

FYI:

- The Government Career & Information Fair has been rescheduled!
- It will now be combined be held on March 24th!

INSIDE THIS ISSUE:

LinkedIn	2
Recruiting Trends 2009-10	2
Interview Savy	3
Sample Questions	3
Salary News	3
Events	4

Five Tips for Getting the Most out of a Job Fair

Job fairs can be stressful for some, but they are great opportunities to gain access to employers who may have jobs available!

Research & Plan Ahead:

First, be sure you have a well developed resume. If you need assistance with that, visit the co-op & career services office. Then, you will want to find out what companies are attending. Research what their entry-level jobs are, learn about their products or services, etc.

Get Organized:

Gather essential items that you will need to bring. You should have about 20 copies of your resume. Purchase a letter-sized portfolio with a note pad. More importantly, you should organize your thoughts before approaching an employer's table!

You should prepare a brief introduction about yourself and what job you'd like with each company you plan to meet with. This is often referred to as a 20 second commercial or your "elevator pitch". Be sure to include your degree and any relevant experience you have.

Here are a few other things to remember when organizing:

- No cell phones (turn off and keep it out of sight)
- Money for parking, transportation, etc.
- Be prepared to fill-out applications completely

Dress Professionally:

Everyone who attends a job fair should be appropriately dressed, even those who aren't seriously job searching. Men should wear a suit and tie and women should wear a suit as well. Women have more decisions concerning dress, like pants vs. skirt. That is a personal call. Overall, just be sure your appearance is clean, polished and professional.

Devise a Plan:

First, check in at the registration table to pick up the materials you will need, like an updated list of the companies attending, a floor plan, etc. Orient yourself to the facility by reviewing the floor plan, locating restrooms and staff who can help you when you have questions. Next, you should prioritize the companies you intend to visit, and find where their tables are set-up. Then, organize your materials and have your resumes ready to give the

recruiters as you approach them.

Follow up:

This is where most people become frustrated with job/career fairs. Many students and/or job seekers usually drop the ball after the job fair is over. They think after dropping their resumes off with 40 or more companies, they will get a call from at least one or two of them for an interview. While they are waiting for those calls and getting more and more frustrated with their job search, you should be following up with the recruiters you met.

Here are a few things you should be certain to do after the job fair ends:

- Promptly complete and return any applications and submit your resume on company websites
- Within 1-2 days, e-mail or mail a professional thank you to recruiters.
- Within 1-2 weeks, follow up on submitted applications via telephone to determine your status and next steps.

For more tips and assistance, visit our office or our website:

www.cabrini.edu/careerservices

Or, drop off your resume to be reviewed by a staff member!

Join a social networking site for professional use!



In your job search the best advice we have is, be focused, be directed and be connected!

Are You LinkedIn?

What is it? -

-It's an online professional network providing career support and networking opportunities.

Use it to:

Find people with similar jobs, skills or educational experiences to network with.

Join professional groups/associations and search for jobs!

Here's what you do:

--Log-on, and create a profile (www.linkedin.com)

-- Find the Cabrini College Alumni group and submit a request to join!

-- Find people to connect with!

The Co-op & Career Services Office recommends that junior and senior level college students should be using LinkedIn! It is a great tool to assist in a job search, if used properly.

For more information on how to use LinkedIn for your job search, contact the Co-op & Career Services Office.

Recruiting Trends 2009-10 A study by Michigan State University

This report provides information from approximately 2500 employers from around the country. This is a very detailed survey conducted by the Michigan State University Career Services Network in partnership with the Collegiate Employment Research Institute and is a leader in recruiting research. Below is just an outline of some themes the survey identified as recruiting trends for 2009-2010 graduating classes.

Employers shared an overall theme this year:

FLEXIBILITY is VITAL:

Companies are seeking candidates across all majors who can fit into a variety of roles as needed; as well as those who can adapt quickly to change. When the economy shifts, company structures and priorities will shift to meet changing demands.

Who is HIRING?

- Companies with 500 or less employees
- Those in non-profit, manufacturing and retail sectors
- Those using social media as recruiting tools and those with internship programs

POSITIONS:

This year Sales & Marketing remain two of the top areas.

- 29% of the companies in this survey identify seeking to fill those roles.

Others reported the following:

Accounting: 17%

Computer Science: 16%

Management Trainees: 11%

Administrative Services: 13%

Customer Service: 11%

OVERALL NUMBERS:

- Total college hiring is only down 2%
- Bachelor degree hiring (which accounts for 61% of the year's hires) will experience less than a 1% change from last year

Students should understand that even with these numbers, the market is still very competitive. The best academically trained candidate might not get the job. It may go to the candidate that best demonstrates how they can add value to a company, those who are professionally connected and those who are entrepreneurial.

Good Luck!

Interview Savvy



The goal after attending a job fair is to be called for an interview. This requires even more preparation, but keep the following points in mind and you can be interview savvy!

- 1.) Think of it as a conversation
 - From the beginning, quickly build rapport with your interviewers
 - Take note of the interviewer's demeanor and follow their lead...don't be too familiar
 - Ask questions throughout the discussion instead of waiting until the end
- 2.) Effectively Communicate
 - Convey your strengths and accomplishments to the employer clearly and in a way that is relevant to the job you're interviewing for
- 3) Be Confident
 - Be careful not to brag, but present your skills with confidence using positive language
- 4.) Remember Body Language
 - Make eye contact, stand straight and engage the interviewer as they speak to you
- 5.) Practice, Practice, Practice

Check out our handouts on line to help you prepare for your next interview!

Sample Interview Questions:

1. Tell me about your education and training.
2. What are your goals? Or where do you plan to be in 5 years?
3. What college course did you find most difficult and why?
4. Which course was your favorite? Why?
5. What is your greatest strength or weakness?
6. Do you work best alone or in a group?
7. What was your greatest failure? What did you learn from it?
8. What are your salary expectations?
9. What do you know about us ?
10. What would you do if one manager asked you to do something now, but another asked you to do something else instead?
11. Have you ever had a disagreement with your boss?
12. Why are you leaving your current position?
13. Do you have questions for us?

Salary Expectations

The Philadelphia Magazine February issue provided a salary report for 2010. Below are some of the salaries they reported:

- First Year teacher (Phila)
\$42,756
- Bill Collector
\$33,849

- Public Health Inspector (Phila)
\$35,879
- Corporate recruiter
\$48,000
- Flight attendant (US Airways)
\$22,000-40,000
- Personal trainer (Center City Gym)
\$ 49,000

- PSPCA Humane Law Enforcement Officer
\$40,000
- Assistant Designer (clothing)
\$30,000-35,000

For more salary information or research check out:
www.mysalary.com

Office of Cooperative Education &
Career Services
160 Grace Hall
610 King of Prussia Rd
Radnor, PA 19087

Phone: (610) 902-8306

Fax: (610) 902-8307

E-mail: coop@cabrini.edu

Questions? Email us:

Nancy Hutchison, Director

nch722@cabrini.edu

Stephanie Reed, Assistant Director

sdr53@cabrini.edu

Jocelyn Tutrani, Coordinator of First Year

Career Development

jct54@cabrini.edu

Sue Farrell, Administrative Assistant

Sfarrell@cabrini.edu

Thanks for reading, come see us soon!
We're open: Mondays, 8:30am-7:00pm
And Tuesdays thru Friday 8:30am-4:30pm

Upcoming Events

Greater Philadelphia

Teacher Job Fair

Wednesday, March 10th

West Chester University
Spurzeberker Health Science Bldg.

9am-4pm

\$10.00 at the door

All those who purchase tickets there,
will NOT be admitted until 10am

Alumni Affairs Sponsors:

Speed Career Networking

Tuesday March 16th

Cabrini College

Mansion

6:30-9pm

You must Pre-register

for this event!

E-mail: nkirkner@cabrini.edu

By March 5th!

Intercollegiate

Career Fair

Combined with

The Government Career & Info

Fair

Wednesday, March 24th

Cabrini College

Dixon Center

12-3pm

Non Profit & Government Career

Fair

Tuesday, April 13th

10am-2pm

Saint Joseph's University

Co-sponsored by Cabrini College