

# HOW TO PREPARE FOR THE CAREER FAIR

CAREER DEVELOPMENT AND ALUMNI  
ENGAGEMENT



 handshake

# WHEN IS THE CAREER FAIR?

## Career and Internship Fair

Wednesday, Oct. 5, 10am-2pm PST

@Broom Library

This career fair provides CSUCI students the opportunity to network with company representatives and learn about *internships* and *career opportunities*.



# OUTCOMES FOR OUR TIME TOGETHER

- Learn
  - How to prepare for a job fair
  - Ways to introduce yourself and share your strengths with employers
  - The STAR Method of telling stories
  - CDAE resources that can assist you in your job fair preparation
- Feel more confident speaking to and networking with employers

# KNOW WHAT YOU WANT & WHAT YOU HAVE TO OFFER

- What opportunities are you seeking? (e.g., internship, full-time, etc.)
- What type of positions/job titles are you targeting?
- What is your ideal company culture?
- What skills are valued most by employers in your industry?
- How do your experiences and strengths relate to those sought by the employer?

# STRENGTHS

- “What are your top 3 strengths?”
- Take time to self-reflect



EXECUTING	INFLUENCING	RELATIONSHIP BUILDING	STRATEGIC THINKING
People with dominant Executing themes know how to make things happen.	People with dominant Influencing themes know how to take charge, speak up, and make sure the team is heard.	People with dominant Relationship Building themes have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts.	People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions.
<b>Achiever</b> <b>Arranger</b> <b>Belief</b> <b>Consistency</b> <b>Deliberative</b> <b>Discipline</b> <b>Focus</b> <b>Responsibility</b> <b>Restorative</b>	<b>Activator</b> <b>Command</b> <b>Communication</b> <b>Competition</b> <b>Maximizer</b> <b>Self-Assurance</b> <b>Significance</b> <b>Woo</b>	<b>Adaptability</b> <b>Connectedness</b> <b>Developer</b> <b>Empathy</b> <b>Harmony</b> <b>Includer</b> <b>Individualization</b> <b>Positivity</b> <b>Relator</b>	<b>Analytical</b> <b>Context</b> <b>Futuristic</b> <b>Ideation</b> <b>Input</b> <b>Intellection</b> <b>Learner</b> <b>Strategic</b>

# GET CONFIDENT!

- What do your friends, family, classmates, professors, or supervisors most often say are your strengths?
- What do people come to you for advice on most frequently?
- What are some problems/projects/classes that others dread but you love to tackle?
- Text a friend, family member, partner, supervisor, or anybody else you feel knows you well. Ask, “What do you think I’m good at? What do you think are my top strengths?”

*Look for a theme or common thread!*

# RESEARCH EMPLOYERS

- What does the company make/do?
- Who are the leaders and why was it started?
- How does it stay ahead of competitors?
- What mantras or values does the company live by?
- Where are they located/headquartered?
- Are there open positions/internships?
- Why are you interested in working for **this** company?
- What position or department appeals to you and why?

## Participating Employers

### Fall 2022 Career & Internship Fair

Wednesday, Oct. 5, 2022 from 10:00 a.m. to 2:00 p.m. Broome Library Plaza.

Wednesday, 10/5 | Career and Internship Fair

- [Addison Behavioral Resources](#) - Located in Camarillo, CA and currently has [several positions](#) available.
- [Alsana](#) - Alsana is an eating recovery community and treatment provider that helps adult clients of all genders achieve lasting eating disorder recovery and whole health. [Several positions are available.](#)
- [Channel Islands Social Services](#) - CISS is the only family-operated respite organization in Ventura County. We believe in empowering families to direct their services, decide who provides them, and when they are scheduled, so that respite is relaxing and not taxing! [Several positions are available.](#)
- [COPE Health Solutions](#) - Provides their clients with the tools, services and advice they need to thrive in the current complex and uncertain pluralistic payment environment and achieve visionary, organizational relevant results. Currently has [12 positions](#) available.
- [Consolidated Electrical Distributors \(CED\)](#) - With several locations across the

#### CAREER DEVELOPMENT AND ALUMNI ENGAGEMENT

Students

Alumni

Employers


Faculty & Staff

News & Events

Contact Us

We're social

 Facebook

 Instagram

 Twitter

# DO YOUR HOMEWORK

- Talk to faculty, classmates, alumni, and current employees about the company
- Visit company/organization website
  - Read “Careers” page, “About Us”, company diversity reports, EEO statements, corporate responsibility pages, etc.
- [Glassdoor](#)
- News articles/Press releases
- Check out their social media
- Follow the company on [LinkedIn](#) and use the LinkedIn Alumni tool





# EXAMPLES

## Diversity and Inclusion

You bring something different to the table than anyone else.

No two people share the same combination of background, culture, abilities and values – and that's a wonderful thing. We want you to come each day and add value in a way that only you can. Here, we put a high value on diversity and strive to create an inclusive environment when can be their best.

Our doors are open.

We live this founding value every day. From listening to someone's new idea to supporting veterans and those with disabilities, we believe in everyone a voice and the tools they need to succeed. And this mentality isn't just held by a few – it's practiced by every single team member in our comfortable, inclusive and family-like environment.



## A workforce that reflects our community.

- We make a point to hire locally and ensure our workforce reflects the communities in which we do business.
- We recruit at local colleges and universities, and work with community partners and organizations to recruit people from a wide variety of backgrounds.

## Creating a pipeline for leadership

- We strive to ensure our company leadership reflects the diverse world in which we do business.
- We recruit employees from a variety of backgrounds.

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Automotive · St. Louis, MO · 175,789 followers

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### Women thrive at Enterprise Holdings.

We've created a work environment where women can thrive. Ambitious? Many of our roles, from IT to Management Trainee to Accounting, give plenty of room for growth. Hard-working? We link pay directly to performance, so the more you put in, the more you'll get out. Forward thinking? Imagine the range of career opportunities you'll have in front of you when you're working for the largest car rental company in the world.

We are proud to be helping women break all kinds of stereotypes. With the support of both management and their peers, women here are encouraged to pursue new opportunities and rise to new levels in their career. From career support to flexibility for things like maternity leave, we ensure that women have what they need to succeed.

EH Women thrive at Enterprise - Jobs and Careers

**enterprise**  
rent-a-car

### Women Thrive at Enterprise

Ambitious? Our Management Trainees progress quickly to a Branch Manager role. Hard-working? We link pay directly to performance. Forward-thinking? You'll be working for the largest mobility provider in the world. Hear from the women who work here and how they thrive at Enterprise.

**EXPLORE THE VIDEOS TO FIND OUT HOW OTHER WOMEN HAVE BEEN THRIVING AT ENTERPRISE.**

# EXAMPLES



## COMMITMENT TO OUR EMPLOYEES' HEALTH AND WELLBEING

The incredible products we help create are only matched by our extraordinary workforce. We want our employees to be happy, healthy, and ready to help create medical devices that will work to improve the wellbeing of millions worldwide. To encourage this, Confluent Medical Technologies provides a comprehensive Employee Assistance Program (EAP) through its insurance carriers. The EAP inspires our employees to lead healthy lives through health management and wellness programs that focus on the areas of weight management, fitness, smoking cessation, and parenting. The EAP also provides employees counseling services on work/life balance, education planning, lifestyle and fitness management, dependent care/care-giving, and financial management.



## COMMITMENT TO PHILANTHROPY

Our commitment to the communities in which we live, work, and raise our families becomes stronger every year. As our staff grows, so does our awareness in supporting local and national charities, and participating in programs that foster a strong sense of community.

As a result, Confluent Medical Technologies actively participates in:

- Quarterly blood donation drives hosted in collaboration with the Stanford Blood Center
- Back-to-school drives that collect backpacks and a variety of school supplies for underprivileged children through the Family Giving Tree
- Coordinating food drives in support of local food banks
- American Heart Association Heart Walk
- Sun and Sand Costa Rica 10K Run benefiting local schools in need
- Hannah's House Holiday Toy drive
- Dress for Success professional attire collection for low-income job seekers



## COMMITMENT TO OUR ENVIRONMENT

At Confluent Medical Technologies, we are working diligently to reduce energy use and waste. From implementing LED lighting at our Fremont, CA facility to upgrading our manufacturing lines with energy-efficient equipment, being environmentally conscious guides our solid commitment to growing greener.

## DIVERSITY & INCLUSION



### WE'RE ON A JOURNEY

We are inclusive. We celebrate multiple approaches and perspectives. Diversity and difference is valued.

We believe diversity drives innovation. So we're building an environment where difference is valued.

We take a holistic approach. We're always growing our workforce. Our people, programs and tools all designed to help employees manage their careers.

We foster both a top-down and grassroots approach. We encourage the freedom to address the broadest set of initiatives.

"I believe that bringing people of diverse backgrounds and viewpoints together creates better ideas, more fruitful collaborations and a vibrant culture. I'm committed to fostering an environment where every person feels valued, included, and able to contribute their best for the patients we serve."

- Bill Anderson, CEO, Genentech



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@GeneXpertSystem

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Cepheid

October 2, 2018 · 🌐

Are you still using a Flu test from the G-funk era?

#GeneXpert #ZFunkEra #Flu #ZDoggMD



YOUTUBE.COM

This Flu Test | ZDoggMD.com

Are you still using a flu test from the G-funk era?

<http://zdogmd.com/this-flu-test>

<http://GetTheRightTest.com>

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# DISSECT THE JOB DESCRIPTION

- Underline or highlight the education/skills/experience the employer wants **that you have**.
- Remember, if you did it in class, it counts.

## Overview

If you're looking to start your career with a company that grows their managers and leaders from within the organization, then the Enterprise Management Training Program is for you. Whether you see yourself in sales, business development, **customer service or operations**, this program will prepare you to create your ideal career. As a Management Trainee, you can count on a defined career trajectory with a clear beginning and an open end — meaning you can take your **training and shape your future**. And with our promote-from-within philosophy, you will have plenty of opportunities to advance without ever having to change companies.

**This posting is for our offices in Thousand Oaks, CA 91360 and Simi Valley, CA 93065.**

**This position offers targeted annual compensation of \$51,900.**

## Responsibilities

As a Management Trainee, you'll start learning our business from day one while based out of one of our neighborhood branches. You will be entrusted to serve as both the **face of Enterprise to customers** and partners and the behind-the-scenes operational expert. In our structured program, you will master the knowledge and skills you need to eventually run your own branch, **cultivate new business** and develop your team.

In our **hands-on learning environment**, you will receive the guidance, mentoring, and support you need to be successful. You will also get out into the community and establish the relationships essential to building your own business.

We'll teach you how to excel at **customer service, sales and marketing, finance, and operations**. And you'll learn what it means to always put our customers first. Ours is a culture of friendly competition, which is critical to growing our business — and your success.

*Equal Opportunity Employer/Disability/Veterans*

## Qualifications

- Must be at least 18 years old.
- This position requires a valid driver's license.
- Bachelors Degree required.
- Minimum of **1 year face-to-face customer service or sales experience** (will consider telemarketing) OR 6 months of leadership (including: clubs, organizations, athletics, military, etc..) and **6 months of face to face customer service or sales experience**.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

# BRING YOUR RESUME!

**Sociology**

**Reginald Ferguso**  
(805) 384-4972 | [reginald.ferguso@gmail.com](mailto:reginald.ferguso@gmail.com)

**SUMMARY OF QUALIFICATIONS**

- 3+ years experience in the social work field with extensive knowledge in serving the needs of a diverse set of people
- Excellent listening and teambuilding skills with attention to performance enhancement and employee development
- Comprehensive knowledge of interpersonal and intrapersonal communication and management techniques
- Proficient in SPSS Statistics; Microsoft: Word, Excel, PowerPoint; and Google applications: Docs, Sheets, Slides
- Fluent in French, Spanish, and American Sign Language

**EDUCATION**  
**Bachelor of Arts in Sociology, Minor in Political Science** Spring 2021  
California State University Channel Islands, Camarillo, CA

**WORK EXPERIENCE**

**Social Work Assistant** Jan. 2018 - Present  
*Channel Islands, Inc., Camarillo, CA*

- Facilitate and assist social workers with psychotherapy and counseling to better support the clients
- Collaborate with staff and team members to help develop individualized treatment plans to the benefit of clients
- Manage caseload of 15 clients, on behalf of social worker, to assess clients individualized needs
- Maintain thorough case history records as well as written reports

**Social Work Intern** May 2015- Dec. 2017  
*Collaborative H.O.M. E. S. Onnard, CA*

- Assisted in developing programs for the youth to improve overall well-being and health of the clients
- Launched ongoing event agendas as well as collaborated with community members and corporations to spread the word of service opportunities
- Communicated with social and welfare agencies to obtain and provide information
- Worked within the court system to complete all filing and paperwork

**PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS**

*President, Sociology Club, California State University Channel Islands* May 2017 - Present  
*Member, National Association of Social Worker, H. O. M. E. S* June 2017- Present  
*Recipient, Semester Honors, California State University Channel Islands* Dec. 2017- Present

**Coursework & Transfer Student**

**ELIZA SCHUYLER**  
[elizabeth.schuyler057@mysci.csuci.edu](mailto:elizabeth.schuyler057@mysci.csuci.edu) | (909) 426-9365

**SUMMARY OF QUALIFICATIONS**

- 3+ years of research experience and proficiency of SPSS statistical designs, including: Bivariate Correlations, Independent T-Tests, and Dependent T-Tests
- Proficient in delivering research presentations with Research Assistants and educational faculty at student-centered conferences at CSU Channel Islands and at the Western Psychological Association
- Detail-oriented and perceptive when providing emotional, academic, and mentoring support to students and children of various academic and social backgrounds

**EDUCATION**

**Bachelor of Arts in Psychology** May 2023  
*Minor in Developmental Psychology*  
California State University, Channel Islands

**Associate of Arts in Psychology for Transfer (AA-T)** May 2021  
Moorpark Community College

**RELEVANT COURSEWORK AND EXPERIENCE**

**Independent Research in Psychology** January 2023-Present  
California State University, Channel Islands Camarillo, CA

- Conduct individual interviews with the panelists of the Our Bodies, Our Minds event to further understand the impact of sexual and domestic violence on mental health in a cross-sectional design
- Create quantitative codes from 5 individual interviews to input into SPSS and run statistical analyses
- Collaborate with other Research Assistants (RAs) to analyze quantitative and qualitative data, and implement different methods of data collection through online and confidential survey distributions

**Internship & Service Learning** Feb-December 2022  
Casa Pacifica Center for Children and Families Camarillo, CA

- Emotionally supported underserved and disadvantaged children facing different forms of adversity, including: neglect, abuse, and family crises
- Assisted in the research existing policies, policies, and procedures regarding foster youth, and advocated for better treatment and resources for underserved student and children populations
- Mentored and tutored elementary and middle school students through navigating social and personal relationships, and their academic assignments in Algebra, Language Arts, and Earth Science

**Psychological Research and Statistical Methods I & II** Aug 2021-May 2022  
California State University, Channel Islands Camarillo, CA

- Analyzed statistical and qualitative data to assess a possible correlation between chocolate and perceived happiness and stress in a short longitudinal study
- Proficiency in utilizing SPSS to critique quantitative survey data by running different analyses,
- Administered 2 qualitative focus group interviews among 5 undergraduate students in a classroom setting to follow-up and add onto previous data

**PROFESSIONAL INVOLVEMENT & ACADEMIC ACHIEVEMENT**

*Vice President, Psi Chi International Honor Society in Psychology* Oct 2022-Present  
*Recipient, Semester Honors, CSU Channel Islands* Dec 2021-Present  
*Presenter, Western Psychological Association* April 2023

## Catherine Smith

(123) 123- 1234 • [catherine.smith@mail.com](mailto:catherine.smith@mail.com) • [linkedin.com/in/catherinesmith/](https://www.linkedin.com/in/catherinesmith/)

### SUMMARY OF QUALIFICATIONS

- Flexible team player able to collaborate with others to achieve time-bound goals
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Proven ability to quickly and accurately learn various forms of technology and software
- Dedicated to creating a friendly environment by demonstrating superb leadership skills
- Strong verbal and written communication skills in both English and French

### EDUCATION

Bachelor of Arts in Communication May 2020  
California State University Channel Islands, Camarillo, CA  
Study Abroad: Universities of Paris, Paris, France July 2018-July 2019

### WORK EXPERIENCE

*Public Relations Intern*

Aera Energy Services Camarillo, CA February 2019-Present

- Research trends and most popular topics for the writers
- Assist in the development of programs to maintain favorable public view
- Take responsibility for articles from start to finish and created well-written content

### *Social Media Intern*

Live Nation Los Angeles, CA May 2019-August 2019

- Managed social media presence and complete daily social media outreach
- Created promotional social media campaigns to engage users and build followers
- Worked with the marketing team on day-to-day basis for multiple clients/partners

### PROFESSIONAL DEVELOPMENT

*Event Planning Chair*

The Communication Club Camarillo, CA August 2017-May 2018

- Planned events including graphics for flyers and communication of event to members
- Supervised all aspects of event planning meeting strict deadlines and budget demands
- Built relationships with vendors and coordinated all aspects of event details to venues

# BRAINSTORM “STAR” STORIES

- **Situation/Task:** What was the situation?
- **Action:** What did you do to solve/address it?
- **Result:** What changed or improved afterwards?

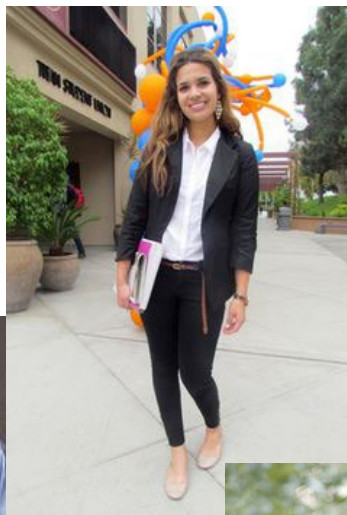


# LET'S PRACTICE

- Think about I STAR story.
- Let's share!



# WHAT TO WEAR ~ VISIT EKHO CAREER CLOSET!



# PLAN ACCORDINGLY

- Bring multiple copies of your resume
- Dress to impress!
- Portfolio/notebook
- Pen and paper for notes
- Business cards if you have them (not required)
- Leave backpacks and large purses/bags behind





# INTRODUCE YOURSELF

- Test out your pitch
- Don't speak too quickly
- Smile and make good eye contact
- Get your resume in their hands



## Program Manager, Campus Philly



[Candid Career - Program Manager, Campus Philly](#)

# PRACTICE YOUR ELEVATOR PITCH

1. Start with your destination.
  2. Describe your backstory (i.e., experience or transferable skills – make it relevant).
  3. Connect the dots.
- \*Practice these responses with someone beforehand

## Ask yourself:

- What am I excited about?
- What do I want to do next?
- What am I trying to achieve today in this conversation?



# IF YOU KNOW WHAT YOU WANT...

## **Introduction:**

“Hi, I’m \_\_\_\_\_.” (Listen to their name), “Nice to meet you! How is your day so far?” (listen to response, make a quick comment)

## **Pitch:**

“I’m a [insert class level] majoring in [insert major]. I am very interested in the [insert position] you posted on Handshake and I applied for the position on your website last week. I am currently taking [class name] and my team and I are working on [describe project]. I am really enjoying this project and am excited to pursue an internship where I can continue to apply the concepts I am learning this quarter. Can you tell me more about the internship?”

# IF YOU'RE EXPLORING YOUR OPTIONS...

## **Introduction:**

Shake hands: "Hi, I'm \_\_\_\_." (Listen to their name). "Nice to meet you!"

## **Pitch:**

"I'm a microbiology major. I'm really interested in (*insert company name*) because \_\_\_\_."

I would like to do an internship with (*insert company name*) in the future and would like to get some advice from you on things I can do to help me be the best candidate possible. What are some skills and attributes your company values and looks for when hiring interns?"

# HAVE A CONVERSATION

Ask questions that *you* want answered.



- “What is your favorite work event or tradition at [insert company name]?”
- “What are typical entry-level positions for [insert your major] at your company?”
- “Thinking back to people you’ve seen do this role previously, what differentiated the ones who were good from the ones who were really great?”
- “Are there opportunities for mentorship and professional development? If so, what do those look like?”
- "What strategies and plans does your company have to increase diversity in your workplace?"
- “What are the next steps in the hiring process?”

# MAKE YOUR CLOSING MEMORABLE & FOLLOW UP

- Get a business card (*if they have one*)!  
“Thanks for taking the time to talk with me. I am excited about this internship opportunity. May I please have your business card to follow up with you later?”
- Send a thank you email within 24 hours of the event.
- Personalize each email you send.



# TAKE ACTION

## After the Fair:

- Apply for any open internships or jobs online (if you haven't already)

## Ongoing:

- Join a relevant club on campus
- Attend employer panels, information sessions, etc.
- Ask your faculty about professional associations and conferences
- Do informational interviews with employees/CP alumni at your desired companies





QUESTIONS?



# CONTACT US!

## **Career Development and Alumni Engagement**

805-437-3270

Career.services@csuci.edu

Virtual & In-person  
Appointments are Available  
Monday-Friday!

