DATE: April 1, 2016
TIME: 11:00 a.m. - 3:00 p.m.
LOCATION: Yawkey Center, Murray Room, 4th floor

Open to all BCSSW students and alumni, BC I.D. required.

PREPARING FOR THE RECRUITMENT FAIR:

BEFORE FAIR:
Resume: Update it, have it reviewed, make 20+ copies on bond paper to bring with you, staple if two pages

Research:
• Look at the BCSSW Career Services website for the list of agencies attending and identify those agencies with programs or services that meet your career interests
• Reading through their website, jot down some notes, questions about programs, mission, job openings. Bring this with you the day of the fair
• Agencies commented on last year’s evaluation forms how impressed they were with students’ preparation and informed questions

Prepare a presentation statement:
• Brief (less than a minute) introduction highlighting your relevant strong points
• See guide at Canvas/Social Work Central/Career Services/Job Search Guides
• Preparing and practicing this will give you something articulate to say when you approach agency’s table

Decide what to wear:
• Suits are great but not required
• Collared shirts with or without ties for men; collared shirts with or without jacket or sweater for women
• Jeans, t-shirts, shorts, hats, etc, don’t make a good first impression
• Bring a shoulder bag to put collected materials in so you can still shake hands

AT FAIR:
• Pick up program and review which agencies you wanted to contact. Room will be organized alphabetically clockwise
• Take a look at your prepared introduction and take a deep breath
• Separate from friends you might have arrived at the fair with
• Choose a table with other students at it if you want to get warmed up and listen a while before talking
• Remember good eye contact, firm handshake, refer to your notes and questions, give them a resume, ask next steps (should you apply to jobs interested in or will they be contacting you)
• Make sure to get a business card from those you speak with
• Between each agency, jot down notes about your conversation

AFTER THE FAIR
• Send out thank you letters to each recruiter you spoke with.
• Apply directly with a resume and cover letter to specific job openings

For more information contact Cindy Snell, Director, BCSSW Career Services, Cindy.Snell@bc.edu