



HOW TO PREPARE FOR THE CAREER FAIR

CAREER DEVELOPMENT AND ALUMNI ENGAGEMENT



EVENT DETAILS

Career and Internship Fair

Thursday, April 8th, 10-2pm

Virtual: Dolphin Career Link via your myci

This career fair provides CSUCI students the opportunity to network with company representatives and learn about ***internships*** and ***career opportunities***.



KNOW WHAT YOU WANT & WHAT YOU HAVE TO OFFER

- What opportunities are you seeking? (e.g., internship, full-time, etc.)
- What type of positions/job titles are you targeting?
- What is your ideal company culture?
- What skills are valued most by employers in your industry?
- How do your experiences and strengths relate to those sought by the employer?



PAIR & SHARE

- Have one person ask, “What are your top 3 strengths?”
- Have one person answer.
- Now switch.



GET CONFIDENT!

- What do your friends, family, classmates, professors, or supervisors most often say are your strengths?
- What do people come to you for advice on most frequently?
- What are some problems/projects/classes/ that others dread but you love to tackle?
- Text a friend, family member, partner, supervisor, or anybody else you feel knows you really well. Ask, “What do you think I’m good at?/What do you think are my top strengths?”

Look for a theme or common thread!

RESEARCH EMPLOYERS



- What does the company make/do?
- Who are the leaders and why was it started?
- How does it stay ahead of competitors?
- What mantras or values does the company live by?
- Where are they located/headquartered?
- Are there open positions/internships?
- Why are you interested in working for **this** company?
- What position or department appeals to you and why?

DO YOUR HOMEWORK

- Talk to faculty, classmates, alumni, and current employees about the company
- Visit company/organization website
 - Read “Careers” page, “About Us”, company diversity reports, EEO statements, corporate responsibility pages, etc.
- Glassdoor.com
- News articles/Press releases
- Check out their social media
- Follow the company on LinkedIn and use the LinkedIn Alumni tool



EXAMPLES

Diversity and Inclusion

You bring something different to the table than anyone else.

No two people share the same combination of background, culture, abilities and values – and that's a wonderful thing. We want you to come to work each day and add value in a way that only you can. Here, we put a high value on diversity and strive to create an inclusive environment where everyone can be their best.

Our doors are open.

We live this founding value every day. From listening to someone's new idea to supporting veterans and those with disabilities, we believe in giving everyone a voice and the tools they need to succeed. And this mentality isn't just held by a few – it's practiced by every single team member, creating comfortable, inclusive and family-like environment.

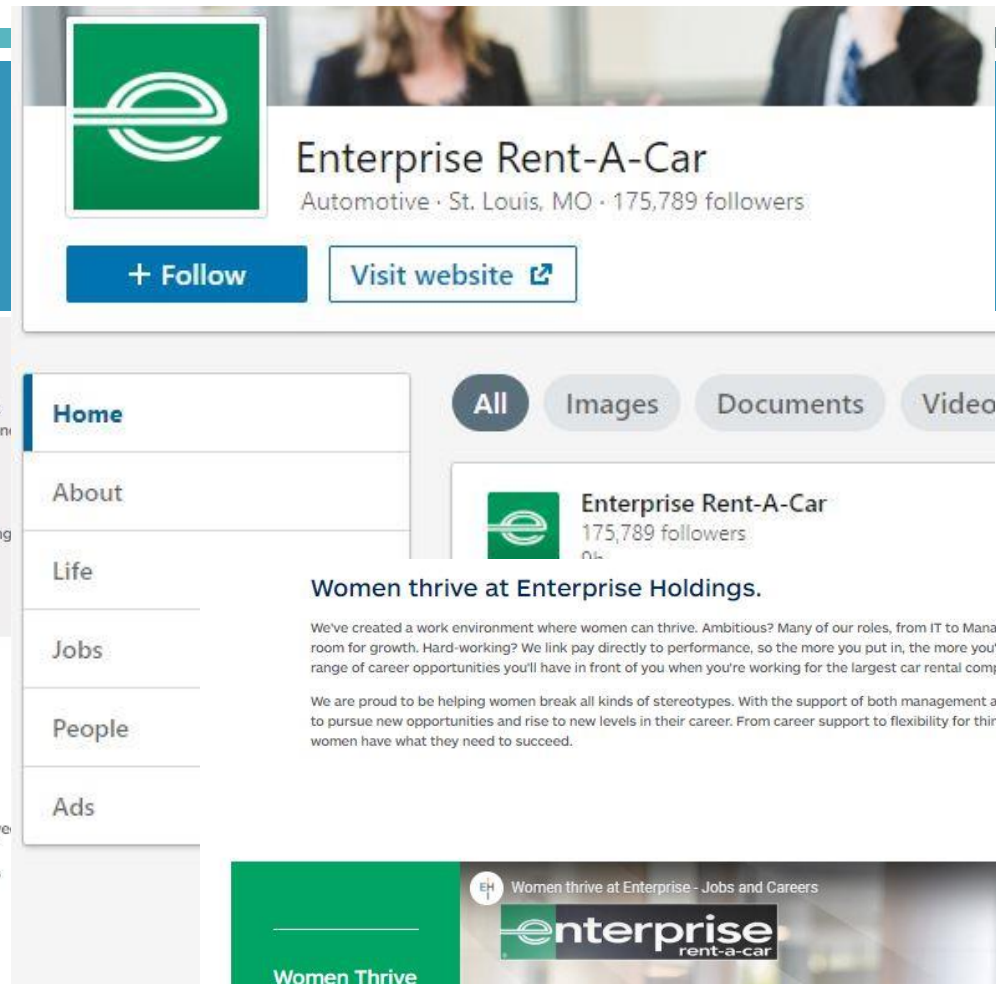


A workforce that reflects each community.

- We make a point to hire locally and ensure our employees reflect the communities in which we do business.
- We recruit at local colleges and universities, as well as work with community partners and organizations to recruit people from a wide variety of backgrounds.

Creating a pipeline for leadership

- We strive to ensure our company leadership reflects the diverse world in which we do business.
- We recruit employees from a variety of backgrounds.



DISSECT THE JOB DESCRIPTION

- Underline or highlight the education/skills/experience the employer wants ***that you have***.
- Remember, if you did it in class, it counts.

Overview

If you're looking to start your career with a company that grows their managers and leaders from within the organization, then the Enterprise Management Training Program is for you. Whether you see yourself in sales, business development, **customer service or operations**, this program will prepare you to create your ideal career. As a Management Trainee, you can count on a defined career trajectory with a clear beginning and an open end — meaning you can take your **training and shape your future**. And with our promote-from-within philosophy, you will have plenty of opportunities to advance without ever having to change companies.

This posting is for our offices in Thousand Oaks, CA 91360 and Simi Valley, CA 93065.

This position offers targeted annual compensation of \$51,900.

Responsibilities

As a Management Trainee, you'll start learning our business from day one while based out of one of our neighborhood branches. You will be entrusted to serve as both the **face of Enterprise to customers** and partners and the behind-the-scenes operational expert. In our structured program, you will master the knowledge and skills you need to eventually run your own branch, **cultivate new business** and develop your team.


In our **hands-on learning environment**, you will receive the guidance, mentoring, and support you need to be successful. You will also get out into the community and establish the relationships essential to building your own business.

We'll teach you how to excel at **customer service, sales and marketing, finance, and operations**. And you'll learn what it means to always put our customers first. Ours is a culture of friendly competition, which is critical to growing our business — and your success.

Equal Opportunity Employer/Disability/Veterans

Qualifications

- Must be at least 18 years old.
- This position requires a valid driver's license.
- Bachelors Degree required.
- Minimum of **1 year face-to-face customer service or sales experience** (will consider telemarketing) OR 6 months of leadership (including: clubs, organizations, athletics, military, etc..) and **6 months of face to face customer service or sales experience**.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.



Catherine Smith

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SUMMARY OF QUALIFICATIONS

- Flexible team player able to collaborate with others to achieve time-bound goals
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Proven ability to quickly and accurately learn various forms of technology and software
- Dedicated to creating a friendly environment by demonstrating superb leadership skills
- Strong verbal and written communication skills in both English and French

EDUCATION

Bachelor of Arts in Communication	May 2020
California State University Channel Islands, Camarillo, CA	
Study Abroad: Universities of Paris, Paris, France	July 2018-July 2019

WORK EXPERIENCE

Public Relations Intern

Aera Energy Services	Camarillo, CA	February 2019-Present
<ul style="list-style-type: none">• Research trends and most popular topics for the writers• Assist in the development of programs to maintain favorable public view• Take responsibility for articles from start to finish and created well-written content		

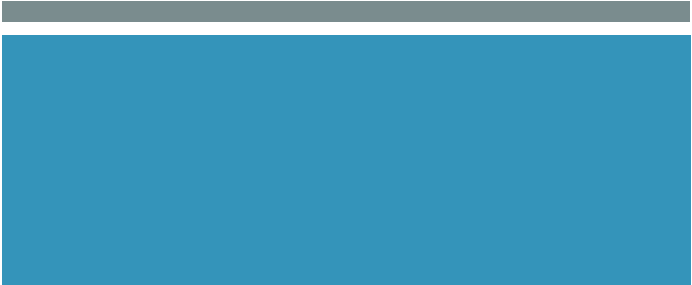
Social Media Intern

Live Nation	Los Angeles, CA	May 2019-August 2019
<ul style="list-style-type: none">• Managed social media presence and complete daily social media outreach• Created promotional social media campaigns to engage users and build followers• Worked with the marketing team on day-to-day basis for multiple clients/partners		

PROFESSIONAL DEVELOPMENT

Event Planning Chair

The Communication Club	Camarillo, CA	August 2017-May 2018
<ul style="list-style-type: none">• Planned events including graphics for flyers and communication of event to members• Supervised all aspects of event planning meeting strict deadlines and budget demands• Built relationships with vendors and coordinated all aspects of event details to venues		



BRAINSTORM “STAR” STORIES

- **Situation/Task:** What was the situation?
- **Action:** What did you do to solve/address it?
- **Result:** What changed or improved afterwards?

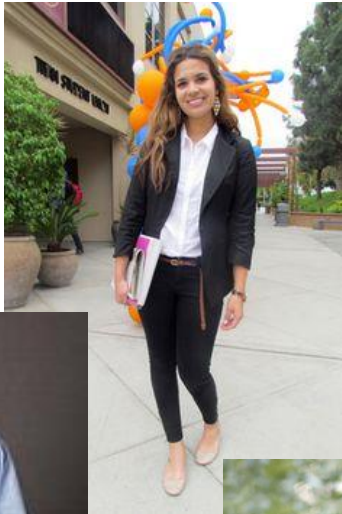


LET'S PRACTICE

- Complete at least 1 STAR story on the worksheet.
- Share your answer with a partner.



WHAT TO WEAR



PACK ACCORDINGLY

- Multiple copies of your resume
- Portfolio/notebook
- Pen and paper for notes
- Business cards if you have them (not required)
- Leave backpacks and large purses/bags behind



INTRODUCE YOURSELF

- Test out your pitch
- Don't speak too quickly
- Smile and make good eye contact
- Get your resume in their hands



FIND A PARTNER & PRACTICE YOUR PITCH

1. Start with your destination.
2. Describe your backstory (i.e., experience or transferable skills – make it relevant).
3. Connect the dots.

Ask yourself:

- What am I excited about?
- What do I want to do next?
- What am I trying to achieve today in this conversation?



IF YOU KNOW WHAT YOU WANT...

Introduction:

Shake hands: "Hi, I'm _____. " (Listen to their name), "Nice to meet you! How is your day so far?" (listen to response, make a quick comment)

Pitch:

"I'm a [insert class level] majoring in [insert major]. I am very interested in the [insert position] you posted on Dolphin CareerLink and I applied for the position on your website last week. I am currently taking [class name] and my team and I are working on [describe project]. I am really enjoying this project and am excited to pursue an internship where I can continue to apply the concepts I am learning this quarter. Can you tell me more about the internship?"

IF YOU'RE EXPLORING YOUR OPTIONS...

Introduction:

Shake hands: "Hi, I'm ____." (Listen to their name). "Nice to meet you!"

Pitch:

"I'm a microbiology major. I'm really interested in (*insert company name*) because ____."

I would like to do an internship with (*insert company name*) in the future and would like to get some advice from you on things I can do to help me be the best candidate possible. What are some skills and attributes your company values and looks for when hiring interns?"

HAVE A CONVERSATION

Ask questions that **you** want answered.

- “What is your favorite work event or tradition at [insert company name]?”
- “What are typical entry-level positions for [insert your major] at your company?”
- “Thinking back to people you’ve seen do this role previously, what differentiated the ones who were good from the ones who were really great?”
- “Are there opportunities for mentorship and professional development? If so, what do those look like?”
- “What strategies and plans does your company have to increase diversity in your workplace?”
- “What are the next steps in the hiring process?”



MAKE YOUR CLOSING MEMORABLE & FOLLOW UP

- Get a business card (*if they have one*)!
“Thanks for taking the time to talk with me. I am excited about this internship opportunity. May I please have your business card to follow up with you later?”
- Send a thank you email within 24 hours of the event.
- Personalize each email you send.



TAKE ACTION

After the Fair:

- Apply for any open internships or jobs online (if you haven't already)

Ongoing:

- Join a relevant club on campus
- Attend employer panels, information sessions, etc.
- Ask your faculty about professional associations and conferences
- Do informational interviews with employees/CI alumni at your desired companies



TALK TO ALUMNI ON DOLPHIN CONNECT



**A new kind of
networking**

*Get the advice and mentoring you need
to move your career forward*

DOLPHIN CONNECT

Start a conversation at dolphinconnect.csuci.edu

CONTACT US!

**Career Development and
Alumni Engagement**

805-437-3270

Career.services@csuci.edu

Bell Tower 1548

