The Parkland Career Center will host its Spring 2008 Job Fair on April 3rd from 2pm-6pm in the Parkland Gymnasium.

Follow these eight tips for job fair success:

1. **Dress on the conservative side**—go easy with makeup, jewelry, perfume or cologne.
2. **Bring a folder** or portfolio with copies of your resume, a list of references, a notepad and a pen.
3. **Research the companies beforehand** and prioritize in the order you would like to talk to them.
4. **Prepare a 30-second “sales pitch”** about your skills, education and experience.
5. **Be courteous and respectful** of the privacy of other candidates.
6. **Use this opportunity to network** and gather information about the companies, employment opportunities and how they prefer you apply.
7. **Before leaving an employer ask for his/her business card.** Take notes re: what you discussed on the back of the card.
8. **Follow up!** Send thank you notes to the recruiters and reiterate your interest in a position with their company.

**Are We Doing Enough to Tell Students about Professional Organizations?**

Most of you have heard of the “Occupational Outlook Handbook”, a resource printed every two years by the Department of Labor, which gives information such as job outlook, salary info., education/training needed, etc., for most occupations. If you scroll down to the end of the articles, it lists professional organizations and web links related to the career field (e.g. American Physical Therapy Association; National Association of School Psychologists). The organization’s homepage usually includes links such as “careers in” and “college programs”. Students can almost always join professional associations at a significantly discounted rate and involvement can be as minimal or involved as the student desires.

**Stop, Like, Using the Word “Like”**

If students want to get a job after graduation, then they, like, should make an effort to stop using the word ‘like’ as much in their interpersonal interactions. “When students say the ‘and I’m, like’ phrase, I stop them and say, “You’re like what?” says Andrea Kay, a Cincinnati-based career consultant. “At first they can’t finish their sentence,” says Kay. “They don’t even know what I’m talking about, this manner of speaking is so ingrained in them.” 19-yr-old Amanda Hurley says she’s “trying to drop the ‘likes’ from her conversations but if she gets tripped up, ‘like’ is ‘just something that comes out’. Employment consultants say they wouldn’t hire ‘like’-happy candidates...or promote them. So what to do? “Have friends simply tell them when they use “like”—or throw something at them, or whatever [to] help them recognize when they are ‘liking’ someone to death.”
Your first year on the job is a transition time—one of the most important things you can do is to lose your student attitudes and begin to think and act like a professional. In college you are used to frequent feedback and direction—ask for too much of this on the job and you might appear insecure and lacking in self-confidence. As a student you’ve enjoyed frequent breaks and vacations—on the job you may have to work six months or more before you earn time off. In college you can choose your own performance level—in your career, “A-level” work is required at all times. **Read the following suggestions to help make your transition as smooth as possible:**

1. **Take advantage of mentor relationships** and set goals that include gaining acceptance, respect and credibility.
2. **Own up to your mistakes and learn from them.** Admit what you don’t know.
3. **Work on building relationships** and fitting into the company culture.
4. **Master the tasks of your job and improve your knowledge, skills and abilities.** **LEARN. LEARN. LEARN!**
5. **Have a positive attitude**—leave your complaining at college!
6. **Recognize that office politics exist.** Learn the politics of your office but don’t get involved. Watch out for complainers—they tend to gravitate to new hires in hopes of bringing you to their “side”.
7. **Build a good track record.** You may have to go above and beyond the call of duty to make a lasting positive impression.

**Resume Tip of the Month...**

If you have attended more than one college, list the most relevant/recent degree or training first. You should list the college (city and state) attended, degree or certificate program, graduation or ‘expected graduation’ date (or “currently enrolled” if you’re not sure). Don’t forget to include your GPA if it is 3.0 or above and academic honors and awards. Most new graduates do not have a lot of experience in their field, so may include “relevant coursework” in the Education section. High school is generally not included if you have attended college, unless something is relevant (e.g. “four years of welding” if your objective is a manufacturing position).

**Interview Tip of the Month...**

“**What are your professional strengths?”**
“**Why do you want this job?”**
“**What are your career goals?”**
“**Why should we hire you?”**

If you can’t answer these questions, you’re probably not ready to interview. **PREPARE!**

*Come to the Career Center (A175) for help with your interviewing skills.*