

DESIGNEXPO

When You Arrive at and Leave DesignExpo

1. Fill out a name tag. Print legibly. The name tags are color coded to indicate your major.
2. Read through this material.
3. Fill out an evaluation form/door prize entry form and leave it at the event registration table.

Tips for Working DesignExpo

1. Don't stand in a long line; keep moving and return later.
2. Don't walk around in a group; this is about your individual career, not about socializing as a group and going to firms that your friends want to visit.
3. Don't hesitate to approach a representative or to join a group already in discussion. Demonstrate confidence: make eye contact, shake hands, smile!
4. Express your qualifications (strengths, academic preparation, related experiences) and skills (communication, technical, leadership).
5. Prepare a 30-second commercial about yourself. Highlight what you can do, not what the prospective employer can do for you!
6. Reveal information in a give and take fashion. This is an opportunity to identify employers' needs and the match to your skills.
7. Find out what you can do to be considered, get more information, and arrange an interview or secure an on-site visit.
8. Make notes as you leave about the information you gain, especially the employer's follow-up plans.
9. Pick up business cards and firm literature.
10. Write a follow-up note as soon as possible expressing interest; do further research on the firms. Employer addresses are available at www.capd.ksu.edu/designexpo
11. If you miss a firm, drop a note to express interest; include your resume.
12. Prepare for future interviews by picking up Career and Employment Services (CES) Interview Handbook, viewing videos on interviewing at CES, attending CES Interview Workshops and other preparatory events.

Sample Questions to Ask

1. I am a (classification) or graduate from _____, and I am looking for a summer job, internship or permanent position in your firm in the field of _____.
2. What is the ideal profile of the person in this job?
3. What skills do you use that make you successful at what you do?
4. Which parts of your job are most challenging?
5. What does your firm do well versus its competition?
6. What recent changes have forced your firm to re-focus its efforts? What has the impact of these efforts been?
7. What advice do you have for me, as someone who is interested in this career field?
8. Describe your activities on a recent project
9. May I have an interview?
10. What do I need to do to follow up on my interview?