



Government & Nonprofit
CAREER FAIR

Important Information:

Date: Friday, October 28th, 2022 @10-3 PM CT

Location: Great Hall, Ground Floor, Coffman Memorial Union Building @University of Minnesota

Website: <http://www.togpartners.com/govnonprofitfair/>

Employers: View employers who will be in [attendance here.](#)

What to bring:

- A bag to hold all your items
- Water/water bottle
- Padfolio/folder
- Paper/notebook to take notes
- Copies of your resume (10-15 copies)
- Pens/pencils

What to wear?

- Business professional clothing
- Suits, button-ups, dress pants, dresses, etc
- Make sure your hair is pulled back & no loud make-up/jewelry
- Wear shoes that you can walk around in

What to do before the fair?

- Research the employers to see who you want to talk to
- Have a list of questions ready to ask employers/recruiters
- Have a game plan on how to get to the fair!

If you have any questions, please contact Sam Herrick in the Office of Career Development at sherrick@csp.edu.

Professional Attire

In situations where you will be formally evaluated, such as in interviews, dressing in business professional is the best option. For students, business professional dress is a conservative suit with the jacket and bottom pieces matching in both fabric and color.

General Grooming Tips

- Hair: Clean and neatly styled, no wet hair, no over the top colors or hairstyles
- Shoes: Polished and in good condition
- Details: Don't forget to remove tags, suit tacking stitches, loose threads, lint etc. The stitched tag label on the outside of men's suits should be removed.
- Nails: Clean, trimmed, neatly manicured, Women - no extreme colors or length
- Cosmetics: Makeup should be conservative, aim for a natural, polished look
- Perfume/Cologne: Use very little or not at all, clothes should be odor free (no smoke smell!)
- Facial Hair: Clean shaven or trimmed very short and neat

Tips for Men

- Full suit with matching jacket and pants with belt (black, navy blue, or dark blue)
- Pressed, collared shirt (neutral colors)
- Tie: solid, stripe, or simple pattern
- The bottom of the tie should just barely cover the entire belt buckle
- Dark dress shoes and dark dress socks
- No cologne, visible tattoos or piercings

Tips for Women

- Black skirt or pant suit, other neutral colors (dark gray, navy, brown) okay as long as top and bottom are matching
- Skirt suits should be a little below the knee and never shorter than above the knee
- Pressed, collared button-down shirt (neutral colors)
- Skin-tone or dark-colored panty-hose and closed-toe heels
- Dress shoes (no open toe, no open heel)
- Make-up should be minimal and conservative (daytime makeup)
- No visible tattoos; pale color nail polish; no perfume or body sprays
- Long hair should be pulled back away from face

Adapted from:

<https://www.sph.emory.edu/careers/documents/ProfessionalDressforSuccess.pdf>

http://www.mcombs.utexas.edu/~media/Files/MSB/Student-Orgs/Diversity%20Council/F12_-_Instructional_Guide_-_Business_Attire.pdf

Elevator Pitch

Today, an elevator pitch can be any kind of short speech that sells an idea, promotes your business or markets you as an individual. You need to be able to say who you are, what you do, what you are interested in doing and how you can be a resource to your listeners.

Outline Your Pitch

1. Who am I?
 - a. Name
 - b. Major/College
 - c. Relevant involvement/academic interests
2. What do I offer /what are my key strengths?
 - a. What has your involvement afforded you?
 - b. Use power verbs (strategic, initiative, advocate, challenge, guide, chaired, etc.)
3. What am I looking for?
 - a. Internship/Full Time job
 - b. Research opportunity
 - c. Volunteer
 - d. Mentor
4. How can I engage the listener/start the conversation?
 - a. "Tell me about the opportunities you have available."
 - b. "Does it sound like I might be a fit for what you are looking for?"
 - c. "Could you connect me with someone who might need my skills?"

Elevator Pitch Dos and Don'ts

Dos

- Make it conversational/natural
- Make it sincere and memorable
- Consider including a compelling hook that will engage your listener
- Practice your pitch
- Take it slowly, don't rush
- Project your passion
- Read your listener's body language
- Incorporate examples and stories

Don'ts

- Sound canned or scripted
- Ramble
- Make it all about you
- Forget to include your competitive advantage (your unique selling proposition)

Interviewing

Research the Company and Position

- Have a solid understanding of the position you are interviewing for. To begin, look at the company's website. Look over the sections that explain more about their company, products and services, and click on additional links that may provide deeper insight into their company culture (blog, social media links, etc.). You can also research companies on LinkedIn.com, Glassdoor.com and ReferenceUSA.com.

Practice Answering Common Interview Questions

- Use the position description as your guide. Prepare questions to ask the interviewer that reflect your knowledge of the position and company.

Ending the Interview

- At the end of the interview you have the opportunity to make a final, positive impression. When it comes time for you to ask questions, it is highly recommended you ask at least 3-5 questions. In this time you are able to ask about the hiring timeline so you are aware of when you will hear back.
- Ask for a business card so you can send a thank you note.

Thank You Notes

- **Format:** This may be a hard copy note sent in the mail or an email.
- **Who to send to:** A thank you note should be sent to every person who interviewed you.
- **What to include:** Thank the interviewer for the opportunity to interview. Restate skills/experiences you believe make you the most qualified candidate, and add anything you may not have been able to talk about. If you connected with the interviewer on any topic, feel free to mention this. Finally, send anything additional the employer may have asked you to send after the interview (credentials, references, etc.).

Interview Questions

Behavioral Interview Questions

Many organizations use behavioral interviewing in their hiring process. This technique is used on the premise that it is the most accurate predictor of future performance based on past performance of a similar situation. One of the best ways to answer these types of questions is to use the STAR Technique.

STAR Technique

Utilize the STAR technique to clearly communicate an answer to interview question. This format allows you to touch on the important pieces of a situation you previously experienced, what action you took and what the result was. It also helps the employer follow the story you are trying to explain, while also connecting your answer with how it relates to the position.

S – Situation

T – Task

A – Action

R – Result

Sample Interview Questions

Commonly Asked Questions

- Tell me about yourself.
- What are your greatest strengths/weaknesses?
- What are your short/long-term goals?
- Why are you interested in our company? What do you know about the company? How does this fit into your overall career goals?
- How would your peers/subordinates/supervisor describe you?
- Why should we hire you? What makes you unique in comparison to other candidates?

Problem Solving

- How do you manage/resolve conflict?
- Tell me about your most difficult decision.

Management/Leadership

- How do you motivate team members? How do you cope with change?
- Tell me about a situation or position where you took extra initiative and assumed responsibilities that were beyond your written or understood job description.

Difficult to Answer “Negative” Questions

- What did you like least about your last position?
- Tell me about a time you failed and the impact it had on you.
- Describe the most challenging customer service experience you've had and how you handled it.

Interpersonal / Communication / Teamwork

- What role do you typically play on a team?
- What kinds of people do you like to work with?
- Describe a project you accomplished as part of a team or work group. What was your role and what were your specific contributions to the project's success?

Customer Service

- Tell me about a situation in which you were proud of the way you handled a customer problem. Tell me specifically what you did to achieve a positive result.

Questions for the Interviewer

- What opportunities exist for professional growth and development?
- Describe the typical first year assignments for this position.
- What personal qualities, skills, or experience would help someone do well in this position?
- What do you see as the greatest challenge in this position?
- What are your 60/90/120 day goals for this position?
- What is your vision for this department/division?
- How does this position interact with other departments?
- What is the next step in the hiring process?

Approaching an Employer

When approaching an employer, be sure to mention your:

- Name
- Major
- School
- Research done on the employer and/or job/internship
- Questions that show research has been performed
- Interest in employer

Take notes as you meet with employers!

<p>Employer 1: Employee's Name (Who did you talk to?):</p> <p>Organization Name:</p> <p>What are they looking for? (Job, Internshi, etc)</p> <p>Questions:</p> <p>Contact Information:</p> <p>Other:</p>	<p>Employer 2: Employee's Name (Who did you talk to?):</p> <p>Organization Name:</p> <p>What are they looking for? (Job, Internshi, etc)</p> <p>Questions:</p> <p>Contact Information:</p> <p>Other:</p>
<p>Employer 3: Employee's Name (Who did you talk to?):</p> <p>Organization Name:</p> <p>What are they looking for? (Job, Internshi, etc)</p> <p>Questions:</p> <p>Contact Information:</p> <p>Other:</p>	<p>Employer 4: Employee's Name (Who did you talk to?):</p> <p>Organization Name:</p> <p>What are they looking for? (Job, Internshi, etc)</p> <p>Questions:</p> <p>Contact Information:</p> <p>Other:</p>