

## NAVIGATING THE NC Ph.D./MASTER'S EMPLOYMENT FAIR

### What is the NC Ph.D./Master's Employment Fair?

- The fair allows graduate students to meet with employers from the business, government, and non-profit sectors interested in hiring master's and Ph.D. graduates.
- Duke, NC State, UNC–Chapel Hill, UNC–Charlotte, **UNC-Greensboro** and Wake Forest are co-sponsors for this event.

### When and where is it held?

The fair will be held on Thursday, November 17, 2011 at 1:00-4:00 pm at the [Friday Center in Chapel Hill](#). The location is conveniently located a short distance off I-40 exit 273. Parking at the Friday Center is free and easy.

### Why should I attend the Ph.D./Master's Employment Fair?

The Career Fair is a great place to:

- meet with employers in-person and make a positive impression
- learn more about potential career opportunities and how to follow up

It is up to you to review who will be there and determine if there will be several employers attending that match your background and interests. Take a look at the [database of participating employers](#) as a starting point for information. (The database will continue to be updated so check back as the event approaches.) Then go to the link to the employer website for more information.

### How should I prepare to attend?

- Review the list of employers/organizations attending. Research the employers that you are interested in meeting. Know what type of employment/position you are interested in pursuing.
- Evaluate/understand the skills and attributes that YOU offer the organization. (The CSC can help you with this, so give us a call and schedule an appointment!)
- Think about (and write down!) the questions that you would like to ask that also demonstrate your interest in expanding your knowledge of the organization and its opportunities.
- Prepare a "one minute commercial" about yourself that includes:
  - Your name
  - Your university
  - Your degree and program
  - Your career interest and why are interested in **this particular employer**

**It is important to prepare as this will be your opportunity to make an impression with the employer in a brief period of time. You may be asked to complete an online application following this event. Keep in mind that the employer will be reviewing your online application along with your resume and possibly notes made about your interaction. Be sure to follow up directly with employer representatives (see below).**

### What will the fair look like?

Student check-in occurs as you enter the Friday Center. Typically 30+ employers will attend. Employers set up tables/booths through the center of the building to display information about their company. Sometimes there are lines of students at a few of the tables so you should be prepared to wait in line.

### **While You're There**

Greet employers with a firm handshake and good eye contact. Ask pertinent questions, and express your interest in available opportunities. Provide employers with your resume and contact information. Get business cards from employers so that you can follow up with opportunities that interest you.

### **Closing the Conversation**

Ask how to officially apply for the position. Get a business card from every employer with whom you talk. Find out how they would like you to follow-up and write that information on the back of their business card.

### **After the Fair**

Write thank you notes/letters to employer representatives of interest. Complete any on-line applications or fulfill other requests for information.

### **What to bring to a Career Fair:**

- copies of your resume/vitae printed on resume paper (A Career Services counselor can assist you in updating/perfecting your resume/vitae. Call 336-334-5454 for an appointment.)
- a pen
- a notepad/notebook, or a leather folio
- professional, personalized business cards, if you have them

### **What should I wear?**

#### *Women*

- Professional attire, such as pant or skirt suit
- Simple jewelry
- Clean, closed-toe shoes, with no more than a 2 inch heel
- Natural make-up
- No low cut or see-through shirts, high cut skirts, or clothing that is too tight
- No perfume or heavily scented body spray
- Think "conservative." You want the employer to remember you for your impressive resume and enthusiastic personality, not what you were wearing!

#### *Men*

- Professional attire, such as a two piece suit with a button down shirt and tie, will be most impressive. If this is not possible, wear a button down shirt and tie with a sport jacket, or a shirt and tie.
- Clean, polished shoes and dark socks

- Shaved or neatly trimmed facial hair
- No cologne or heavily scented aftershave
- Think “conservative.” You want the employer to remember you for your impressive resume and enthusiastic personality, not what you were wearing!