ASK the Experts

3 Ways to Impress Job Fair Recruiters

One of the best places to meet recruiters is at a job fair. But how can you stand out among hundreds of students and alumni? Alumni Sharing Knowledge (ASK) mentors share their tips:

1. Do your homework:
   “I love when students approach our table and already looked at our website. I then know that they already have an idea of the type of work that we do, they’ve seen the positive corporate culture of our company and they have an idea of what we’re looking for in our internship candidates.” Jeannie A.

   “Many companies require job candidates to complete applications for positions on line. If you can complete this process ahead of the job fair, you can ask the recruiter to check your application when he is back in the office. This shows both interest and initiative on the part of the student to move forward in the hiring process.” Tom N.

2. Present the best you:
   “Dress like you are going to a job interview. For males this means a nice suit and tie. For women a suit or an appropriate blouse with a skirt or dress pants is accessible. Additionally women make sure that you dress respectfully i.e. no short skirts, sensible heels (no more than 2 – 3 inches), no revealing tops.” Colleen M.

   “I love when a candidate is organized and confident. The two usually go hand-in-hand, as typically the organized candidates are confident. The ones that have their resumes ready and are dressed professionally immediately get me excited to talk to them.” Jeannie A.

   “Some companies have lines of candidates waiting to talk to a representative. Strike the balance between establishing a relationship with the company representative and respecting the ‘speed-dating’ time management aspect of job fairs. Look engaged, not impatient or annoyed, while waiting. The representatives are very conscious of the attitudes of the people waiting in line.” Barbara L.

   “Arrive early. Sounds intuitive but job fairs get busy quickly and by the end of the event, most company reps are tired, leaving the booth to take a break, and distracted by the mounting tasks waiting back at the office.” Pauline O.
3. Sell your skills:
“Don’t just push a resume into the hands of a recruiter right away. I want to hear about the candidate first, what they’re looking for, and decide together if there is a mutual fit for our opportunity. It’s awkward when I already have a resume in my hand and the individual shares with me they’re looking for something completely opposite of what we do. Do I hand the resume back?
Do I keep it and put it in a “no” pile? Save your resumes until it’s agreed upon that it just may be a fit for you!”
Jeanie A.

“Try to mention something unique about your qualifications. If the recruiter is interested, offer to personally follow-up with an email or phone call.”
Tom N.

“Be able to respond to this question: Give me five words that describe you.”
Lynn G.

“When introducing yourself be sure to indicate what you are hoping to gain from a job or internship opportunity with that particular company. This is especially important when pursuing internship opportunities. Mention your current studies at DePaul, why you are interested in this particular field and how this internship can help kick-start your career.”
Colleen M.

Barbara Lewis, Director of Talent Management at AdvantEdge Healthcare Solutions
Colleen Moodie, Recruiter at Innovative Systems Group
Pauline Ozol, Director of Recruitment & Selection, McTigue Financial – Northwestern Mutual
Jeanie Anderson, Campus Recruiter, McTigue Financial – Northwestern Mutual
Tom Nicholas, Account Executive at American Business Solutions
Lynn Gibson, former Director of Marketing, New York Life Investment

Want to learn more? The above ASK mentors will all be at the Fall Job & Internship Fair on October 4 ready to lend a hand. Stop by the ASK table to meet them, or visit ask.depaul.edu to connect with them online.

10 Mistakes to Avoid as an Intern

For many interns, having an internship is new territory. After a few weeks as an intern, you will find yourself becoming acclimated to your new office and coworkers. This is a good thing; however, some interns begin to feel too comfortable and easily slip into bad habits. Whether it’s rolling in for work five minutes late or not paying attention to details, some interns get caught making these mistakes.

While these intern mistakes seem like common sense to avoid, they happen more than you think! Here are 10 mistakes you should avoid during your internship:

1. Tardiness. This is a very common mistake interns make. Internships must be treated as a real job therefore you should be punctual. Even if you notice your colleagues arriving five or 10 minutes late for work, it doesn’t make it acceptable for you to also show up late too.

2. Only making friends with the other interns. While it’s easier to make friends with your fellow interns because they’re closer in age, you should also spend time getting to know your supervisor and coworkers. It’s important to build a relationship with your superiors because they can offer valuable advice and can serve as a mentor during your internship.

3. Not taking notes. As an intern, you can often prevent confusion by taking notes. Always carry a notepad with you and write everything down. This can help you work more efficiently and avoid future mistakes in your work.

4. Procrastinating. Make sure you utilize your time in order to work efficiently. Your supervisor will give you assignments that aren’t due for another month and you don’t want to wait until last minute to complete them. Procrastination during your internship can be prevented by staying on task and by being organized.

5. Wardrobe is too casual. Many interns don’t understand what business casual means until their first day of their internship. Remember, jeans are not acceptable attire for business casual. Make sure you read through the company dress code and don’t be afraid to ask your supervisor about what is appropriate to wear for the office.

6. Not paying attention to detail. No matter how confident you are in the finished product of your project, it’s always a good idea to double check you work. By doing this, you can catch mistakes you didn’t think were possible to make.

7. Lack of dedication. During your internship, there will be company parties and special events you will be invited to attend. While you may value your free time outside of your 8 a.m. to 5 p.m. work schedule, it’s important not to avoid attending these types of events. If you do, your supervisor may think you aren’t completely invested in the internship.

8. Poor communication with your boss. As an intern, always have open communication with your boss. Make sure you always pay attention to their message and ask questions if you need clarification.

9. Use of Internet. Don’t abuse the privilege of the Internet by surfing the web while you’re at work. If you have 15 minutes to spare, see if you can find a task to keep you busy. Don’t waste time by checking Facebook or watching YouTube videos.

10. Not following up after the internship. Just because your internship is over doesn’t mean your relationship with your supervisor ends. Remember to send out thank you letters and make the effort to continue a relationship with your supervisor.

If you catch yourself making one of these intern mistakes, realize you still have the opportunity to improve. Your internship is a learning experience and if you are aware of these intern mistakes, you can learn how to prevent them from happening in the future. Not only that, but you will continue your way to a positive internship experience!

http://comerecommended.com/2013/05/10-mistakes-to-avoid-as-an-intern/
2. **Be honest, but avoid deal breakers.** If the job description includes a task you are not completely proficient with, be open about it. For example, my weakness is spelling. That is a big deal as an editorial intern, because a majority of my job is writing. I chose to reveal it as my weakness, because my boss was going to find out eventually. So when I say be honest, be honest, but not to the point that your weakness inhibits you from doing your job.

3. **Give examples.** Giving an example is a good strategy for addressing many interview questions, but is most important when talking about a time when you failed. Giving examples helps show the interviewer that you are able to recognize a problem and, depending on the answer, shows that you take initiative in problem solving. The more specific the answer, the more likely the interviewer will understand how you are as a worker. Remember, no matter how epic of a fail it was, never talk poorly about past co-workers or supervisors.

4. **Give a well-rounded answer.** Like I said there is no right answer, but there is a right way to answer. Like any interview answer, your answer should include a beginning, middle and end. Your answer should start by addressing your weakness, then explain why you consider it a weakness, and follow up with what you do to correct it or prevent it from interfering with your work. Going back to my example of spelling as my weakness, I explained that it is something I always have to double check. The follow up is the most important part, particularly when discussing a time when you failed. A well-rounded answer shows that you continue to learn from your good and bad experiences.

5. **Practice.** Practicing your interview skills will help you be more prepared for most interview situations. The DePaul ASK program pairs students with alumni to do practice interviews, resume reviews, and networking. Sign up for a practice interview by emailing ask@depaul.edu or find your mentor by searching on DePaul.Experience.

Weakness and failures are hard to talk about; doing so prevents an interviewee from only showing his or her good side. Employers, however, will continue to ask these hard hitting questions because it helps them understand who you are as a person and how you approach your work. If you are scheduling up interviews in the near future, prepare and then practice, because these steps and a helping hand can boost your confidence and make you a competitive interviewee.
resume & interview prep

WALK-IN ADVISING
No appointment necessary! Peer career advisors are available for walk-in appointments and can teach students and alumni about Career Center services, including DePaul’s web-based system DePaul.Experience, On-Campus Interviewing (OCI), resume resources, career mentors, workshop and event registration and much more.

PRACTICE INTERVIEWS
The Alumni Sharing Knowledge (ASK) Volunteer Network gives you the opportunity to enhance your interviewing skills by meeting with an ASK Volunteer. During the one-on-one session, you will participate in a mock interview and receive helpful tips and feedback. Visit ask.depaul.edu to view the schedule. Contact ASK at (312) 362 – 8281 or ask@depaul.edu with questions or scheduling concerns.

depaul at social media week

There are two great events being held on DePaul’s Loop and Lincoln Park Campus during Chicago’s Social Media Week 2013. These events are open to the public. Check out http://socialmedianew.org for more information and to register. Registration is required!

USING SOCIAL MEDIA TO FIND JOBS
Wednesday, September 25, 2013 | 1pm – 2pm
Loop Campus, DePaul Center 8005
This panel of career experts will give their advice to attendees about the ever-changing landscape of social media in the job search. Come find out the latest job-seeking words of wisdom about the latest places to be online.

CELEBRATING SOCIAL MEDIA AT DEPAUL UNIVERSITY AN IRL FAIRE
Thursday, September 26, 2013 | 10am – 12pm
Lincoln Park Campus, Student Center 120
This event is open to the public but is a celebration for all of the DePaul community (past and present) to learn about the various places folks can connect with DePaul over social media – and to do so IN REAL LIFE! Come meet the people behind the Facebook, Twitter, Pinterest, and WordPress accounts in person and have fun doing so!

job & internship fairs

Job & Internships are free. Unless otherwise noted, the Job & Internship fairs are not open to the general public. You must be a DePaul student or alumni to attend.

FALL QUARTER

FALL JOB & INTERNSHIP FAIR
Friday, October 4, 2013 | 11am – 3pm
Lincoln Park Campus, Student Center 120
Recruiters from a wide variety of industries will be seeking qualified candidates of all majors and experience levels at this event. Companies will be hiring for full-time, part-time, and/or internship-level opportunities at this fair.

TECHNOLOGY JOB & INTERNSHIP FAIR (2 DAYS)
Thursday, November 7, 2013 | 3pm – 6pm
Friday, November 8, 2013 | 10am – 1pm
Loop Campus, DePaul Center, Concourse Level
At this 2-day event, explore a career in the technology-related fields. Employers will be seeking students and alumni to fill a wide variety of entry level to experienced positions. Different companies will be attending each day.

WINTER QUARTER

WINTER INTERNSHIP FAIR
Friday, February 14, 2014 | 11am – 3pm
Lincoln Park Campus, Student Center 120
Join us for DePaul’s second annual internship-only recruiting event! Companies from a wide variety of industries will be seeking qualified candidates of all majors for internship openings at this event.

EDUCATION FAIR CONSORTIUM
Wednesday, March 5, 2014 | 3pm – 7pm
UIC Student Center, Illinois Room, 750 South Halsted, Chicago IL 60607
This fair is designed for students and alumni eligible to work no later than Fall 2014. Connect with employers, schools, and school districts seeking candidates of all experience levels for positions as teachers, administrators, advisors and counselors. Register for this event on DePaul.Experience.com through careercenter.depaul.edu

Register for events on depaul.experience.com at careercenter.depaul.edu
CREATIVE, MEDIA & MARKETING CAREERS FAIR
Tuesday, March 11, 2014
Lincoln Park Campus, Student Center 120
At this career event, meet employers who are looking for creative, innovative interns and employees.

LIBERAL ARTS & SOCIAL SCIENCES CAREER WEEK
Monday, March 10, 2014 – Friday, March 14, 2014
Lincoln Park Campus, Various Locations
Liberal Arts and Social Sciences Career week will help you explore your career options and give you confidence you need to enter the workforce and pursue a job or career path you’re passionate about. Events are specifically designed for Liberal Arts and Social Sciences majors, however all DePaul students and alumni are invited to attend.

SPRING QUARTER

JUST IN TIME JOB FAIR
Tuesday, June 17, 2014 | 10am – 2pm
Lincoln Park Campus, Student Center 120
This annual event, held the week after graduation, aims to help recent grads find immediate opportunities. Employers will be recruiting for part-time, full-time, temporary, and/or internship level opportunities. Staffing firms and post-graduate volunteer organizations will also be in attendance at this event.

career networking events
Networking Events often consist of a panel discussion followed by an informal reception where you can speak with panelists in small groups or one-on one. Professionals share information about career paths, industry trends, specific companies and professional development.

FALL QUARTER

ACCOUNTING INDUSTRY DAY
Monday, September 16, 2013 | 2:30pm – 5pm
Loop Campus, DePaul Center, North Café
Gain insight from and network with professionals representing careers in public, corporate, government and non-profit accounting. This event will begin with a panel discussion by company representatives.

PROFILES IN HEALTH
Friday, October 11, 2013 | 1pm – 3pm
McGowan South Atrium
Professionals from varying experience levels will offer guidance to those interested in pursuing careers in several healthcare fields.

MAD FOR PRAD: CAREERS IN PUBLIC RELATIONS AND ADVERTISING
Tuesday, October 22, 2013 | 5pm – 7pm
Lincoln Park Campus, Student Center 120
Join us for an evening of industry advice and networking. Connect with professionals from a variety of experience levels and learn more about pursuing a career in public relations, communications and/or advertising. Professionals will be available to network and share insights.

TEACHER’S FORUM
Saturday, October 26, 2013 | 10am – 1pm
Lincoln Park Campus, Student Center 314
This forum is open to DePaul College of Education students who will complete or have completed their student teaching experience, those starting their first year of teaching and recent COE alumni. Hear a keynote speaker, participate in roundtable discussions, practice interviewing and receive resume/e-portfolio critique.

CAREERS IN MANAGEMENT CONSULTING
Thursday, October 31, 2013 | 3pm – 5pm
Loop Campus, DePaul Center, 8th floor
Meet with professional management, marketing and HR consultants to learn about what it’s like to work in the industry and how to get your first job. This event will feature a panel and open networking opportunities.

SAVE THE DATE
Watch careercenter.depaul.edu for additional networking events in Winter and Spring quarters covering industries and topics such as:
- Information Technology
- Finance
- School Counseling
- Healthcare and Science
- Careers in Beverages
Navigating Your Career Change
Experienced professionals who are considering or already involved in the process of changing careers will benefit from this workshop. Learn how to develop a career change plan by identifying the career development components you must need to work on. This workshop will help you identify the type of transition you are attempting and assess its level of difficulty.

Tuesday, November 19
5:30pm – 7:00pm DPC 9500

Creating Your Career Plan B
Expand your career options. Learn how to assess your strengths and transferable skills to explore careers paths that might be a good match. Gain a better understanding of the job market and identify hot jobs and growing industries. Get an overview of various job search tactics, resources available at DePaul to optimize your job search, and more.

Wednesday, October 29
2pm – 3:30pm DPC 9500

Polish Your Professional Interviewing Skills
Refresh your interviewing skills and learn how to prepare for advanced interviewing techniques including critical behavioral, panel and case interviews. Review the dos and don’ts for interview situations and learn how to address the most difficult questions.

Tuesday, October 29
5:30pm – 7:00pm DPC 9500

LinkedIn series
LinkedIn Basics for Job Searching
This is a hands-on workshop held in a computer lab and is the first in a two-part LinkedIn workshop series. Learn the value of LinkedIn as an online networking tool and the basics of building a professional profile that represents your online brand. After building your profile, we will also discuss and demonstrate making connections to build your network, joining relevant groups, and cover some basic job searching tips on LinkedIn. Please be sure to create a LinkedIn
Thursday, September 26
12:00pm – 1:30pm Loop TBD
Leveraging LinkedIn: Using Your Profile to Create Results
This is a hands-on workshop held in a computer lab and is the second in a two part LinkedIn workshop series. Do you already have a profile, made some connections, joined some groups, but still want to know how to use your profile to get results? This workshop is for people who are already comfortable with the basics of LinkedIn, but want to learn more about leveraging their network, utilizing 2nd and 3rd degree connections, advanced job searching techniques, and much more. Workshop participants should be active LinkedIn users as we will not cover the basics of building your LinkedIn profile in this workshop. Please come to the workshop ready to work live on your profile as we discuss these techniques. Still a LinkedIn beginner? Check out the first workshop in the LinkedIn workshop series, “LinkedIn Basics for Job Searching.”

Wednesday, November 13
12:00pm – 1:30pm Loop TBD
Love What You Do – DePaul Interest Finder (DIF)
This workshop is ideal for students who are exploring major and career options. Research has shown a strong correlation between incorporating interests into your career planning process and ultimate workplace satisfaction. Participants will take the DePaul Interest Finder (DIF), a tailored survey designed to specifically help DePaul students explore their interests and identify related majors, student organizations, and careers. Take advantage of this opportunity to learn how your time at DePaul can be shaped to match your interests and help you work toward career satisfaction.

Wednesday, October 23
11am – 12:30pm SAC 151
Maximize Your Job & Internship Fair Experience
First impressions count! Learn how to approach employers and make a lasting first impression. DePaul’s Career Center hosts multiple Job & Internship Fairs throughout the academic year with hundreds of employers looking for candidates like you. This workshop helps you maximize the Job & Internship Fair as an opportunity to showcase your skills and abilities in an active job searching forum.

Tuesday, September 17
5:30pm – 7pm Loop – TBD
Tuesday, October 1
5:30pm – 7pm LPC – TBD
Thursday, October 3
12pm – 1:30pm Loop – TBD
Tuesday, November 5
5:30pm – 7pm Loop – TBD

Myers-Briggs Type Indicator (MBTI)
Looking for work that is intrinsically interesting and gratifying to you? The MBTI is used to assist individuals in identifying their personality strengths, preferred work environments, communication styles and career possibilities. While few occupations provide a “perfect” match between personality and work tasks, this indicator and workshop will assist you in making an informed decision.

Monday, October 21
1:30pm – 3:30pm SAC 151
Campus Employment 101
During this information session, you will learn how to use the Campus Job Board to search/apply for on-campus jobs. Resume basics, interviewing tips and follow-up procedures will also be covered, so you are polished and well-prepared for the entire on-campus job search process. Please visit http://studentemployment.depaul.edu or the Office of Student Employment front desk for specific times and locations. Walk-ins are welcome.

Soup it Up! – Resume Writing for Educators
Note: This workshop is open only to students and alumni in DePaul’s College of Education.
How do you transition a traditional resume to an educator’s resume? How can I make a resume stand out? What is the best way to highlight your skills?
Join us to answer these questions and more as you learn important components of an education resume. Whether you are beginning to craft your teaching resume or ready to update your resume after student teaching, this workshop examines the nuts and bolts, content, and key areas to creating a strong resume for a career in education.

Wednesday, October 30
5pm – 6pm SAC 151
Tell Me About Yourself 101
This workshop will help you build confidence in approaching and talking to potential employers at job fairs. Specifically scheduled before and during the Just-In-Time Job Fair, attendees will work on perfecting their introduction to employers. With help from DePaul’s Alumni Sharing Knowledge (ASK) program, you will leave knowing exactly what to say when an employer says, “Tell me about yourself.” ASK is a network of DePaul alumni who volunteer as career mentors to help students prepare for a successful future. To learn more about ASK, visit http://ask.depaul.edu.

Friday, October 4
10am – 11am LPC – TBD
Friday, October 4
12:30pm – 1:30pm LPC – TBD
On-Campus Interviewing Orientation
The 30 minute On-Campus Interviewing orientation is a prerequisite to participating in the On-Campus Interview Program. You must complete the online orientation session prior to your on-campus interview. The orientation will make you aware of the policies for participation in the On-Campus Interview Program and provide useful information for successful interviewing. Please visit DePaulExperience at careercenter.depaul.edu for specific times and locations.

University Internship Program (UIP) Orientation
This is a prerequisite workshop for UIP and must be completed in order to enroll in an academic internship course to earn Experiential Learning credit. Students who have not yet secured an internship are welcome to attend this workshop.
The UIP Orientation provides you with the information you need to complete the enrollment process, and register for a University Internship Program course. In this workshop, you will learn the format and content of the UIP 250, 251, 252, 253, 254, 350 and 367 courses, as well as how completing an internship can help you explore career paths, gain valuable experience and connect with professionals in your area of interest.
Note: For UIP Webinars, you will receive instructions via email the day before the scheduled webinar. An internet connection and the ability to hear audio is required to participate.

Wednesday, September 18
12:30pm – 1:30pm Webinar
Wednesday, November 6
4:00pm – 5:00pm Webinar
Wednesday, November 13
4:00pm – 5:00pm Webinar
Tuesday, November 19
10:00am – 11:00am DPC 9501
Tuesday, November 26
11:00am – Noon SAC 151
Monday, December 2
11:00am – Noon SAC 151
Tuesday, December 10
5:00pm – 6:00pm Webinar
Thursday, December 12
5:00pm – 6:00pm Webinar
Wednesday, December 18
12:30pm – 1:30pm Webinar

Still looking for an internship? Attend the iPrep: Find Your Dream Internship workshop, which also fulfills the prerequisite UIP orientation requirement.

Career Connections
fall 2013 | page 7
financial fitness workshops

Debt 101: Demystifying Student Loans
You know they exist, but you don’t know exactly what they all mean. Attend this workshop to gain a deeper understanding of your student loans. This workshop will cover the different types of student loans, how to estimate your debt load upon graduation, and what some of your repayment options may be.

Tuesday, October 1
4:00pm – 5:00pm  DPC 9500

Thursday, November 14
12:00pm – 1:00pm  SAC 151

How’s your Credit History?
Do you know how your credit habits will affect your lifestyle? Learn important information about choosing credit cards, understanding credit reports and credit scores and managing existing credit card debt.

Wednesday, October 9
4:00pm – 5:00pm  SAC 151

Thursday, November 7
12:00pm – 1:00pm  DPC 9500

Savings and Spending Plans that Won’t Fail
We all want to save but know that it can be hard to stick to a savings plan. This workshop will provide you with some strategies for saving and will help you to set reasonable and attainable goals that will help motivate you to keep your savings on track. Once you have goals in place both savings and budgeting become easier.

Wednesday, October 2
3:00pm – 4:00pm  DPC 9500

Managing College Costs “new”
Paying for school can cost a fortune if you don’t plan correctly. Attend this workshop to get practical tips on how to save thousands of dollars. We will review tips on how to cut costs as well as how to secure scholarships.

Tuesday, November 12
12:00pm – 1:00pm  DPC 9500

Studying Abroad Without Breaking the Bank
Sure, studying abroad is a great opportunity but isn’t it too expensive? Attend this workshop to learn the true costs of studying abroad. This workshop will cover some basics about the costs of overseas study as well as strategies to save for your trip, how to manage your money while abroad, and how to find scholarships to help finance your experience.

Tuesday, October 22
4:00pm – 5:00pm  SAC 151

Thrifty Travel Tips
If you are looking for tips on planning a getaway without going broke, this is the workshop for you. We will review insider tips, the best times to buy and some of the best sites to use.

Tuesday, October 15
4:00pm – 5:00pm  DPC 9500

Thursday, October 31
12:00 – 1:00pm  SAC 151

The Graduate’s Guide to Financial Success
This workshop will provide graduating students with simple strategies to help them become financially successful. Topics covered include repayment of school loans, how to create a realistic budget for a full-time job and credit strategies.

Thursday, October 24
4:00pm – 5:00pm  SAC 151

5 Tips on How to Finance Graduate School
Are you considering graduate school but not quite sure how you will fund it? Topics will include calculating total costs, basics on various funding options including loans, grants and scholarships and a method to determine if you are borrowing wisely.

Tuesday, October 29
12:00pm – 1:00pm  DPC 9500

Introduction to Investing
If you are interested in learning how to maintain and build wealth, this is the workshop series for you. Topics covered will include investing basics for stocks, bonds and mutual funds. This workshop will provide basic knowledge and resources for making wealth a reality for you!

Tuesday, October 8
5:30pm – 7:00pm  DPC 9500

Thursday, November 14
5:30 – 7:00pm  Richardson 400

Buying a Home
Purchasing a home can be complicated and scary. Attend this workshop to learn what is really involved in making this big purchase. Participants will receive step-by-step processes that will assist them in making a financially sound choice.

Thursday, October 17
12:00pm – 1:00pm  DPC 9500

Tuesday, November 5
4:00pm – 5:00pm  DPC 9500

For more information, contact Financial Fitness at 312-362-6482 or send an e-mail to: financialfitness@depaul.edu.
Visit our website at: http://financialfitness.depaul.edu