9-20-11

1. Daryl Sawyer: Career fair is in a week from today
	1. Outgrew Surbeck Center
	2. 11-4
	3. 103 employers, 37 recruiting ChemEs
2. What to do in preparation
	1. Update and proof resume
	2. Research employers
		1. Sdsmtcareers.com
		2. Gold Mine
	3. Develop top 10 list of employers
		1. Who you want to talk to
		2. Know things about your company
		3. Make better use of your time
	4. Practice introducing yourself (30 seconds)
	5. Plan what you’re going to wear
		1. Can’t overdress
		2. Iron shirts guys!
3. During the fair communicate
	1. Bring copies of resume
	2. Approach employers with a smile and handshake
	3. Look and act professional, including body language and attitude
		1. Dress up, smile, make eye contact, firm handshake, introduce yourself, focus on recruiter, thank them when done with a smile and handshake
	4. Ask questions and show interest
4. Employers want to learn
	1. Career objective
	2. Your strengths and experiences
	3. Why you’re interested in their company and your potential contributions
	4. Communication skills, attitude, enthusiasm, etc.
5. What you learn from employers
	1. Application procedures and deadlines
	2. Skills sought for certain jobs
	3. Current or future openings
	4. Company’s timetable for making decisions and contacts for future follow-up
6. Feedback from employers
	1. Don’t answer with a simple yes or no, ask questions, and be focused and enthusiastic!
	2. Research the company before the career fair
	3. Utilize interview coaching
	4. Extra-curricular activities
	5. Be open to jobs anywhere
	6. Go to the career fair solo and professionally dressed
7. After the fair
	1. Send follow-up notes and mention 1-2 top strengths that would make you a good employee
	2. Complete any applications you were given
	3. Submit prescreens through Career Center if the company is coming back for interviews
8. BE PREPARED TO INTERVIEW!
	1. Can be right then and there
	2. Next day is 45 employers/85 interview schedules
	3. Interview workshop is Wed., Sept. 21, 5:00 pm
	4. Look up their informational meetings and attend!
9. Questions?
	1. Info sessions usually last around an hour
	2. PowerPoint was sent to Travis Noah
10. Student advice
	1. Confidence is key! Don’t question your capabilities
	2. Have a conversation with the employer- you’re interviewing each other
		1. Recruiters are usually alum
	3. Keep energy level up for the very last employer you talk to
	4. Careercenter@sdsmt.edu or daryl sawyer for resume proofing
11. Travis Hoon: Can’t overestimate opportunity
	1. They are looking for you just as much as you’re looking for them
12. Travis Noah’s ATC presentation
	1. Main projects and supplementary projects
		1. lean event
			1. increased safety and efficiency and productivity
		2. fixed 7/16 major safety hazards from audit
		3. optimized data entry and eliminated the need for a consultant
	2. used VBA extensively
	3. advice
		1. familiarize yourself with the process right away no matter where you start
			1. chemistry and how it works
			2. know the operators and other people in general
	4. great opportunity to do additional projects
		1. future co-ops with DOW
	5. knows limitations of how much he needs to know from each class
	6. questions
		1. data analysis took a few days and lots of notes
13. Announcements
	1. Poster competition on Monday
	2. National conference info. will be sent
	3. Highway clean-up Oct. 1
	4. Next meeting in 2 weeks at 12