies you see. Employers will mainly be in alphabetical order as much as possible with the exception of the Career Fair sponsors who will be located in the sponsor area.
- Student lounges are available for you to help you prepare prior to visiting employers or to make notes in between connecting with different employers. They are located in an area that is separated from employers so if you need to catch your breath or change your shoes after walking across campus you will have a space to do this.
- Do not be disappointed if you are asked to visit a company’s website to apply since many companies have multi-faceted application processes and may be unable to accept your resume on the spot.
- Keep in mind that some companies conduct on campus interviews immediately following the Career Fair. Be aware that you could be asked to interview the following day.
- **Relax -- use the Career Fair as a networking tool. Every connection is a good connection!**
- **Have fun and be yourself!**

After the Fair

- Ensure your **voicemail sounds professional**.
- Develop a tracking method, so it's easy to see how many positions you are interested in, have applied to, are interviewing with, etc... Excel is a great way to track this information.
- Tailor/customize resumes and cover letters. Now that you have submitted generic resumes, it is time to create resumes and cover letters with specific objectives and experiences that relate most to each position and company. Need help with this step? Come see us and bring a copy of a position description.
- Brush-up on interview skills. Online resources include our annual *Career Guide* and handouts as well as our online mock interview portal in ClemsonJobLink. The *CareerSpots* videos on the Resources page of our website also offer a lot of helpful information. In addition, you can complete a form on the career center website to schedule a mock interview.
- Follow-up with recruiters and **follow the directions they gave you**. If one employer said to send your documents but another said to check ClemsonJobLink in a week for a posting, you don't want to confuse their instructions.
- Continue networking and conducting informational interviews to learn more about the industry and what internship or entry-level positions are out there. Check out our online *Career Guide* for details or see us for more info.

STAY CONNECTED

The Center for Career and Professional Development advertises positions and posts career advice through Facebook, Twitter, LinkedIn, and Instagram. For more information on everything Career Fair related, visit <http://career.clemson.edu/fairs>

SAVE THE DATE

The Fall 2021 Career Fair will be a hybrid event, held in-person at Littlejohn Coliseum September 21 and 23 and will be completely virtual September 22.