**Potential Career Fair Assignments**

Below are recommended assignments that can be used with students in any discipline and any stage in their college experience. These assignments are meant to assist in the career exploration process and guide students in how to properly utilize their time in a Career Fair!

**Assignment A – Attend a Job Fair / Career EXPO Reception**

**Student Task:**

* Require that the student(s) attend one of the job fairs or EXPO Receptions hosted by Career Services the night before the Expos which are two-hour come and stay events.
* The first hour is used to teach professional development topics such as how to introduce yourself, how to succeed as a new employee, professional dress, how to network in social gatherings, etc.
* The second hour is devoted to networking with the employers at the reception as well as with the student’s peers who attend.

**Grading Criteria:**

* Career Services can provide you documentation that the student swiped in or you can ask that the student turn in the name badge they receive from swiping in at the door before they enter the event.
* Determine the points that will be awarded for participation. Some faculty use the points as extra credit, a quiz score or points as a stand-alone assignment.

**Assignment B – Attend a Job Fair / Career EXPO**

**Student Task:**

* Require that the student(s) attend one of the [job fairs or EXPO’s](http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx) hosted by Career Services.

**Grading Criteria:**

* Career Services can provide you documentation that the student swiped in or you can ask that the student turn in the name badge they receive from swiping in at the door before they enter the event.
* Determine the points that will be awarded for participation. Some faculty use the points as extra credit, a quiz score or points as a stand-alone assignment.

**Assignment C – Test Drive a Career Path**

**Student Task:**

* Attend WTAMU Career Services’ Job Fair/EXPO: [LINK TO FAIR](http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx)
* Choose one company that is of interest to you and talk with the representative.
  + Information about each of the attending organizations can be found in BuffJobs under Events
  + Be sure to thank the recruiter for his/her time and ask for a business card
* Write a report about the fair and the company. Make sure that the following information is covered:
* How many companies/agencies are attending this fair?
* What type of company or position interests you at this fair?
* Choose one organization and answer the following questions:
  + - Company Name
    - What are some of the key facts about this company?
    - What majors are they seeking at this event?
    - How many openings do they anticipate this year?
    - What characteristics and qualities do they seek in competitive candidates?
    - What methods do they use to identify qualified candidates?
* Write a paragraph on your impression of this company
* Write a paragraph on your impression of this career/job fair
* Attach the recruiter’s business card

**Grading Criteria:**

* Quality of overview of Job Fair/EXPO and of analysis of the particular company
* Readability
  + Correct grammar and spelling, good use of style, and clear sentences with no confusing passages

**Assignment D – Career Fair Investigation**

**Student Task:**

* Attend WTAMU Career Services’ Job Fair/EXPO: [LINK TO FAIR](http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx)
* You are the principal investigator of this Job Fair/EXPO. It is your job to observe both students and employers and then write up a report on your observations. As you’re observing, please note the following:
  + How many companies/agencies are attending this fair?
  + Make observations of the following:
    - The Setting: Look around and describe the physical space, including how people are standing, both employers and students.
    - The People: Look around you and describe the people in this setting. Consider the appearance, posture and body language of both recruiters and students.
    - The Action: View various students’ approaches to an employer. Watch various students’ departures from employers. What do they discuss during their conversations?
    - Common findings: What do you observe that are common characteristics of recruiters, students or both? Consider age, race, gender, social class, dress, conversation, body language, activity, or other characteristics.
    - If you had to make recommendations to a student preparing for a career fair in the fall, what three things would you share that you learned through your observations?
  + Write up a report of your findings and include a paragraph on your overall impression of this career fair

**Grading Criteria:**

* Quality of overview of Career Fair and of analysis of the required observations
* Readability
  + Correct grammar and spelling, good use of style, and clear sentences with no confusing passages

**Career Fair Assignment E**

Visit BuffJobs and choose at least 2 employers you would be interested in learning more about or interested in working for that will be attending the Career Fair/EXPO: [LINK TO FAIR](http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx)

Before the fair, answer the following questions about each employer you choose:

* What does this employer do? Products they produce? Services they offer?
* What kinds of skills is this employer looking for a potential employee/intern to have?
* What is this employer looking for - full time employees, interns, etc.?
* What are questions you have for the employer?

During the fair, talk with the employers you researched as well as others.

* Ask the employers questions that you had from your research

Reflection:

* From doing this assignment, what is one thing that surprised you about this research? What did you learn about the companies you interacted with?
* Are there employers you interacted with that you want to continue to develop relationships with, apply to jobs with, etc.?
* What are the next steps?
* What do you wish you’d known or do before the Career Fair?

Thank you’s

* Write appropriate thank you notes and complete appropriate follow-up for the employers you interacted with.

**Career Fair Assignment F - How To Make the EXPO Work For You Video Worksheet**

First, view the online video about Career Services’ Career EXPO at: <http://www.wtamu.edu/student-support/cs-stu-fall-career-expo.aspx#HTMTCEWFY>. Then answer the following questions.

1. List the 5 Tips presented in the video:

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2. What would you wear to the Career EXPO?

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3. Where can you research online to see a list of the employers who will be attending the EXPO?

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Now visit this resource and list one recruiter you would like to speak with at the Career EXPO.

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4. What two things are mentioned that you should bring to the Career EXPO?

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5. What should you NOT bring to the Career EXPO and why?

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8. Write your elevator speech: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. Send an email to each recruiter you met with by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Now visit the Career Services’ job fair website at <http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx> and answer the following items.

Career Fair Date: \_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_

**Career Fair Assignment G – EXPO Receptions**

**Student Task:**

* Attend WTAMU Career Services’ Job Fair/EXPO Reception: [LINK TO FAIR](http://www.wtamu.edu/student-support/cs-stu-jobfairs.aspx)
* You are on a fact-finding mission to learn as much as you can about the appropriate demeanor and preparation for a job fair. It is your job to assimilate the tips the employers provide during the reception and then write up a report on your observations. As you’re developing your content for the report, please note the following:
  + How many companies/agencies are attending this reception?
  + Make comments about the following:
    - The Setting: Describe the physical space, including how people navigate the event. How were the evening’s activities managed?
    - The People: How comfortable are your peers at the event. How did they dress? What about the employers? Are they comfortable participating in the event? Consider the appearance, posture and body language of both recruiters and students.
    - The Action: View various students’ approaches to an employer and the employer to the students. Comment on this. How did you interact with the employers?
    - Common findings: What is the overarching theme of the tips provided during the training? What happened after the training during the open networking? Did you and your peers take advantage of networking with as many employers as possible?
    - If you had to make recommendations to a student preparing for a reception or career fair, what three things would you share that you learned through your observations?
  + Write up a report of your findings and include a paragraph on your overall impression of the reception.

**Grading Criteria:**

* Quality of overview of Reception and of analysis of the required observations
* Readability
  + Correct grammar and spelling, good use of style, and clear sentences with no confusing passages

**Assignment H – Develop an Elevator Speech / 60 Second Commercial**

**Student Task:**

* Key to successful job searches and especially at a job fair or networking event is the delivery of an effective Elevator Speech which is also know as a 60 Second Commercial.
* Require that the student(s) develop their speech/commercial that answers the question, “Tell me about yourself” after exploring the tips offered from one of Career Services [interviewing workshops](http://www.wtamu.edu/student-support/cs-stu-svcs-interview-wkshp-pg8.aspx) on the topic.
* To take this assignment to the next level, have the student submit their speech/commercial in a written format as well as a video of themselves saying the content.
* You can add more depth to the assignment by having the students also answer the following:
  1. Why should I hire you?
  2. Why are you qualified for this job?
  3. Why do you want this job?

**Grading Criteria:**

* Did the student hit on the major points needed for their “Tell me about yourself” speech/commercial?

1. Background (education and/or how you began in the world of work)
2. Skills, strengths and accomplishments
3. Job focus and future career plans

* Determine the points that will be awarded. Some faculty use the points as extra credit, a quiz score or points as a stand-alone assignment.