

A quarterly publication

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J.O.B.S In Print

Owens Community College

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Career and Job Fair Do's and Don'ts by Randall S. Hansen, Ph.D.

The following are keys to successfully navigating a career or job fair. Follow these simple rules and you should achieve success in this important strategic tool of job-hunting.

Do have a specific strategy for maximizing your time at the event. And **don't** bother spending time with recruiters from companies that do not interest you.

Do pre-register for the event, and **do** attempt to get the list of attending companies before the career fair

Don't eliminate companies because they are recruiting for positions outside your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field.

Do attempt to research basic information about each company you hope to interview with at the job fair. A common career fair question from recruiters is, "Why do you want to work for our company?"

Don't just drop your resume on the recruiter's table and walk off.

Do prepare a one-minute "commercial" that focuses on the unique benefits you can offer to the employer- your unique selling proposition. And **do** be prepared for common interview questions.

Do be prepared to talk about your work experiences, skills, and abilities. And for college students, **do** be prepared for a question about your GPA by some recruiters. (And **do** use the GPA - overall, college, major- - that makes you look the strongest)

Don't be afraid or intimidated by the recruiter; he or she is there to do a job- - to meet and screen potential candidates.

Do say the recruiter's name several times during your conversation, even if you have to keep glancing at the recruiter's nametag. And **do** get a business card (or at least contact information).

Don't forget to eliminate such bad habits as playing with your hair, chewing gum, fidgeting, rocking from side-to-side, acting distracted, rubbing your nose, etc.

Do remember all the keys to successful interviewing, including a firm handshake, a warm smile, eye contact, and a strong voice. **Don't** use filter words such as "um", "like", "you know".

Don't ever just walk up to a booth and interrupt a current conversation; wait your turn and be polite.

Do dress professionally- - conservative is always the safe choice

Do be sure to follow up with each recruiter.



Federal Work Study– What you need to know

Benefits of FWS

- Earn money to meet your educational and living expenses
- Develop your self-confidence and self-sufficiency
- Acquire work experience to enhance your educational process
- Establish your work record

Register today
occexpressjobs.net

What is the Federal Work Study Program?

The FWS program provides jobs for college students with financial need, allowing them to earn money to help pay educational expenses. Students can be employed in a variety of positions including work related to their area of study on-campus, off-campus, or with a community service program/organization (America Reads– reading tutor, America Counts– math tutor, etc.

How do I find out if I am qualified for the Federal Work Study Program?

To be eligible for the FWS you must meet the Financial Aid qualifications. Your first step is to complete the Free Application for Federal Student Aid (FAFSA). If financial need is demonstrated as determined by Student Financial Aid, FWS may be awarded as part of your financial aid “package” or can be manually awarded once the student is hired for a FWS job. Increasing or decreasing FWS eligibility may affect other financial aid. If you are interested in this program and have completed your FAFSA, please contact the J.O.B.S office to inquire about eligibility.

Please visit www.owens.edu/jobs for additional information regarding the amount of hours you will be eligible to work, how much you can earn, and who to talk to if you have additional questions.

Current Federal Work Study positions posted with Owens Community College:

After School Tutors	Technology Administrator	Shipping Clerk
Math and Reading Tutors	Accounting	License Intervention
Teacher’s Aide	Administrative Assistant	Learning Center Asst.
Office/Clerical Assistants	Childcare Classroom Aide	Social Service Asst.

UPCOMING EVENTS

VIRTUAL JOB FAIR



February 18– March 7, 2008
www.collegiateemployenet.com

Find full-time, part-time, internship, co-op, and seasonal employment without leaving the comfort of your PC!

Register today and conveniently connect with employers who are seeking qualified students for a wide variety of positions!

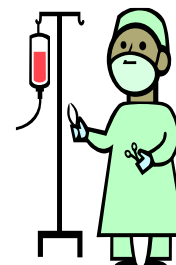


2008 Toledo Health Expo

Date: Tuesday, March 18, 2008
Location: SHAC Performance Gym
Time: 10 a.m.– 2 p.m.

2008 Findlay Health Expo

Date: Thursday, March 20, 2008
Location: Conference Center
Time: 12 p.m.– 2 p.m.



Bring copies of your resume and dress to impress!