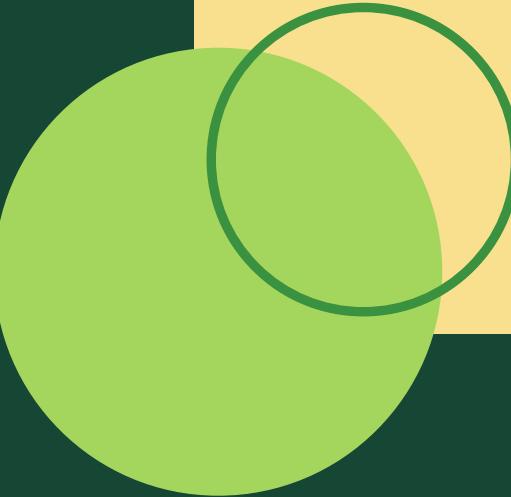


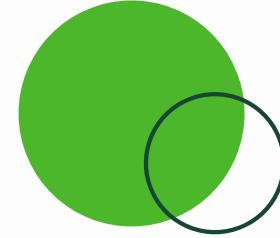


CAL POLY
Career Services

Preparing for the Fall 2022 Career Fairs

Jordan Wolf-Dodson (she/her)
Career Counselor, College of Science and Mathematics





IMPORTANT DATES

In-Person Fall Career Fair (Rec Center)

- Day 1: Thursday, October 13, 10am-3pm
- Day 2: Friday, October 14, 10am-3pm

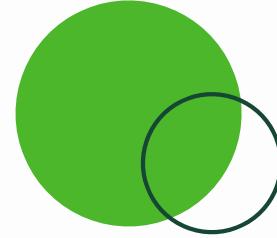
Virtual Fall Career Fair (MustangJOBS)

- Day 1: Wednesday, October 19, 10am-3pm
- Day 2: Thursday, October 20, 10am-3pm

[In-Person
Career Fair Prep
Handout](#)

[Virtual
Career Fair Prep
Handout](#)

[Other
Career Fair
Events](#)



OTHER CAREER FAIRS

Computing Career Fair (Rec Center)

- Wednesday, October 12, 4pm-7pm

Apple Day (MAC)

- Monday, October 17, 10am-3pm

Graphic Communication Career Fair (MAC)

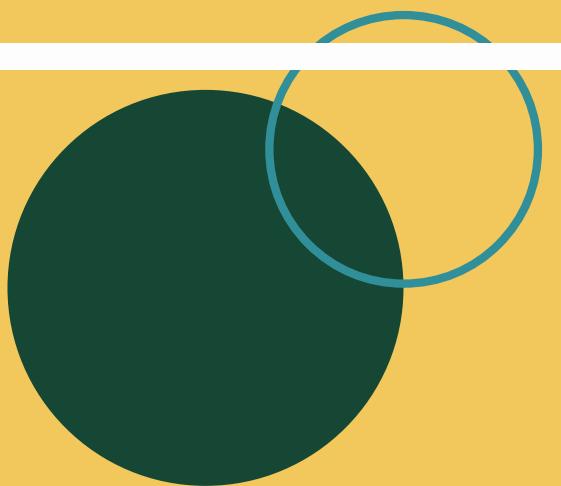
- Friday, October 28, 9am-12pm

In-Person
Career Fair Prep
[Handout](#)

Virtual
Career Fair Prep
[Handout](#)

[Other](#)
[Career Fair](#)
[Events](#)

7 STEPS TO PREPARE FOR THE CAREER FAIR



Step 1: Use Handshake/MustangJOBS



**FIND
COMPANIES/JOBS OF
INTEREST**



**SIGN UP FOR
SESSIONS (VIRTUAL
FAIR ONLY)**



**UPDATE HANDSHAKE
PROFILE (MAKE SURE
GRAD DATE IS
CORRECT)**



**FIND CAREER SERVICES
WORKSHOPS TO
PREPARE**



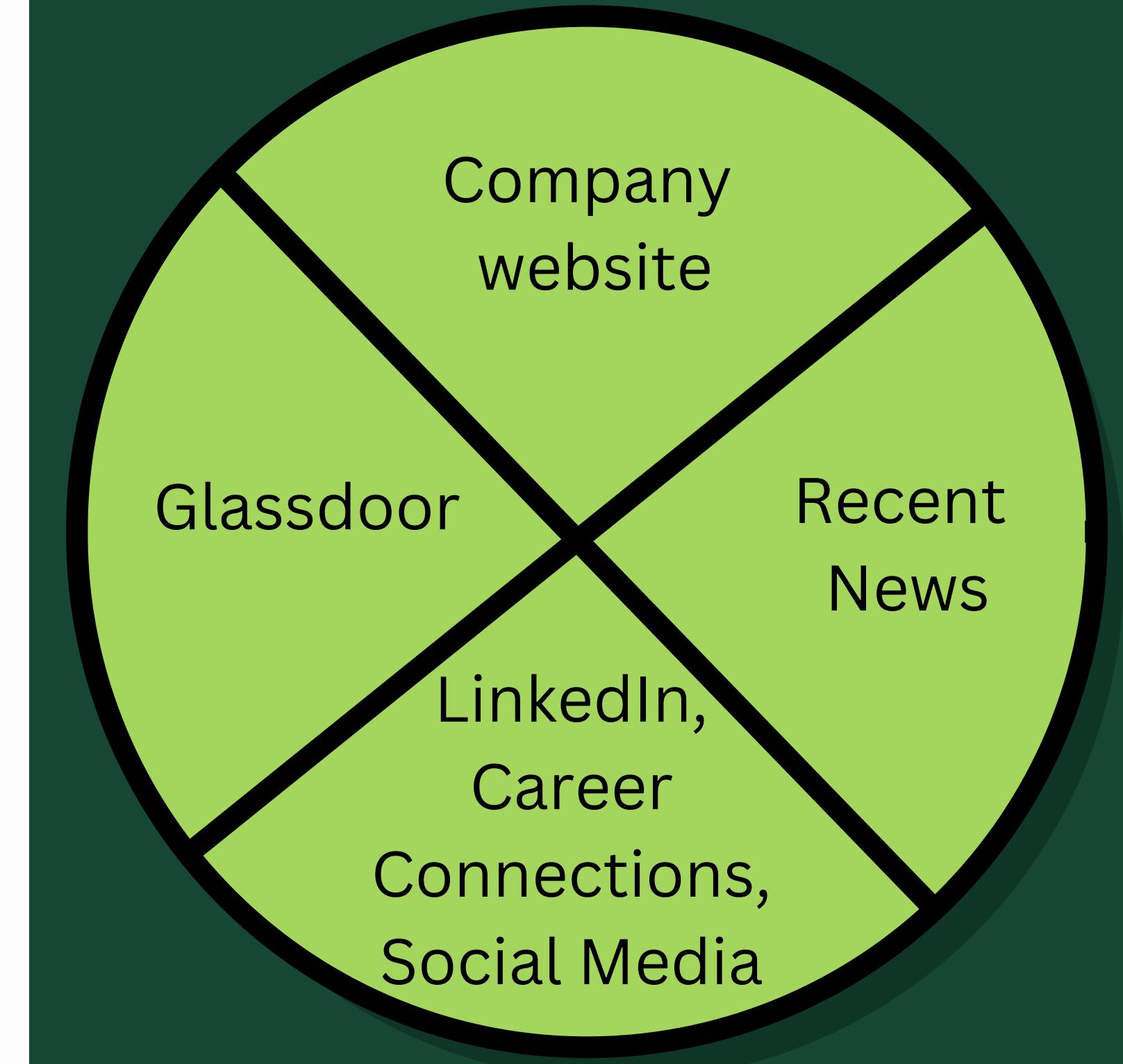
**OPT-IN TO RESUME
BOOKS (OPTIONAL)**



**NARROW DOWN AND
PRIORITIZE WHICH
COMPANIES YOU
WANT TO VISIT**

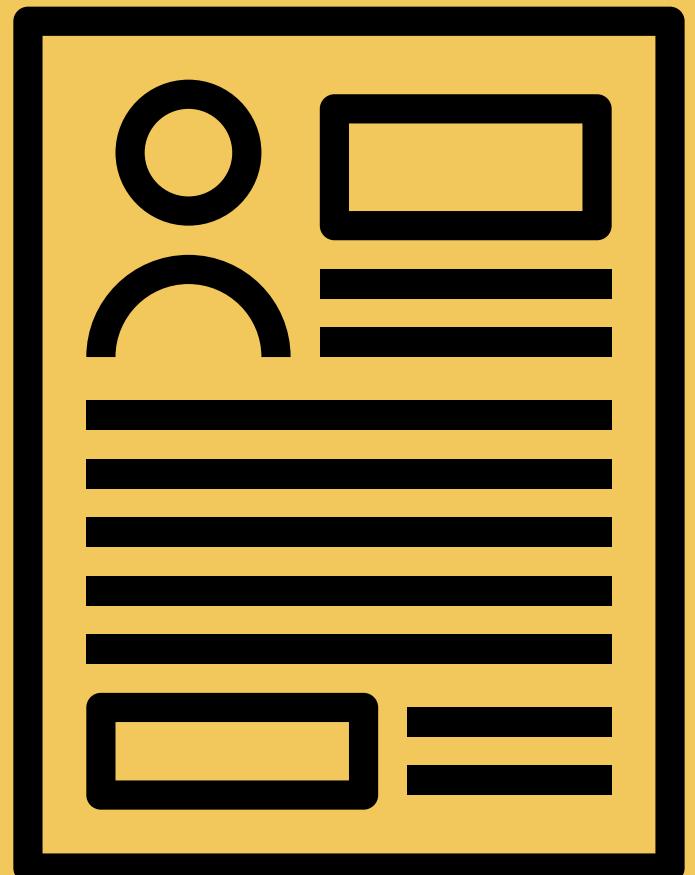
STEP 2: RESEARCH COMPANIES AND PREPARE QUESTIONS

- What does the company make/do?
- Location(s)
- Company values
- For which positions are they recruiting?
- How could you contribute?
- Why are you specifically interested in working for that company?
- Prepare questions based on your research of position/company



Step 3: Prepare/Tailor Your Resume

- **Use the job listing:** Customize resume using key words and qualifications in job listing
- **Include:** Education, relevant courses, internships, jobs, technical skills, class/club/personal projects, extracurriculars, volunteer experience, leadership
- **Overall tips:** One page with most important info at the top, focus on accomplishments and transferrable skills, use bullet points and start with action verbs
- **Use Resources!** Meet with a career counselor in an appointment or drop-in hours (1-4pm, Mon-Thurs). See resume samples and guide on Career Services website.



Step 4: Practice Elevator Pitch



Who are you? What makes you unique?

Include class level & major



What are you looking for?

What role are you interested in? Why?



Why You?

Share relevant experience/skills



End with a Transition

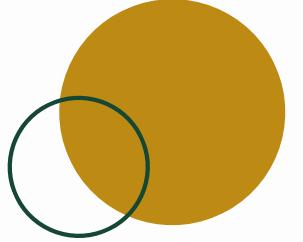
Ask a question!



Step 5: Dress for Success!



Step 6: Engage with Employers



- Demonstrate interest and enthusiasm
- Use a firm handshake
- Introduce yourself to employer/reps and listen to their intro
- Launch into pitch if **given the opportunity**
 - Be ready to answer questions about your background and qualifications
 - Know how to answer, "**What do you know about our company?**"
 - Ask appropriate questions
 - Ask for business card/contact info
 - End by thanking them and reiterating interest in role/company



Step 7: Follow Up!

Reach out via email/LinkedIn



- Thank employer and restate interest
 - Ask follow-up questions
 - Have patience! Not everyone responds to thank you emails/connection requests



RECRUITING GUIDELINES

- Guidelines only apply to companies who went through Career Services to recruit you (Career Fairs, Info Sessions, On-Campus Interviews, or Job Listings on Handshake/MustangJOBS)
- Employers should allow a minimum of **two weeks** from the date of the written offer for you to accept/decline
- Fall Quarter: **November 15** deadline for students to accept/decline
- We hope students feel confident in their decision before accepting an offer. If you want help navigating your offer, schedule an appointment or go to drop-in hours for assistance!

Additional Resources

Resource Toolkit

- Resumes/Cover Letters
- Interview Prep
- Negotiating Offers
- Career Exploration

Informational Interviews/ Networking

- LinkedIn
- Career Connections
- Learn from others in your field of interest!

Graduate Status Report

- See where other MATH students have found employment!
- Companies, job titles, industries

Meet with Us!

- Schedule an appointment (30 min, in-person or Zoom)
- Drop-In hours (Zoom, 1-4pm Mon-Thurs)