



Job & Internship Fair Game Plan

Use this worksheet as a guide as you prepare for the upcoming job and internship fair.

1. What types of opportunities are you seeking at the job and internship fair? Select all that apply.
 - Full Time Jobs
 - Internships
 - Networking Opportunities
 - Employer Information Sessions
 - Interview Experience
 - Overall Experience

2. Search the job fair website to see which organizations will be there and what positions are posted.
 - Organizations at the Fair: <https://www.mnpcfair.org/organizations-at-the-fair>
 - Posted Positions: <https://www.mnpcfair.org/positions-posted>

3. List 5 organizations you would like to connect with while at the fair, the position you are interested in, and what questions you might have for them.

Organization Name	Job/Internship Title(s)	Potential Questions to Ask

4. Practice your approach for connecting with an employer. It might sound something like this:
- Example 1: Student starts out by indicating what they are interested in.
 - *Student: Hi, how are you today?*
 - *Employer: Good! How are you?*
 - *Student: I am good! I am interested in learning more about (organization name or job opportunity). Can you tell me a little bit more?*
 - *Employer: (Tells you about their organization and/or the opportunities they are hiring for.) Is this something you might be interested in?*
 - Example 2: Employer inquires about the student.
 - *Employer: Hi, how are you today?*
 - *Student: Good, how are you?*
 - *Employer: Good! Tell me about yourself and what you are looking for.*
 - *Student:*
 - *My name is _____ and I am studying _____ at Concordia University, St. Paul.*
 - *I am looking for a (internship/full time opportunity) that would use my skills/experience in*
 - *Skill/experience 1:*
 - *Skill/experience 2:*
 - *Skill/experience 3:*
 - *It looks like you have opportunities open as a (job/internship title). Can you tell me more about that?*

5. Job Fair Checklist.

As you prepare for the fair, make sure you complete the following tasks:

- Update your resume.
 - CSP Career Advisors are happy to review your resume.
- Upload your resume to the MNPC Job and Internship Fair webpage.
 - This allows employers to review your qualifications and possibly reach out to you prior to the fair to schedule an interview. Upload here: <https://www.mnpcfair.org/upload-your-resume>
- Print off and bring 20-30 resumes with you to the fair
 - While you might only intend on meeting with 10 employers, you never know who you might have a conversation with!
- Pick out an appropriate outfit
 - Wear something that represents you as a professional and will make a good first impression. While not required, know that many attendees choose to wear a business suit.
- Register for the free lunch to connect with CSP alumni
 - Registration is required. [Register here](#) by Wednesday, February 15.
- Determine how you will get to the Convention Center
 - Whether driving or taking public transportation, know your route, cost, and parking if applicable.
 - Interested in joining the CSP travel group with Professor Dr. Eric Grube? Email Sam Herrick sherrick@csp.edu.

Want more guidance and support prior to the fair?

Reach out to CareerDevelopment@csp.edu or view our additional [job fair prep material here](#).

