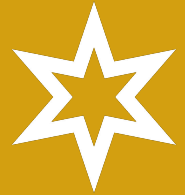


How to prepare for a career fair

MERUELO FAMILY
CENTER FOR CAREER
DEVELOPMENT



UNIVERSITY OF
NOTRE DAME



7 preparation tips

Tip #1

Determine your goals.

Tip #1 Determine your goals.

Approach the career fair as a learning and networking experience, not just trying to land an internship or job on the spot.

- Get familiar with how career fair events operate
- Learn how to network with professionals
- Gain insight into skills employers are looking for
- Learn about organizations you never knew existed
- Begin building a relationship with a future employer
- Get hired

Tip #2

Learn about the events.

Tip #2 Learn about the events.

Event lined up at: careerfair.nd.edu

Monday	Engineering / Technology / Analytics Sustainability Expo Marketing Meet the Firms Accounting & Corporate Finance Meet the Firms Backstage Pass
Tuesday	All-Colleges Career Fair
Wednesday	Government, Intelligence, and Defense Fair Post-Graduate Services and Social Impact Fair Campus Job Fair
Thursday	Media and Entertainment Panel
Friday	Law School Connections Day

Employers and jobs listed on: go.nd.edu/handshake

Tip #3

Research and follow employers.

Tip #3 Research and follow employers.



and... employer's careers webpage & news stories

Tip #3 Research and follow employers.

Roles posted on a rolling basis through fall, winter, and spring

Summer interns at Netflix

The Interview Process

We hire interns for a variety of teams at Netflix. Although your experience will be customized by role, here is a broad overview of what you can expect.

Internship interviews at Netflix typically include a take-home assessment followed by approximately three rounds of interviews, with advancement based on the feedback at each stage. Your interviewers will be evaluating your technical (if applicable), role-specific, and behavioral skills. During your interview, we are looking to learn more about you, your skill set, and the kind of work that excites you. This will help us match you with your Dream Team at Netflix.



How to Prepare for Interviews

- **Read up on our Culture Memo**

One special part of Netflix is our work culture. We encourage you to read up on our Culture Memo about what it's like to work at Netflix. You may be asked about which aspects of the memo resonate most with you – or not – so be prepared. The memo is available in 13 languages.

- **Prepare to talk about your projects on your resume**

We want to hear about your projects, internships, and any community/organizations you are involved in. If you took part in internships or group projects, don't be afraid to shine using the **S.T.A.R. Method**. The S.T.A.R. Method is a common framework that is used to explain a candidate's

Some employers offer insight on their websites

Tip #4

Create a strategy sheet.

Tip #4 Create a strategy sheet.

A strategy sheet is a one pager that will keep you focused.

Organize your employers into **need to meet** vs. **want to meet**.

For each organization...

- What you know about the organization (news, LinkedIn)
- What you know about the internship (skills, etc.)
- 2 questions you want to learn more about

Tip #5

Practice your intro pitch.

Tip #5 Practice your intro pitch.

Be direct, and get the recruiter to talk.

- Good evening, my name is Ryan.
- Thanks for being here.
- I'm a sophomore studying economics and psychology.
- I'm looking for a summer internship where I can learn about different career paths where I can leverage my interest of data analytics.
- I researched ABC on Handshake and LinkedIn and I noticed ABC's recent work with
- I'd love to hear more about the skills and qualities you are looking for in top candidates for your (specific internship)

Tip #6

Update your resume and professional brand assets.

Align your professional brand assets.

- Resume
- LinkedIn profile (with updated photo)
- Handshake profile (with skills)
- IrishCompass

What makes you memorable?

- Personal website
- Personal social media

Tip #7

Plan to look sharp.

Tip #7 Plan to look sharp.

- Career fairs are “business casual”.
- You don’t need to wear a coat and tie.
- Collared shirt. No wrinkles.
- Khakis or dress pants. No wrinkles.
- Comb your hair.
- Brush your teeth (and tongue!) and get some breath mints.

Tip #7 Plan to look sharp.

JCPenney Suit-Up

UP Mall

Sunday, September 10

5-8PM

Buses leave south of Duncan every 15 minutes starting at 4:30.

Extra discounts. Stylists on site to help pick out clothes.

SUNDAY, SEPTEMBER 10 | 5:00-8:00 PM | STUDENT TRANSPORTATION PROVIDED

GETTING READY TO PARTICIPATE IN CAREER EXPERIENCES?

JCPenney

Suit-Up Event



SCAN THE QR CODE TO REGISTER ►



QUESTIONS?

careerdevelopment@nd.edu

It can feel overwhelming shopping for professional wear. Join us on **Sunday, September 10** at the **JCPenney Suit-Up Event** for shopping assistance AND an additional **30% discount** on professional dress attire.

The **JCPenney Suit-Up Event** is *exclusive* to Notre Dame students to purchase full professional attire to finish your look for that next interview or new job - including suits, dresses, sport coats, dress pants, shoes, and accessories. Transportation will be provided for students to JCPenney and back to campus. Buses will pick participating students up in front of **Legends** starting at 4:30 p.m. **RSVP** via **Handshake** to be entered into prize drawings to be used that night!



MERUELO FAMILY CENTER FOR CAREER DEVELOPMENT



Recap of the 7 preparation tips

1. Determine your goals.
2. Learn about the events.
3. Research and follow employers.
4. Create a strategy sheet.
5. Practice your intro pitch.
6. Update your resume and professional brand assets.
7. Plan to look sharp.



9 tips at the fair

Tip #1

Relax.

Tip #2

Be yourself.

Tip #3

Be prepared.

Tip #3 Be prepared.

- Look sharp
- Strategy sheet
- 5 pages of paper to take notes
- 25 copies of your resume
- Folder or portfolio
- Pen
- Breath mints (no gum!)
- Backpack storage on site is very limited. Don't bring one.

Tip #4

Arrive when the event starts.

Tip #5

Don't start with your top target.

Tip #6

Pay attention to other conversations while waiting in line.

While you want to give other students privacy, you will likely hear bits and pieces of conversations while waiting in line to talk to the recruiter. Here are things to look and listen for:

- How much time is the recruiter giving students to speak?
- Is there an opening question other students are asked?
- What are other students sharing with their intros?
- What other questions is the recruiter asking?

Tip #7

Be memorable by being hospitable.

Tip #7 Be memorable by being hospitable.

While your time is limited with a recruiter, developing rapport can help you build a personal connection. Here are a few questions you can consider asking if you have made a successful connection.

- Will you be at any other events this week?
- How many career fairs to campus for career fairs?
- What was your first job after graduating?
- What activities were you involved with in college?
- What did you study while in college and how did you apply what you learned into your work?

Tip #8

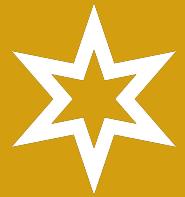
Jot down the name of who you spoke to and what they said.

Tip #9

Visit at least 5 employers you did not anticipate visiting.

Recap of the 9 “at the fair” tips

1. Relax.
2. Be yourself.
3. Be prepared.
4. Arrive when the event starts.
5. Don't start with your top target.
6. Pay attention to other conversations while waiting in line.
7. Be memorable by being hospitable.
8. Jot down the name of who you spoke to and what they said.
9. Visit at least 5 employers you did not anticipate visiting.



After the fair

Tip #1

Stay front of mind.

Tip #1 Stay front of mind.

- **Later that night:** Personal email referencing something from your conversation and recapping what your goal is (and attach your resume).
- **Next day:** LinkedIn connection with a “thanks for your time” message.
- **Sunday:** Personal email expressing your interest.
- **Following week:** LinkedIn connection messages to alums at the organization to build your network.

Tip #2

Begin preparing for interviews

Tip #2 Begin preparing for interviews

Question Sets



My Sets

Your personal list of picked out question sets.



Custom Sets

Sets put together by your organization.



General

Covers 80% of the interview questions you might get.



By Industry

Start practicing interviews in hundreds of industries and job titles.



By Competency

Practice interview questions sorted by competency & skillset.



Admissions Interviews

Here you can practice interviews by program type and school.



Government Interviews

Practice interviews for a variety of federal and state jobs.

General

Top 10 Questions

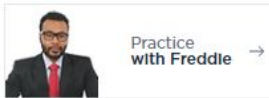
Practice the Top 10 questions you're most likely to get in an interview.

STANDARD



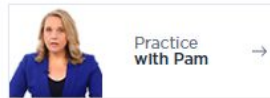
View Tips & Answers

CHALLENGING



View Tips & Answers

TOUGH



View Tips & Answers

Entry Level

Suitable for candidates who are fairly new to a career path, including recent graduates.

STANDARD



View Tips & Answers

CHALLENGING



View Tips & Answers

TOUGH



View Tips & Answers

Mid Level

Suitable for candidates with some years of experience, in middle management or mid-career.

STANDARD

CHALLENGING

TOUGH

Free for ND students, **Big Interview** is a tool that helps you practice virtual interviews.

Select from hundreds of interview types and levels of difficulty, record yourself, and evaluate your performance.

How to prepare for a career fair

MERUELO FAMILY
CENTER FOR CAREER
DEVELOPMENT



UNIVERSITY OF
NOTRE DAME

Have questions about this deck?

Our staff is here to help.
Email your questions to careerdevelopment@nd.edu.