JOB AND INTERNSHIP FAIR PREPARATION DETAILS

Minnesota Private Colleges’ Job & Internship Fair - February 27, 2018 at the Minneapolis Convention Center

The Career Center’s goal is for you to be successful at this fair by finding ways to maximize this event. We highly encourage you to begin preparing for the fair at your earliest convenience.

1) Attend one of the Mandatory Prep Sessions
Thursday, Feb. 22nd - 12-1pm, Leighton 402 (pizza provided) OR 5-6pm, Alumni Guest House Meeting Room
NOTE: If you cannot attend either of these sessions, please contact Matt Lundberg (mlundberg@carleton.edu) in the Career Center.

2) TIPS on how you can start preparing:
❖ Upload your resume to the website (employers are already reviewing resumes of candidates).
❖ Conduct company research and apply before the fair by sending your resume and cover letter to the employer (to potentially schedule a pre-arranged interview on-site).
❖ Download the MNPC Fair app (through Guidebook) on your smart phone. This app will make your company research easier and guide you directly to their table on the day of the fair.
❖ Dress to Impress - If you don’t already have a suit or other professional outfit, start thinking now about finding one.
❖ Prepare and practice your “Elevator Pitch” or 30-60 second introduction of yourself. Click here for an example.
❖ Watch the Career Fair Videos to know what to expect.

To help you prepare, take advantage of one or more of the following options:
1. Career Counselor Appointment: 45 minute appointment with a staff member
   To make an appointment, please login to the Tunnel and click on “Meet with a Counselor”
2. Career Counselor Walk-ins: 15 minute drop-in conversation with a staff member
   Monday–Thursday, 3pm to 4:30pm or Friday, 2pm to 3:30pm
3. Student Career Advisor Walk-ins: drop-in time to work with our Student Career Assistants (SCAs)
   Monday–Friday, 8:30AM to 5PM or Sunday–Thursday, 8 to 10PM, Lower Sayles (Great Space)

SCHEDULE OF EVENTS

TUESDAY, FEBRUARY 27

8:00AM - Bus leaves Carleton (outside Willis Hall) for the Job/Internship Fair - *NOTE: There is a $5 fee for the bus. Pre-registration is required.
9:00-2:00PM - Open session to meet informally with recruiters to introduce yourself, distribute resumes and schedule interviews. No lunch break scheduled and lunch is NOT provided for students.
9:00-6:00PM - Interviews taking place for full-time jobs and internships.

SPECIAL EVENTS - consider attending one of the onsite roundtable discussions:
Jobs and Internships for International Students - 10:00 a.m. - 11:00 a.m. - Room: Ballroom B (Street Level)
Hear advice and tips from international alumni from the private colleges on how they navigated searching for internships and jobs in the U.S.
LINKEDin Professional headshots – 9:00 a.m. - 2:00 p.m. – Room: Ballroom B (Street Level)
Improve your profile with a free headshot photographed by a professional photographer!

TRANSPORTATION AND OTHER DETAILS
● Registration for the fair is $10. The fee for the bus is an additional $5. You will have until noon on Friday, February 23rd to cancel or change your registration without being billed. After that date your student account will be charged. The transaction description will appear as ”Job Fair Registration”.
● 1:30PM, 2:30PM & 6:15PM - Buses leave the Minneapolis Convention Center to return to Carleton.
● If you are driving on your own, note that the parking fee at the Convention Center ramp is $10.00+.
● Restaurants within walking distance of the Convention Center.

(507) 222-4293 carleton.edu/career/ Johnson House