

How to Get the Most Out of a Career Fair



Connecting students to global careers!

Paul Hutchinson
Asst. Director, Career Services
phutchin@jhsph.edu
2017 E. Monument St.
410-955-3034

Upcoming Career Fairs – Local

Spring Career Fair 2011 - sponsored by the JHU Career Center (www.jhu.edu/careers)

Date: Thursday, Feb. 17, 2011 , 10 am – 3 pm

Location: Homewood Campus, O'Connor Rec. Center

Career Fair 2011 – sponsored by Maryland Career Consortium (www.marylandcareerconsortium.org)

Date: Friday, Feb. 18, 2011, 10 am – 3:30 pm

Location: Reitz Arena, Andrew White Student Ctr., Loyola University Maryland

Nonprofit, Govt. and Policy Career Fair 2011 - sponsored by the JHU Career Center

Date: Wednesday, March 2, 2011

Location: Homewood Campus, Glass Pavilion, Levering Hall, 11:30 am – 2:30 pm

2011 Public Health Career

Date: Friday, March 4 2011, 10 am – 3 pm

Location: Feinstone Hall & Gallery

JHMI Biomedical Career Fair– sponsored by the JHMI-PDO (www.jhu.edu/~pdo/)

Date: Wednesday, March 16, 2011, 10 am – 2 pm

Location: Turner Concourse



5 Things to “*Take*” to a Career Fair

- Resumes and business cards
- A smile, good eye contact, a firm handshake, and a positive attitude
- A 30-second “sales pitch”
- Information about the organizations
- Energy!



5 Things to “*Take Away*” from a Career Fair

- Business Cards
- Notes about Contacts
- Information about the Organizations
- Career Options
- Self-confidence



Before the Career Fair



Researching employers – before the fair

What should you research?

- Location(s)
- Mission, vision, strategies & goals
- Projects, news releases
- History
- Management and employee data
- Executive biographies – “About Us”

You should do research because...

- it allows you to interweave your background into what the employer has to offer
- it allows you to evaluate the employer’s strongest qualities
- it allows you to impress the company/agency



Researching employers – www.jhsph.edu/careers

The screenshot shows a web browser window displaying the Career Services page of the Johns Hopkins Bloomberg School of Public Health. The browser's address bar shows the URL http://www.jhsph.edu/student_affairs/careers. The website features a navigation menu with links for HOME, ADMISSIONS, ACADEMICS, DEPARTMENTS, RESEARCH & CENTERS, and PRACTICE. The main header includes the school's logo and the tagline "Protecting Health, Saving Lives—Millions at a Time".

The page is divided into several sections:

- STUDENT SERVICES:** Includes a link to "OneStep Student Services Home".
- CAREER SERVICES:** Features a search bar with the text "Search" and a "Search" button.
- TOOLS:** Lists various resources such as "Contact JHSPh Feedback", "Email this Page", "Course Search", "Faculty Directory", "Colleges", "Find an Expert", "CoursePlus", and "Academic Calendar".
- MAKE A GIFT:** A circular button with the text "MAKE A GIFT".
- OUR STUDENTS:** Includes a portrait of a student and a short bio: "Britt Ehrhardt, a Master of Health Science student, is one of 18 Luce Scholars selected by the Henry Luce Foundation. The Scholarship Program is designed to increase cross-cultural awareness for young American leaders. [More](#)".

The central content area is titled "Career Services" and features a photograph of a career fair. Below the photo, the text reads:

Career Services Office
Services for Students

27th Annual Public Health Career Fair
(click above link to view a list of registered employers)

March 4, 2011, 10:00 AM - 3:00 PM
Gallery & Feinstone Hall (615 N. Wolfe St. Bldg.)

Employer Registration Deadline to register February 25, 2011


UPCOMING EVENTS

The Windows taskbar at the bottom shows the Start button, several open applications (including Internet Explorer, My Documents, and Office of Career Services), and the system tray with the date and time (9:14 AM).



Researching employers

http://jhaph.experience.com/?find=4450 - experience.com - Microsoft Internet Explorer provided by JHSPH Information Systems



2011 Public Health Career Fair

[Details](#) | [Registered Organizations](#) [All Career Fairs](#)

List of Registered Organizations

The organizations listed below have registered to attend the [2011 Public Health Career Fair](#). List last updated on 2/9/11.

Filter By Major Recruited:

Results 1-30 of 32

Organization	Majors Being Recruited
AM Associates, Inc.	All majors (by department listed below)
Altarum Institute	Biostatistics; Epidemiology; Health Policy & Management; Master of Public Health; Mental Health; Child Health; Health Policy & Financing; Management in Public Health; Public Health Preparedness in Practice; Health, Behavior & Society
Catholic Relief Services	Master of Public Health
Center for Medical Technology Policy	All Majors
Center for Promotion of Child Development through Primary Care	All Majors
Centers for Medicare & Medicaid Services (CMS), The	Epidemiology; Health Policy & Management; Master of Public Health; Epidemiologic & Biostatistical Methods; Health Policy & Financing; Management in Public Health
Chemonics International Inc.	All Majors
Elizabeth Glaser Pediatric AIDS Foundation	All Majors
Epieternology International, Inc.	Biostatistics; Environmental Health Sciences; Epidemiology; Master of Public Health; Environmental & Occupational Health; Epidemiologic & Biostatistical Methods; Infectious Diseases
Global Health Fellows Program (GHFP)	Master of Public Health
Henry M. Jackson Foundation, The	Biochemistry and Molecular Biology; Biostatistics; Epidemiology; Master of Public Health; Molecular Microbiology & Immunology; Epidemiologic & Biostatistical Methods

start | Internet Exp... | Microsoft Of... | View on 2/9/2011 at 11:20 AM



Dress for Success

*****Business attire is strongly recommended*****

If you want to be professional, dress professional

Women's Image Wardrobe

Wear a skirt and jacket (matched or unmatched) or a dress and jacket in plain style

Wear fashionable shoes, preferably heeled, and always tights or stockings

Make up should be discreet and carefully applied

Avoid dangly earrings, clanking bracelets and floppy scarves

If you have loops on your dress/skirt, wear a belt



Men's Image Wardrobe

It is generally wise to wear a dark suit and a lighter shirt and a dark tie (avoid garish patterns and bow ties)

Wear black shoes and never suede, must be polished



Update your resume/CV

Converting resume to one page

- Profile = summary
- Be sure education is highlighted properly
- Include only bullets for most current experience (1-2 bullets)
- Adjust margins to fill page
 - (L=0.5", R=0.5", T=0.5", B=0.5")
- Add publications (if applicable)
- Condense Professional Development
 - Choose most relevant categories (language & computer skills)

JANE HOPKINS 2017 E. Monument St. Baltimore, MD 21205 410-955-3034 • janehopkins@jhsph.edu	
PROFILE	
Master of Public Health Candidate concentrating in child and adolescent health. Public health educator with over 6 years experience in international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish.	
EDUCATION	
Master of Public Health (MPH)	Expected May 2011
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD Concentration: Child and Adolescent Health Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development, Infectious Diseases and Child Survival	
Bachelor of Arts in Government	May 2009
Walden University, Middleburg, PA	
PUBLIC HEALTH EXPERIENCE	
Health Educator/Treasurer	2008-present
Latinos for Progress, Baltimore, MD • Provide tuberculosis testing & counsel participants on health issues for Baltimore's Latino population • Manage multi-thousand dollar grants & provide health and legal information and support	
Internal Team Coordinator	2007-2008
Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan	
Rural Health and Sanitation Volunteer	2005-2007
Peace Corps, Paraguay	
TEACHING/TRAINING EXPERIENCE	
Trainer	Spring 2007
Area Primary Schools: Ngehezimani, South Africa	
Pre-School Facilitator	Fall 2002
El Circulo de Recreación y Aprendizaje: Santa Isabel, Quito, Ecuador	
RESEARCH EXPERIENCE	
Research Assistant	2007-Present
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD • Manage collection, organization, and compilation of data pertaining to FDA sponsored project	
Faculty Research Assistant	2004 - 2005
University of Maryland, College Park, MD	
PROFESSIONAL DEVELOPMENT	
Computer Skills: Microsoft Office Suite, STATA, SPSS; Languages: Spanish (Fluent), French (Conversational); Memberships: American Public Health Association (2007-present); Global Health Council (2007-present); Maryland Public Health Association (2007-present); Volunteer: Coordinator, JB Grant Child Survival Week (2009-present)	



Day of the Career Fair



Use the 2011 Student Handbook

Inside you will find:

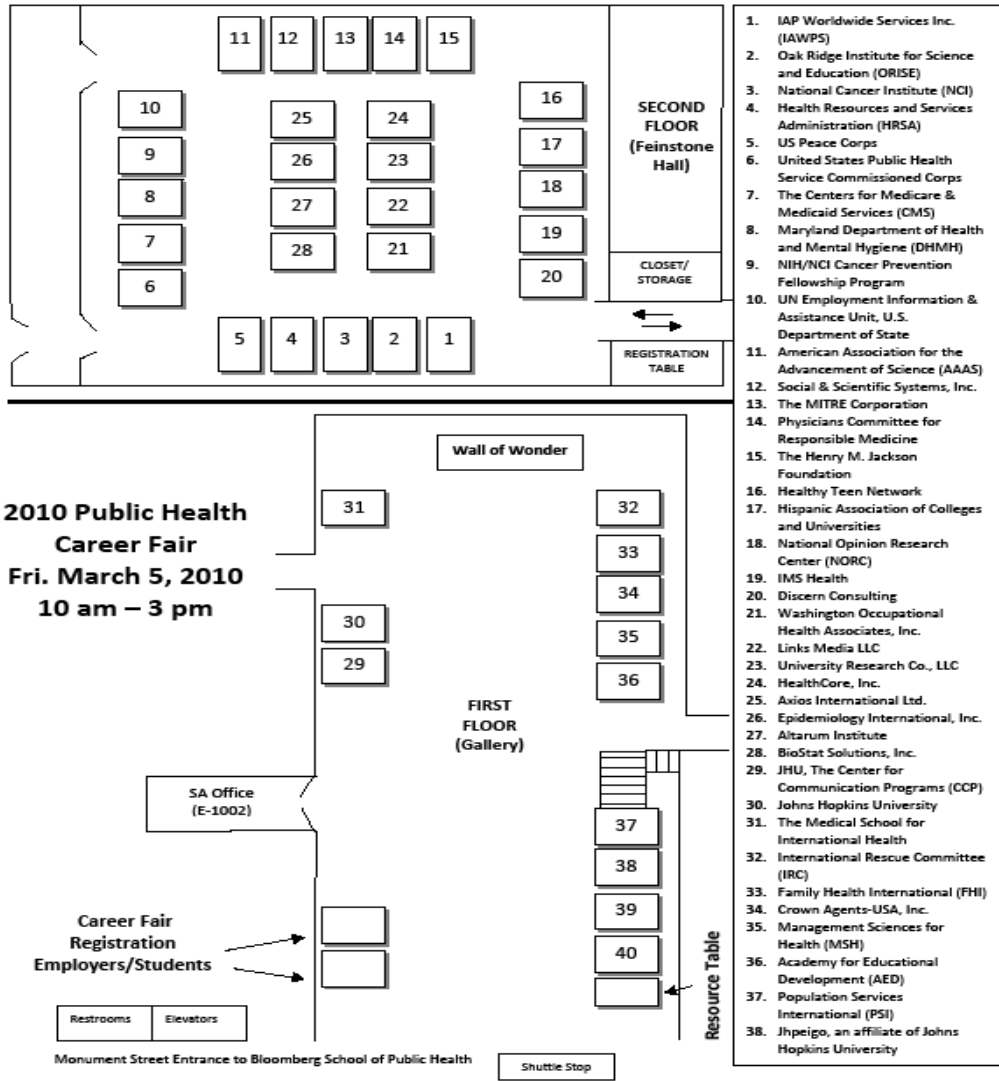
1. A floor plan on where employers are located

2. Descriptions of each organization

- Address and website
- Contacts
- Open positions and degrees being recruited
- Citizenship requirements



“Map Out” employer tables



Create a “Top Twelve” list

Choose between 12-15 employers you would like to visit

Break them into different tiers

1. 3 employers you *“absolutely”* want to visit
2. 3 employers you *“have a strong interest”* to visit
3. 3 employers you *“have heard of”* to visit
4. 3 employers you *“have not heard of”* to visit

Maximizes your time and helps to learn more about lesser known employers and opportunities



How to Talk at a Career Fair

- Arrive early
 - most employers are tired by the end of the fair and like to leave early
 - Peak times are at 10 am, 12-1:30 pm
- Plan to stay as long as you need
 - conversations may take 5 – 15 minutes
- Don't stand in long lines, plan to come back later
- Introduce yourself with a firm handshake and smile



How to Talk at a Career Fair (cont.)

- Ask good questions
- Answer questions using examples
- Collect representative's business card(s)
 - Also as much company literature as you can
- Include business card along with a resume (if applicable)
- After each conversation, record...
 - any positives and negatives
 - plans on following up
 - things learned

Remember: How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer.



Prepare your introduction

- Work on your one-minute or less introduction

Examples: Profile/summary; “elevator speech”

- It’s a “sound bite” that tells representatives who you are
- Four step plan to winning introductions
 1. Give your name
 2. State education, skills, experience & explain how they benefited a previous employer and how they will benefit them
 3. Mention what it is you’re interested in (job, internship, etc.)
 4. Offer your USP (unique selling point) – What makes you special

REMEMBER:

- Practice out loud in front of a mirror, family or a friend, etc.
- Practice until it rolls off your tongue



After the Career Fair



The Career Fair is over – Now what????

Follow-up with companies

THIS IS THE WHOLE POINT OF THE CAREER FAIR!!!!

- Write a thank you note (email is fine) – it shows you are interested and separates you from the crowd
- Call to follow-up if that was agreed upon

If the company does not call you for an interview, it is fine to call and inquire about the status of the position, restate your interest and skills, and ask about other opportunities.



Career Fair Do's & Don'ts

Do's

1. Do bring resumes & business cards
2. Do bring positive attitude
3. Do bring a game-plan
4. Do bring questions
5. Do follow-up

Don'ts

1. Don't cruise with friends
2. Don't eliminate employers
3. Don't drop-off your resume
4. Don't use filler words
5. Don't come in the last ½ hr

RECAP

- Be prepared beforehand
 - Ensure resume/CV is updated & have questions ready for the employers
- Be professional during the event
 - Dress properly (no jeans, sweat suits or gym clothes) & answer questions with zeal and enthusiasm
- Follow-up Afterwards
 - Use the employer's business card to send a thank you note

