



## Auggie Internship & Job Fair Game Plan

Use this guide to help make the most of your visit to the On-Campus Internship and Job Fair!

### Researching Employers

1. Identify a field or industry that interests you: \_\_\_\_\_
2. Consider what opportunities you're looking to have at the fair. Select any that apply:
  - i. Learning about job and internship opportunities
  - ii. Making connections with employers and community members
  - iii. Exploring possible career paths
  - iv. Overall experience - seeing what a job fair is like
3. Use Handshake to see which employers and organizations will be attending the fair.
4. Write down 4-5 employers and what position titles are of interest to you. Based on what is shared on Handshake or the company website, write down some information that would be important to know about the organization (size of the company, mission, policies, products, etc).

Organization Name	Job/Internship Title(s)	Information to Know


Creating an Elevator Speech

This is a quick, concise way to introduce yourself, so named because you would have enough time to deliver it while riding an elevator up a floor (around 30 seconds).

Your elevator speech should include:

- Your name, pronouns (if comfortable), and present work or academic situation
- A brief overview of your experiences and skills
- What you're looking to learn or what you can offer the organization
- A relevant question the employer can answer

Use the following prompts to help form your elevator speech.

1. Who am I? (Include your full name, year in school, major/minor)

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2. What do I have to offer? (Include unique and relevant experiences - work, student organizations, internships, volunteer work)

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3. Why am I interested in your organization or industry? (Use this as a chance to show you have done your research)

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4. What do I have to offer or what am I hoping to learn?

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### Planning Questions to Ask

Use the research and information you collected on the employers to help formulate questions to ask. Some examples include:

- I saw on Handshake that you're looking for a \_\_\_\_\_. Can you tell me more about this opportunity?
- What important qualities/characteristics/skills are you looking for in an employee?
- How would you describe your company's culture?
- As a first year student, what kind of experiences do you recommend I seek out to prepare for an internship at your organization/in your industry?
- What opportunities does your company offer when it comes to career growth?
- What is your organization doing to help/impact the world at large?
- What kind of internship or job opportunities does your organization have for someone with my major or areas of interest?
- I'd like to learn more about the career paths of people who work at your organization/in your field. How could I pursue an informational interview?
- May I follow up with you after the fair?

*Tip: Practicing your elevator speech and the questions you want to ask before you attend the fair can help you feel more confident and comfortable having these conversations.*

### Additional Tips & Checklist

- Dress in a way that is authentic and comfortable for you and shows how you would like to be perceived in a workplace setting.
- Bring copies of your resume if you have one and if you want employers to review it or consider you for opportunities. The Strommen Center can help you craft one - take a look at resources on our website or meet with a career coach!
- Save the organizations you're most interested in talking to last. That way you'll be warmed up and less nervous when you meet with them.
- Keep your cell phone on silent.
- Listen carefully to learn interesting and relevant information from employers,
- Take notes about what you learn or about your interactions with employers. Bring a notebook or pick up a padfolio from the Strommen Center.
- Collect business cards or contact information for people you want to touch base with later.
- After the fair, send any relevant thank you notes and/or connect with employers you want to learn more from.