HOW TO PREPARE FOR THE CAREER FAIR
CAREER DEVELOPMENT AND ALUMNI ENGAGEMENT
WHEN IS THE CAREER FAIR?

Career and Internship Fair
Wednesday, Oct. 5, 10am-2pm PST
@Broom Library

This career fair provides CSUCI students the opportunity to network with company representatives and learn about internships and career opportunities.
OUTCOMES FOR OUR TIME TOGETHER

- Learn
  - How to prepare for a job fair
  - Ways to introduce yourself and share your strengths with employers
  - The STAR Method of telling stories
  - CDAE resources that can assist you in your job fair preparation
- Feel more confident speaking to and networking with employers
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?
STRENGTHS

- “What are your top 3 strengths?”
- Take time to self-reflect

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<tr>
<th>EXECUTING</th>
<th>INFLUENCING</th>
<th>RELATIONSHIP BUILDING</th>
<th>STRATEGIC THINKING</th>
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<td>People with dominant Executing themes know how to make things happen.</td>
<td>People with dominant Influencing themes know how to take charge, speak up, and make sure the team is heard.</td>
<td>People with dominant Relationship Building themes have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts.</td>
<td>People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions.</td>
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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 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
- News articles/Press releases
- Check out their social media
- Follow the company on LinkedIn and use the LinkedIn Alumni tool
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 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 everyone’s voice and the tasks they need to succeed. And this mentality isn’t just held by a few – it’s practiced by every single team member, comfortable, inclusive and family-like environment.

A workforce that reflects our community.

- We make a point to hire locally and ensure we reflect the communities in which we do business.
- We recruit at local colleges and universities, work with community partners and organize recruiting 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.

Women thrive at Enterprise Holdings.

We’ve created a work environment where women can thrive. Ambitious. Many of our roles, from IT to Management Trainee to Accounting, give plenty of room for growth. Hard-working. We link pay directly to performance, so the more you put in, the more you’ll get out. Forward-thinking. Imagine the range of career opportunities you’ll have in front of you when you’re working for the largest car rental company in the world.

We are proud to be helping women break all kinds of stereotypes. With the support of both management and their peers, women here are encouraged to pursue new opportunities and rise to new levels in their career. From career support to flexibility for things like maternity leave, we ensure that women have what they need to succeed.
COMMITMENT TO OUR EMPLOYEES’ HEALTH AND WELLBEING

The incredible products we help create are only matched by our extraordinary workforce. We want our employees to be healthy and ready to keep creating medical devices that will work to improve the well-being of millions worldwide. To ensure this, Confluent Medical Technologies provides a comprehensive Employee Assistance Program (EAP) through its insurance carrier. The EAP inspires our employees to lead healthy lives through health management and wellness programs that focus on the areas of weight management, fitness, smoking cessation, and parenting. The EAP also provides employees counseling services on work-life balance, education planning, lifestyle and fitness management, dependent care/volunteering, and financial management.

COMMITMENT TO PHILANTHROPY

Our commitment to the communities in which we live, work, and raise our families becomes stronger every year. As our staff grows, so does our awareness in supporting local and national charities, and participating in programs that foster a strong sense of community.

As a result, Confluent Medical Technologies actively participates in:
- Quarterly blood donation drives hosted in collaboration with the Stanford Blood Center
- Back-to-school drives that collect backpacks and a variety of school supplies for underprivileged children through the Family Giving Tree
- Coordinating food drives in support of local food banks
- American Heart Association Heart Walk
- Sun and Sand Costa Rica 10K Run benefiting local schools in need
- kneah’s House Holiday Toy Drive
- Dress for success professional attire collection for low-income job seekers

COMMITMENT TO OUR ENVIRONMENT

At Confluent Medical Technologies, we are working diligently to reduce energy use and waste. From implementing LED lighting in our Fremont, CA facility to upgrading our manufacturing lines with energy-efficient equipment, being environmentally conscious guides our solid commitment to growing greener.

WE'RE ON A JOURNEY

We are inclusive. We celebrate multiple approaches and belief systems.

We believe diversity drives innovation. So we’re building a culture where difference is valued.

We take a holistic approach. We’re always growing our people, programs and tools all designed to help employees manage their careers.

We foster both a top-down and grassroots approach. This freedom to address the broadest set of initiatives.

“I believe that bringing people of diverse backgrounds and viewpoints together, more fruitful collaborations and a vibrant culture. I’m committed to fostering an environment where every person feels valued, included, and able to contribute their best for the patients we serve.”

- Bill Anderson, CEO, Genentech


**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/Disabled/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.
BRING YOUR RESUME!

REGINALD FERGUSON

Sociology

SUMMARY OF QUALIFICATIONS
- 10 years experience in research with extensive knowledge in performing the duties of a researcher and project coordinator.
- Expertise in data collection and analysis.
- Well-versed in the use of SPSS and STATA.
- Strong oral and written communication skills.
- Excellent attention to detail and ability to work independently.
- Proficient in Microsoft Office and other related software.

EDUCATION
- Bachelor of Arts in Psychology, Minor in Political Science
  California State University Channel Islands, Camarillo, CA
  Spring 2021

WORK EXPERIENCE
- Sociologist, California State University Channel Islands
  June 2018 - Present
  - Facilitates and assists in the social psychology of student and faculty members.
  - Conducts research on various topics such as mental health and social behavior.
  - Collaborates with other sociologists and social psychologists to develop and evaluate research projects.

ASSOCIATE OF ARTS IN PSYCHOLOGY (AA-T)
- Westmont Community College
  May 2015

RECENT EXPERIENCE AND PROFESSIONAL ACTIVITIES
- Independent Research in Psychology
  California State University Channel Islands, Camarillo, CA
  January 2019 - Present
  - Conducted research on the effects of social media on mental health.
  - Analyzed data using SPSS and STATA.
  - Presented findings at the annual psychology conference.

WORK EXPERIENCE
- Social Worker, California State University Channel Islands
  June 2016 - August 2018
  - Conducted intake assessments and provided assistance to students facing various life situations.
  - Collaborated with other social workers and mental health professionals to provide comprehensive support.

PROFESSIONAL INVOLVEMENT & ACADEMIC ACHIEVEMENTS
- American Psychological Association (APA)
  Member
  - Active in committees and task forces focused on mental health advocacy.

Catherine Smith
(123) 123-1234 • catherine.smith@mail.com • linkedin.com/in/catherinesmith/

SUMMARY OF QUALIFICATIONS
- Strong, influential 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 superior leadership skills.
- Strong verbal and written communication skills in both English and French.

EDUCATION
- Bachelor of Arts in Communication
  California State University Channel Islands, Camarillo, CA
  May 2020

WORK EXPERIENCE
- Public Relations Intern
  Aera Energy Services, Camarillo, CA
  February 2019 - Present
  - Responsible for managing 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.

- Social Media Intern
  Live Nation Entertainment, Los Angeles, CA
  May 2019 - August 2019
  - Managed social media presence and complete daily social media outreach.
  - Created promotional social media campaigns to engage users and build followers.

- Event Planning Chair
  Camarillo, CA
  August 2017 - May 2018
  - 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

- Think about a STAR story.
- Let’s share!
WHAT TO WEAR ~ VISIT EKHO CAREER CLOSET!
PLAN ACCORDINGLY

- Bring multiple copies of your resume
- Dress to impress!
- 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
PRACTICE YOUR ELEVATOR PITCH

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

*Practice these responses with someone beforehand

Ask yourself:
- What am I excited about?
- What do I want to do next?
- What am I trying to achieve today in this conversation?
**Introduction:**

“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 Handshake 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/CP alumni at your desired companies
QUESTIONS?
CONTACT US!

Career Development and Alumni Engagement
805-437-3270
Career.services@csuci.edu

Virtual & In-person Appointments are Available Monday-Friday!