Navigating Career Fair
& How the Career Center Can Help

Creighton Career Center

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Creighton Career Center

Committed to assisting students with clarifying, developing and implementing their career goals.

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John P. Fahey Career Center

- Appointments
- Assessments
- Career Fairs & Events
- On-Campus Interviews
- Handshake

Getting to Know Yourself

- The first step of the career exploration process is getting to know yourself. Take time to learn about your interests, strengths, personality and values.
  - Focus: This self-paced and holistic career planning tool includes 5 self-assessments and career exploration tools.
  - Strong Interest Inventory: Provides insight into connections between interests and potential careers.
  - Meet with an advisor in the Creighton Career Center to talk about your personality and goals and how they align with various careers.

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Research Your Options

- Vault: Career guides and resources to find out what it's really like to work within an industry, company or profession.

- -Pick occupations of interest, research O*NetOnline (onetonline.org)

- -Explore BLS Occupational Outlook Handbook (bls.gov/ooh)

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Previous Creighton Computer Science Grads

- Software Engineer | General Electric
- Implementation Project Lead | Dealer.com
- Systems Application Specialist | Sandhills Publishing
- Emerging Talent Program Team Member | TD Ameritrade
- Assistant Financial Representative | Northwestern Mutual
- Software Engineer | Home Depot
- Payroll Clerk | Tetra Tech
- Digital Management Intern | Sprint
- Intern | Creighton University DoIT
- RIA Developer | Hayneedle

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NETWORKING

- Why network?
  - Meet new and interesting people (mentors?)
  - Learn about the field, organization, industry, etc.
  - Find out about opportunities
  - To get a job! Hidden Job Market vs. Open Job Market

- Ways to network
  - At events, programs, conferences, etc.
  - Do an informational interview

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Networking – Info Interviewing

- Where to find people:
  - Your own network
  - LinkedIn
  - Clubs/organizations

Four step process:
1. Develop questions
2. Request the informational interview
3. Do the informational interview
4. Send a thank you/follow-up

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Informational Interviews

- Email, phone, or in person: Who you are, how you found them, what you want

My name is Bailey Jones and I am a senior studying Computer Science at Creighton University. I will graduate in May and a friend of mine, Tracy Michaels, suggested I contact you to learn more about being a new professional in the field. Would you be available for a 30 minute informational interview at that time that is convenient for you to discuss the field and offer any advice you have for new graduates? As a Creighton alum, I thought you would have an excellent perspective on what a current Creighton students could do to best prepare themselves. If you are open to speaking with me, I can be reached at baileyjones@creighton.edu or at 402-000-0000 to set up a time that is convenient for you. Thank you for your time.

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Informational Interviews

- Send a thank you note (email or hand written)
- Connect on LinkedIn
- Re-connect if appropriate

Thank you for taking the time to speak with me and provide insight into the field of …. It was very helpful to hear what an actual day at your organization looks like and I was pleasantly surprised by how much you are able to work collaboratively with partners. Thank you again for your time and advice. I hope our paths will cross again in the future.

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Where else can you start networking?

Liberal Arts, Science and Business

CAREER FAIR

WORK.INTERN.VOLUNTEER.

Friday, October 4, 2019
Harper Center Ballroom
11:00 AM - 3:00 PM

Creighton **edge**®
Career & Professional Development

creighton.edu/careercenter - 402.280.2722

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What is a Career Fair?

Your chance to talk with recruiters from variety of companies

- Learn more about organizations

- Discuss possible internship and job opportunities

- Make a positive first impression

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Benefits of Attending

- Explore career options with more than 80 organizations
- Learn about in-demand skills so you can build your resume
- Connect with part-time job, internship, and full-time career opportunities
- Get a free photo taken for your LinkedIn profile

How to Navigate a Career Fair - Tips

- Research companies beforehand! Focus on connecting with employers who are a fit for you!

List of participating organizations in Handshake

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Companies Recruiting for Computer Science

- Buildertrend
- DMSi Software
- Epic
- Farm Credit Services
- FBI
- First National Bank
- Flywheel
- Gallup

- Kiewit
- National Indemnity
- Nelnet
- Sandhills Global
- TD Ameritrade
- Tenaska
- Toast
- Union Pacific

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Practice Your Introduction and Handshake

Dress for Success

Wear business casual or business professional attire

- Dress pants or skirt, collared dress shirt, tie, suit jacket, dress shoes
- Neutral colors

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Be Ready with a Professional Resume!

- Update your resume and print several copies on resume paper
- You may also consider creating a personal business card with your contact info and url for your portfolio or LinkedIn profile

Resume Manual

NATHAN WILLIAMS
2500 California Plaza
Omaha, Nebraska 68178
nathanwilliams@creighton.edu
(402) 000-0000

EDUCATION

CREIGHTON UNIVERSITY, HEIDER COLLEGE OF BUSINESS – Omaha, Nebraska   May 2015
Bachelor of Science in Business Administration – Financial Analysis and Business Intelligence & Analytics   GPA: 3.5

EXPERIENCE

CONAGRA FOODS, INC. – Omaha, Nebraska   May 2013 – Present
Intern – Financial Reporting and Planning Department

- Run internal Cost of Goods Sold reports using SAP software for the Finance department and Commercial Foods section budget
- Assist with the financial forecasting and planning of revenues for the Commercial Foods department
- Manage the monthly close process in which summary reports are produced for Finance department management
- Research cause when the close report does not reconcile (up to $300 million)
- Write rules using SAP software to resolve the account while highlighting the accounts causing the errors and providing documentation for the steps used to zero the accounts
- Create SAP reports that found a total of $25 billion in discrepancies, researched the cause, and determined the reports had been mapped to the wrong data source; once corrected all 11 WEBI reports zeroed

ACE PARKING – San Diego, California   May 2012 – August 2012
Parking Structure Cashier

- Attended booth during special events and San Diego Padres baseball games, managing up to $1,200 in cash

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How to Navigate a Career Fair - Tips

- Acclimate yourself upon arrival!
- Start with a low pressure booth and work your way up to your first choice employer
- Be mindful of your body language and remember to smile!
- Follow-up after the fair!

THANK YOU

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Questions, Contact me!

Katie Wessel

Sr. Career Advisor

katiewessel@Creighton.edu

John P. Fahey Career Center

Harper 2015

Make an appointment online through Handshake or call our office at 402.280.2722

Walk-In Hours M-F 2-4:30pm

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