



# Career Development Center

## Career and Internship Fair Assignment

### Prepare for the Fair:

To help with preparation for the Career and Internship Fair, you will review the list of employers attending the fair using **Handshake**, which you can access at <https://uco.joinhandshake.com/>. You should be able to use your UCO login credentials (same as UCONNECT) to log in. *If you are accessing **Handshake** for the first time, you may need to complete your profile before being able to view the events.*

You should see upcoming events on your dashboard or you can click on “Events” at the top of your page. Once in the event page, click on “View Event” and then “All Employers” to see who will be attending the fair. You will choose 3 employers with whom you intend to speak. Next, complete the Career Fair Prep Worksheet. The worksheet will require you to obtain information from both the employer information listed under the event in **Handshake** as well as external research, such as looking on the companies’ websites, social media sites, and/or other resources.

**Name:**

## **Career Fair Prep Worksheet**

**1.** Use **Handshake** to look up the “Career and Internship Fair” under events. View employers who are attending the fair. Choose 3 employers that you plan to meet with at the fair. Then fill out the following information:

**Employer #1:**

**Job they are hiring for, if posted (if not posted, state this in the box):**

Do some research on this company and provide a brief summary of what you have found. Research should include:

- Company mission/purpose
- The size and structure of the company
- What services/products it provides
- Any awards/recognition it has received
- Recent news about the company

**Summary of Research:**

**Employer #2:**

**Job they are hiring for, if posted (if not posted, state this in the box):**

**Summary of Research (refer to guidelines above):**

**Employer #3:**

**Job they are hiring for, if posted (if not posted, state this in the box):**

**Summary of Research (refer to guidelines above):**

2. Create your elevator pitch. It should include your name, classification, major, what it is you are looking for and what key strengths and skills you have that you could apply to an internship or job.

**Elevator Pitch:**

3. For each of the employers/positions, how would you respond if you were asked the following questions (if you are not sure what the position is, for purposes of this assignment, think about what type of work the company does in general):

**Employer #1**

**Why are you interested in this organization/job?**

**Why do you think you would be a good fit for our organization?**

**What experience do you have that has prepared you for this position?**

**How have you demonstrated good problem solving skills in the past?**

**What are your key strengths and how do you think they would benefit you in this role/organization?**

**Employer #2**

**Why are you interested in this organization/job?**

**Why do you think you would be a good fit for our organization?**

**What experience do you have that has prepared you for this position?**

**How have you demonstrated good problem solving skills in the past?**

**What are your key strengths and how do you think they would benefit you in this role/organization?**

**Employer #3**

**Why are you interested in this organization/job?**

**Why do you think you would be a good fit for our organization?**

**What experience do you have that has prepared you for this position?**

**How have you demonstrated good problem solving skills in the past?**

**What are your key strengths and how do you think they would benefit you in this role/organization?**