JOB AND INTERNSHIP FAIR PREPARATION DETAILS

Minnesota Private Colleges’ Job & Internship Fair - February 18 & 19, 2015 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 a Mandatory Prep Session
Thursday, February 12th at 12PM OR 5PM in Leighton 402 - PIZZA PROVIDED.
   ● NOTE: If you cannot attend either of these sessions, you are required to schedule an appointment with Erin Chamlee 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 Career Fair Plus app 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 something.
   ❏ 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 call the Career Center at: (507) 222-4293 or stop by the Career Center
2. Career Counselor Walk-ins: 15 minute drop-in conversation with a staff member
   Monday–Thursday, 3 p.m. to 4:30 p.m. or Friday, 1:30 p.m. to 3 p.m.
3. Student Career Advisor Walk-ins: drop-in time to work with our Student Career Assistants (SCAs)
   Monday–Friday, 8:30 a.m. to 5 p.m. or Sunday–Thursday, 8 p.m. to 10 p.m., 4th Floor Libe

SCHEDULE OF EVENTS
DAY 1 - WEDNESDAY, FEBRUARY 18
9:00AM - Bus leaves Carleton (outside Willis Hall) for the Job/Internship Fair - *NOTE: There is a $5 fee for the bus. Pre-registration is required.
9:00-3:00PM - 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.
9:00-5:00PM - Interviews taking place for full-time jobs and internships.
10:00AM, 11:30AM & 1:00PM - SPECIAL EVENTS - consider attending one of the upcoming information panels:
   Biomedical Science Panel | Accounting/Finance Analyst Panel | Employment with State Agencies Panel
1:00PM - Bus leaves the Minneapolis Convention Center to return to Carleton.

DAY 2 - THURSDAY, FEBRUARY 19
8:30AM - 4:00PM - One-on-one interviews scheduled from pre-arranged contacts or 2/18 meetings. No lunch break scheduled and lunch is NOT provided for students. There is no open floor time on this day and no transportation provided by Carleton College.

TRANSPORTATION AND OTHER DETAILS
● Registration for the fair is $10. The fee for the bus is an additional $5 and provided on Wednesday, February 18th ONLY. You will have until noon on Monday, February 16th 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".
● 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