



Meeting Minutes
Monday September 12th, 2005
“How to Work a Career Fair”



The meeting was called to order at 7:40pm

Icebreaker was a skit performed by Chidi Oporum and Brandon Cheatham on how a conversation between a recruiter and a student at a Career fair should go. Another skit performed by Chidi Oporum and Kimberly Celestine demonstrated how a conversation should not go.

Announcements:

- Gareth Davis announced that the Academic Tech Bowl Team sign up sheets will be out by the next meeting. The event will take place at the Fall Regional Conference (FRC).
- There is a room change for the Hospitality Suites. It will no longer be held in the UC underground but in the Bluebonnet Room. It will take place on September 14th by 7:00pm.
- FRC is will take place between October 28th and October 30th in Oklahoma. There will be a Career fair where students get to interact with recruiters from different companies. There will also be a lot of fun events taking place for everyone including community service events like A Walk for Education. There will also be collegiate parties and various workshops. The deadline for early bird registration has been extended from September 14, 2005 to September 21, 2005. Travel arrangements are that the chapter will join a charter bus leaving from Houston to Oklahoma. The rates for travel range from \$55-\$60 for the round trip.
- Since the career fair is coming up, it is imperative that everyone register with career services because most companies that will be present there also pull resumes off the career services website.
- The deadline to turn in resumes for the Resume CD has been extended from September 11th, to September 13th at 8pm. The resumes should be sent to resumecd@uhnsbe.org in the following format :
Lastname_Firstname_Classification_Major.doc
- Volunteers for the Career fair are still needed. If you would like to sign up, please see Kimberly Celestine at the end of the meeting.
- The UNCF Walk-a-thon is coming up in September 17th at 7:00am at Macgregor park. A lot of points will be given to anyone that volunteers to attend.

Guest Speakers – Curll Dowden, Rodney Derbigney & Keithric Knight

Pre-Career Fair Preparation

- Make sure that your resume is prepared. Avoid fancy fonts.
- Use keywords in your resume that relate to your major of interest.
 - If you are a graduating senior, be as specific as possible.
 - If you are a freshman, be as general as possible in your approach.
- Get a portfolio to put your resumes in.
- Make sure you research on the companies that will be present at the Career fair.

- If possible, tailor your resume to specific companies ie in your objective, mention that you want to work for that company.

The Day before the Career fair

- Make sure your suit is ironed. If you do not have a suit, look into borrowing or renting one for the day.
- Ladies should always wear a panty hose under their skirts or trouser socks under their pants.

At the Career Fair

- Take your time to say your name. Say it slowly.
- Be professional regardless of the situation.
- Do not be in clustered groups. Walk around the Career fair individually and not in groups.
- Know what you want to leave the room with and go for it.
- Be confident and relaxed.

The Recruiter-Student Conversation

- Let them know that you are interested in working for their company.
- Do not be afraid to ask questions.
- Do not leave a recruiter without a business card to follow up with.
- Be persistent.

Meeting adjourned at 9:15pm.

**Next meeting: A Social Conscious Engineer
September 29th, 2005
UC Pacific (Underground)**