

Job Fair Preparation



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mcaa great futures
Forum 2024

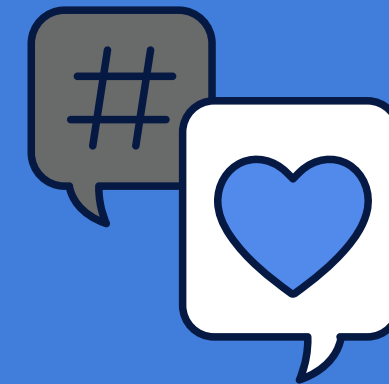
Keep these tips in mind!



Casual Introductions



What to Say



Pause Conversations

Casual Introductions

- Be your professional self
- Say your name, school, and availability date
- Express your interest in Mechanical contracting

Ex. Hello, my name is Michele Hoffman; I'm attending NYU and targeting graduation in the fall of 2026. I am fascinated with learning more about mechanical contracting and the work your company does.

What to Say

- Asking questions about the company
- Discuss your availability
- Talk about your experiences
- Think before you speak

*** Don't feel rushed; it is OK to ask for time to think about something for a moment before you answer*

Stay on Target

- Use personal info - when needed and comfortable
- Avoid discussing compensation

*** Focus on gathering information on the opportunity and communicating your experiences.*

Pause Conversations

You can politely pause a conversation in a direct way that honors both of you.

- At a natural pause in the conversation, let the person know that you have appreciated their time and perspective and that you're going to move on.

Ex: Melissa, I appreciate the opportunity to talk with you these last few minutes. I'm going to give us both a chance to talk with others. Thank you for your time and perspective.

Job Fair Logistics

POP-UP CORNERS

Location	<ul style="list-style-type: none">• West• Central• East
Position	<ul style="list-style-type: none">• BIM/VDC• Safety• Manufacturer / Supplier
Department	<ul style="list-style-type: none">• Design• Preconstruction• Service & Maintenance

Job Fair Logistics

COLOR CODED BEADS



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Companies are excited
to meet you!