2011 Higher Education Admitted Students Day
Tips for Candidates

Checklist: Before Admitted Students Day
Register/RSPV online. This will help us plan appropriately for your visit.

Additional Tips
Clarify your interests and goals. Consider what type of experience you would like to gain to complement your graduate studies.

Review the list of available positions and research those that interest you. Read the listed job descriptions, visit those departments’ websites and gather information about each. Try to gain a better understanding of how that particular office functions.

Contact each person listed for the positions in which you are interested. The appropriate contacts can be found listed within each job description on the website. Write or e-mail to let them know of your interest.

Although it is not required, sending a cover letter and a résumé to the department contact can be helpful in expressing your interest. Your cover letter should be well written, addressing which academic program you are applying to, why you are interested in the position, and what qualities you are able to contribute to the department. Your résumé should summarize items such as your previous education, internships, work experience, computer skills, etc. If you need assistance in developing your résumé and are currently an undergraduate, consider visiting your campus career center.

Plan to dress professionally in business or business casual attire.

Bring several copies of your résumé. For each interview, you will need a printed résumé. Ideally, your résumé should be printed on high quality résumé paper. Cover letters are not used at career fairs! You may also want to bring any questions you have prepared in advance. A binder or padfolio can sometimes be helpful in staying organized.

Prepare to speak about yourself briefly, but enthusiastically, showing your strengths, skills, experience, and interest. Let this example serve as a guide, but make it unique to your own background and situation.

Good morning! I am Shelia Jones. I saw your job posting online. I am excited about this opportunity because I believe it will allow me to interact with students often and gain experience with programming special events. I have experience working with student activities and volunteering as a campus tutor. I am good at public speaking and presenting, and I have held several leadership positions during my undergraduate career. I know that your department serves several students on campus, and I would love the opportunity to contribute to the effort. May I offer you a copy of my résumé and perhaps sign up for an afternoon interview?
During the Morning (Breakfast & Interview Sign-up)

At the breakfast before the interviews, feel free to interact with both peers and professionals. The breakfast will be a relaxed and friendly atmosphere. During interview sign-up and interviews, greet potential employers with a firm handshake.

Tell interviewers if you are interested in a specific position or if you are simply trying to gather information about opportunities.

Enthusiastically communicate your related interests, skills, strengths, and experience. (Refer to the previous example)

Communicate succinctly; you don’t want to monopolize their time.

Have your résumé readily available.

Maintain good eye contact.

Indicate your knowledge of the department/office, obtained through your research.

Ask questions.

If you are interested in pursuing the position, ask the representative if you may sign up for an interview in the afternoon. Schedule the interview and make a note of what time to return for the interview. Interviews will occur at the same tables.

Interviewing

Be prepared to answer some questions that are commonly asked… Tell me about yourself. What are your strengths and weaknesses? Why should we hire you? For assistance with interviewing tips, consider visiting your undergraduate career center.

Practice answering questions by elaborating on your skills sets and/or prior experiences. Avoid one word answers!

Prepare some questions to ask employers: What are your goals for the coming academic year? Will I primarily work independently or with others? What kind of person do you find to be successful in this job? What are some of the joys and challenges of working with this specific student population?

Use this as a valuable opportunity to gain more information about positions; request information from the employers and obtain any literature they have available.

Obtain a business card, or write down contact information.

After Admitted Students Day:

Please make sure to complete your preference sheet before leaving! We do take your preferences into consideration when making hiring decisions.

Write the employers you are interested in, thanking them for their time and information. An e-mail is best – some hiring decisions are made in the days following the fair.