Welcome to the DSP Career-forward Network: I ♥ Career Fairs

Ricardo Flores
Who?
Job-seeking Cal Students with disabilities, employer relations, staff and student allies empowering inclusion in the workforce

What?
Career-focus program presented through a collaboration of the Career Center and the DSP

When?
3 sessions this semester - Feb 7, March 5, April 2 - 3:30pm

Why?
To develop a campus community that supports successful transition from college to career for job-seekers with disabilities

How?
The DSP Career Counselor will organize group learning experiences, facilitate an exchange of information related to accessing employment, and keep an open-door to those with open-minds to hiring job-seekers with disabilities
www.menti.com and use the code 69 67 93

*Cool to take notes but everyone will get a copy of the slides at the end of the presentation*
What words come to mind when you hear the words “Career Fair”?

Have you ever attended a Career Fair?
Conquering Career Fairs

I ♥ Career Fairs
Falling in Love with Career Fairs

Career Fairs, Blind Dates, Same Thing!
FIRST...

- Over prepare, take frequent deep breaths, plan ahead and go in feeling confident and relaxed.
- Career Fairs can make some people feel anxious or awkward, so it’s best to make sure you’re checking in with yourself, taking deep breaths to make sure you feel at ease while you’re attending Career Fairs.
- Prepare and print at-least **20 copies** of your resume to submit to employers.
COME PREPARED

- **Before the fair**, you can review the online directory of employers and their job opportunities by logging into [Handshake](#). If you spend a little time getting some background on an organization, then you can ask very focused and specific questions. This impresses representatives because it shows a genuine interest in them.

- **DSP Career Counselor is always available prior to Career Fairs** to help seek solutions to any accommodation needs.
  - i.e. A student with physical accommodation requests was supported by showing up early to a fair, and being allowed in as soon as doors opened to beat foot traffic.
SECOND...

Dress appropriately

○ First impressions are important. While campus attire is acceptable for fairs, you will probably be most comfortable if you at least dress in "business casual."

○ See Interview Attire (https://career.berkeley.edu/Handshake/RecrAttire)
BE YOU

● A good career fair outfit reflects who you are, where you are, and what you want.
● All in all, you should aim to be comfortable in whatever you have on during a career fair because if you’re not comfortable that’s going to distract both you and your recruiter.
THIRD...

- Allow yourself adequate time for Career Fair orientation.
- Come as early as possible. You may need to return between classes. Typically, fairs are busiest during the lunch hour.
- Avoid peak times if crowds and humanity is challenging. Fairs close promptly at publicized ending times to accommodate employers' travel arrangements.
GET YOUR BEARINGS

- Prior to Career Fair download and take a few minutes to review the map and directory for the fair, then review it the day of to note any last-minute changes. You may feel more comfortable if you quickly locate and walk by the employers in whom you're most interested. This will confirm their location and alert you to any crowds or lines of other students waiting.
- Career Center always has a coordinator and booth at each fair, where one can get updated information on the exact locations to specific employers.
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BLOOMBERG
FOURTH...

- Prioritize the employers you're most interested in.
- If your schedule allows, you may find it easiest to start with the employers in which you're less interested. This will allow you to hone your approach and to be most confident when you approach the employers you're especially excited about.
- Be sure to balance this tip with the reality that you may have little time and that many other students may be interested in the same employers. Assume that you will need to wait to speak with some employers.
BE FLEXIBLE

- The fair directory provides a brief summary of employers opportunities & may not have been submitted by the same people who come to the fair.

- Some positions may no longer be available & other openings may have just emerged. No single employer representative is knowledgeable about all positions available, especially in a large organization.

- If the employer rep at the fair does not know specifically about jobs/internships of interest to you, ask for the name of someone who can help you.
FIFTH...

- Introduce yourself and be prepared to give your "career pitch."
- Extend your hand or offer some alternative greeting, say “hello,” and state your name. Welcome the representative to Cal. Have your resume ready.
- Be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.
PROFESSIONALISM

- Assume professionalism at all times, but try to relax, keep an open mind, and treat it as if you’re talking to a mentor, professor, or networking contact.

- Try to avoid serious or controversial conversation topics. You should avoid talking about company scandals, questionable past employment, and individual disclosure/disability/accommodation specifics.
Group Challenge

Please team up with one other person, practice firm hand shakes, and your 20-40 second elevator pitch.

My name is ________, current student in the college of ________, specializing in ________. I'm interested in your organization because the work you do in ________.
LASTLY...

- **Take notes** when you inquire about next steps and the possibility of talking with additional managers. The representative at the fair may not be able to answer all of your questions or know specifics about your job interests.
- Write down the names, telephone numbers, etc. of other staff in the organization whom you can contact later.
- Note specific employer information sessions, on-campus interviewing and projected hiring dates that will affect you. You will not be able to take advantage of this information if you don't record it.
LASTLY...

- Ask the representative for his/her card, and then promptly send a thank-you note. Having the business card of the representative you have just spoken with serves three purposes:

1. You have a direct contact with the organization, including the proper spelling of the representative's name, direct telephone line, etc.
2. A brief thank-you note acknowledges the help they gave you and the time they took to visit campus.
3. Sending thank-you notes is a good professional habit. Find sample thank-you letters in our [Job & Internship Guide](#).
LASTLY...

- Respect employers' materials/sample items. Some employers bring large quantities of print materials or "give aways" clearly intended for students to take. Other employers bring a few copies of print materials, sample products, etc. as displays at their tables.

- Always check with employers before taking materials from their tables and don't take materials still packed in boxes. Some employers come to multiple days of fairs and plan to have enough materials for all days.
Thank you!
How interested would you be in pre-admission to fairs as a DSP registrant?

Future Workshop Topics of Interest?