

Job Fair Prep *For Employers*

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Job Fair Logistics

How it works (same set-up as last year):

Everyone will have beads to signify their offering:

- ❖ **Yellow** = Internship
- ❖ **Green** = Full-Time Job
- ❖ **Purple** = Just here for the food and good conversation!

Yes, you can wear both Yellow & Green.

Students have the same corresponding beads

Job Fair Logistics

Employer Check-In Table

A digital pin will be dropped on the live board with your company name.

- Each person recruiting may represent ONE location on the map.
- You can talk about as many locations as you'd like!

Job Fair Logistics

Pop-Up Corners

After settling in, a new set of 'corners' will be swapped every 20-30 minutes

- Encourages movement
- Assists with finding specialized positions and locations

Set #1 Location	Set #2 Position	Set #3 Department
West	BIM/ VDC	Design
Central	Safety	Preconstruction
East	Manufacturer / Supplier	Service & Maintenance

Job Fair Logistics

Interview Room

5th Avenue Room

– Same floor, across the hall

- Utilize for on-the-spot interviews.
- Quieter space, but still shared.

The Room Where it Happens!

What To Do Now?

- Walk around the room to find your next employee
 - Look for your match: GreatFutures gray shirt + their beads
- Start a conversation
- Talk about our industry
- Talk about available positions
- Utilize Virtual Business Cards
- Eat some food!

YOU NEED TO INITIATE THE INTRODUCTION & CONVERSATION!

- Look for the bead colors that match your needs!
- The students can be intimidated to talk to you!
 - Yell out to them!
 - Call them over to talk!

Conversation Tips

KEEPING THE CONVERSATION GOING

- Ask what they are looking for in an internship or career
- Explain what the job could entail
- Ask what they like to do for fun – be genuine!

SELL THE MECHANICAL INDUSTRY

- This is the easy part!
- Tell them something unique or different about your company

Conversation Tips

THERE ARE LOTS OF STUDENTS TO TALK TO

- Exit the conversation in a positive way
- Trade contact info via the digital business card to connect more later

BE RESPECTFUL OF THEIR TIME TOO

Conversation Tips

Some DOs

- DO be inviting, energetic and lively
- Give honest sincere appreciation
- Ask questions that allow them to elaborate
- Let them do the talking
- Be a good listener
- If you aren't a good fit, help connect them with someone who is!

Conversation Tips

DON'T

- Don't congregate with other contractors or colleagues
- Don't ask yes or no questions
- Don't interrupt – allow the other person to finish their thoughts
- Steer clear of divisive and polarizing subjects, such as politics and religion
- Steer clear of using offensive or derogatory language
- Steer clear of jokes that could be considered offensive

MCAA Helpful Resource Internship Guide

The screenshot shows the MCAA website's 'Internship Guide Resources' page. The header features the MCAA logo, a search bar, and a 'Login' button. The navigation menu includes 'Who We Are', 'Educational Events', 'Resources', 'Initiatives', 'Virtual Trade Show', 'Advocacy', and 'My MCAA'. The main content area is titled 'Internship Guide Resources' and features a central image of three construction workers in safety gear. Below the image are four resource cards: 'Internship Best Practices' with a 'DOWNLOAD INTERNSHIP BEST PRACTICES' button, 'Hot Sauce Guide' with a 'DOWNLOAD THE HOT SAUCE GUIDE' button, 'Industry Orientation Day' with a 'DOWNLOAD INDUSTRY ORIENTATION DAY' button, and 'Hire Me October' with a 'DOWNLOAD HIRE ME OCTOBER' button. The footer contains the MCAA logo and tagline 'Mechanical Contractors Association of America', along with social media icons for Facebook, Twitter, LinkedIn, and RSS.

MSCA | MCAA | MCAA | MCAA | MCAA

MCAA

Search ... Login

Who We Are Educational Events Resources Initiatives Virtual Trade Show Advocacy My MCAA

INTERNSHIP GUIDE RESOURCES

Internship Guide Resources



Internship Best Practices
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Hire Me October
DOWNLOAD HIRE ME OCTOBER

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mcaa **great** *futures*
Forum 2024

Go Find Your Next Great Hire

Job Fair Starts at 8:00 AM
@ Grand 1