

# Student Tip Sheet

## Career, Co-op, and Internship Fair

Tuesday, March 5, 2024 | 11:00 – 2:00 p.m.

Clifton Campus – Main Building – Conference Center



### 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. (List in CState CareerLink)
- **Print copies of your resume.**
- **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

- **Bring your printed resumes in a folder or binder.**
- **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.
- **Ask At Least Two Intelligent Questions to Each Employer.** Don't ramble.
- **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 (Call or email.)
- 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 it consists 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 registration, information, and an updated list of employers attending, please check CState CareerLink at <https://cincinnatistate-csm.symplicity.com/students>**

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

Wednesday: 11 Am – 4 PM

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

<https://www.cincinnatistate.edu/career-closet/>

## Employers Attending as of 2/20/24

### Attending as of 2.21.24

Abercrombie & Associates, Inc
Anthony Muñoz Foundation
Balluff, Inc.
BayerBecker
Boys and Girls Club of Greater Cincinnati
Cincinnati Children's Hospital Medical Center
Cincinnati Incorporated
Cincinnati Recreation Commission
City of Cincinnati
City of Cincinnati - CCA
Clermont County Water Resources
Deltech Polymers Opco, LLC
Dugan & Meyers Construction Company
Duke Energy Corporation
Education at Work
Emcor
EST Analytical
Fastenal
General Electric - GE Aerospace
Greater Cincinnati Water Works
Gus Perdikakis Associates Inc.
Hamilton County Adult Probation
Hamilton County Job & Family Services
Hard Rock Cincinnati

ICRC-TV
Integrity Express Logistics
Kellanova
Kenwood Dealer Group, Inc.
Klosterman Baking Co.
L3 Harris Technologies
LRT Restoration Technologies
Medpace
Nucor Raw Materials Group
Ohio State Highway Patrol
OSIS
Procter and Gamble
Siemens Industry
Talbert House
The Cincinnati Insurance Companies
The Motz Group
TriHealth
Tristate Biomedical Solutions
Triversity Construction & TriVersity Craft Force
UC Health
Viox and Viox
Western & Southern Financial Group
YWCA Greater Cincinnati

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

<https://lp.constantcontactpages.com/su/5ejk1lr/CareerCenterNewsletter>