

# Student Tip Sheet

## Co-op Job Fair

Tuesday, October 3, 2023

Clifton Campus – Main Building – Conference Center

11:00 – 2:00 p.m.



### What is a Co-op Job Fair?

A Co-op Job Fair is an event where recruiters and potential employers gather to provide information about their organization and employment opportunities.

- Opportunity to learn about companies.
- Connect with employers who are hiring.
  - Employers attending will have Co-op/Internship and full-time graduate opportunities available.
- The ability for employers to meet many potential applicants and quickly weed through them to find suitable candidates.

### Co-op Job Fairs are **Not** a Casual Meeting

- Employers do provide information, but they are judging applicants who approach them. (A mini-interview)
- They are looking for confidence, assertiveness, and great first impressions.

### Before the Co-op Job Fair

- **Resume** - Update and make your resume shine!
- **Research Employers** - Review the employers attending and research information about them.
- **Prepare What You Will Wear** – Business attire.
- **Prepare Questions** – Plan what you will ask and how you will interact with employers. How will you communicate your skills to those employers?

### Day of the Co-op Job Fair

- **Print and Bring Copies of Your Resume on quality resume paper.**
- **Dress Professionally**
- **Remember This Is A “Mini” Interview-** Be prepared to ask and answer questions.
- **Smile and Make Eye Contact**
- **Watch Your Body Language** - Don't fidget or look around. Act interested, focused, and enthusiastic. Be friendly, assertive, mature, and sincere.
- **Prepare Your Elevator Pitch** - Be able to describe who you are and the types of employment you are looking for. (Don't ramble)
- **Ask At Least Two Intelligent Questions to Each Employer**
- **Do Not Bring Food, Drink, or Chew Gum at the Fair**
- **Network** – Not just with the employers, but talk to other students about the fair and what they've discussed with employers.
- **Bring a Notebook and Pen** – To take notes
- **Gather Business Cards and Company Literature**

## After the Co-op Job Fair

- Follow Up With Company Representatives
- Send Thank You Notes To the Employers

## Questions to Ask Employers:

- What qualities are you looking for in an entry-level candidate?
- What is a typical career path in your organization?
- Why do you love working for your company?
- Describe your application and interview process and what does it consist of?
- What has been your career experience in the industry? As someone going into this industry what suggestions do you have?
- What classes would prepare me for your entry-level positions?
- I want to stay in touch with your recruiting team and continue to learn more about your company. What are your suggestions for me to stay connected?
- What is a typical day like in your organization?
- Are there both full-time and part-time positions available?

For more information and an Updated List, please check CState CareerLink at <https://cincinnatistate-csm.symplicity.com/students>

Registration is recommended for the Co-op Job Fair.

Register to attend at:

CState CareerLink

<https://cincinnatistate-csm.symplicity.com/students>

Login: Cincinnati State E-mail

Password: MyCStatePassword

## Career Closet at Cincinnati State – Free Interview & work-appropriate attire

Students: Get suited up for the Co-op Job Fair! Faculty volunteers will be on hand to assist students needing appropriate interview attire. Clothing in the Career Closet is free to students, but please obtain a referral from a co-op coordinator or Career Center.

Days & times Career Closet will be open:

Monday: 11 AM – 4 PM

Tuesday: 11 AM – 4 PM

Thursday: 11 Am – 4 PM

Location: Lower level, Main Building. Across the hall from the fitness center, underneath the gym.

We'd love to help you find the perfect suit or outfit! Just be sure to contact your coordinator/advisor to be referred to the Career Closet.

## Other Career Attire Resources

- JCPenney Suit-Up Event - <https://www.cincinnatistate.edu/jcpenney-suit-up/>

## Current Employers Attending as of 9.25.23

3CDC
Abercrombie & Associates, Inc
Balluff, Inc.
Barnes Dennig
Bayer Becker
Boys And Girls Clubs Of Greater Cincinnati
Brandstetter Carroll, Inc.
Choice One Engineering
Cincinnati Incorporated
Crane ChemPharma & Energy
Danis Construction
Dugan & Meyers Construction Company
Eichenlaub
Emcor
Fischer Homes
GE Healthcare
General Tool Company
Gus Perdikakis Associates Inc.
Hamilton County Adult Probation
Hazen and Sawyer
Hyde Park Golf & CC
ICRC-TV
Integrity Green Landscaping, LLC
Kokosing

L3 Harris Technologies
Makino, Inc.
Manufacturers Supplies Company
Matthews Automation Solutions
Mazak Corporation
Medpace
Metcut Research
Metropolitan Sewer District
Procter & Gamble
Richard Goettle, Inc
Sanitation District No. 1 of Northern Kentucky
Siemens Industry
StandardAero
SugarCreek
Talbert House
The Cincinnati Insurance Companies
Triversity Construction & Triversity Craft Force
Turner Construction Company
TWC Concrete LLC
UC Health
United Performance Metals
Western-Southern

**Please stay connected with the Job Fair by signing up for our weekly newsletter.**

<https://lp.constantcontactpages.com/su/5ejk1r/CareerCenterNewsletter>