EMPLOYERS EXPECT PROFESSIONAL ATTIRE.

Tuesday, April 1, 2014
Adena Hall Gym
11am–2pm

2014 STUDENT & ALUMNI CAREER FAIR

Meet and network with employers and hiring managers from area businesses.

THE OHIO STATE UNIVERSITY
NEWARK

CENTRAL OHIO TECHNICAL COLLEGE
## ALPHABETICAL LISTING OF PARTICIPATING EMPLOYERS

<table>
<thead>
<tr>
<th>Organization</th>
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<tr>
<td>A Better Quality of Life, LLC.</td>
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<tr>
<td>Abercrombie &amp; Fitch</td>
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<td>Academy Medical Services</td>
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<tr>
<td>Acclaim Hospice</td>
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<tr>
<td>Accounting Principals</td>
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<td>ADR &amp; Associates, Ltd.</td>
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<tr>
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<td>Countryside Rentals, Inc. d.b.a. Rent 2 Own</td>
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ADENA HALL GYMNASIUM

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BLEACHERS
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<td>abetterqualityoflife.org</td>
<td>Full-time, Part-time</td>
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<td>Abercrombie &amp; Fitch</td>
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<td>Academy Medical Services</td>
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<td>Allied Machine &amp; Engineering Corp.</td>
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<td>Comfy Gosh Co.</td>
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<td>Countryside Rentals, Inc. d.b.a. Rent 2 Own</td>
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<td>L Brands (Formerly Limited Brands)</td>
<td>Accounting, Communication/Journalism/Media, Computer Programming/Information Technology, Hospitality/Food &amp; Beverage, Human Resources/Recruiting, Public Safety (Law Enforcement, Corrections, Fire, EMS), Marketing/Sales, Office Administration, Transportation/Logistics</td>
<td><a href="http://Careers.Lshop.com">http://Careers.Lshop.com</a></td>
<td>Full-time, Contract</td>
<td>Certificate, Associate, Bachelors</td>
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<tr>
<td>Licking County Board of Developmental Disabilities</td>
<td>Human Services/Social Work</td>
<td>LickingCounty.org</td>
<td>Full-time</td>
<td>Certificate, Associate, Bachelors</td>
</tr>
<tr>
<td>Licking County Human Resources</td>
<td>Government (Federal, State, Local)</td>
<td>lcuy.org</td>
<td>Full-time, Part-time, Internship/Co-op</td>
<td>Certificate, Associate, Bachelors, Masters</td>
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</table>
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HOW TO USE THE CAREER FAIR TO YOUR BEST ADVANTAGE!

- Take 5 minutes at the door to review the list of attending facilities.
  There are tables to your left as you enter the gym for you to sit and plan your strategy.

- Highlight those you want to talk with so you can organize your time efficiently.
  As you work your way around the room, if there is a line waiting to talk with a representative, move on to another table and return later.

- Dress and act professionally.
  As always, good grooming and hygiene are essential. The top twelve inches of your body are the most noticeable, not only for neatness and style, but also for anything distracting like excessive jewelry, heavy makeup, or messy hairstyles. Dress is “business casual” which means no jeans or tennis shoes! Men—khakis or dress slacks and a tie with dark shoes. Women—dress slacks and jacket and dress shoes.

- GO ALONE TO THE VARIOUS EMPLOYERS!
  Don’t go from table to table with a group of your friends. You want to have the opportunity to talk with the employers individually. And, you don’t want to leave the impression that you can’t do this on your own.

- Make direct eye contact and shake hands firmly. Show interest and enthusiasm by smiling and speaking clearly.

- Walk confidently, with good posture.

- Have a positive greeting.
  Example: “Hello, I’m Chris Smith. I’m a ______ major and will graduate______. It’s good to see your facility on campus. I’m interested in talking with you about full-time opportunities.” Tell them what interests you about their facility. 1st year students - this is a great opportunity for you to get acquainted with area employers and to become more comfortable in the job search setting before it’s your turn!

- Ask appropriate questions. Ex.“What qualities do you look for in a new ______?” Plan several questions ahead of time. Answer questions clearly and concisely.

- Ask if they’re taking resumes.

- Ask for a business card.
  You’ll want to write a letter, mail your resume, or send a little note to those that especially interest you. You can take notes on the back or in your booklet.

- Thank them for their time. Pick up company information, too, not just give-aways. Know their hiring procedure before leaving the table.

- STOP AT EVERY TABLE THAT HAS MARKED AN INTEREST IN YOUR FIELD.
  Although you may not be interested in a particular employer right now, things do change, and you may be interested in the future. Also, as a member of the host school, it is your responsibility to make our guests feel welcome. (We have lost in the past because they didn’t feel that enough students stopped by to see them. That means that YOU lost the opportunity to meet them!)

- IT IS NOT APPROPRIATE TO BRING YOUR CHILDREN.
AF TER THE JOB FAIR IS OVER . . . NOW WHAT?

You have had a busy day interacting with representatives from many facilities. This is an important first step in your job search. What to do next? Use the following tips to help you continue to make this job fair work for you.

BEFORE YOU LEAVE THE FAIR

- Did you talk to representatives from every facility that has targeted your field?
- Did you get business cards from each representative?
- Now is the time (while it’s still fresh in your mind) to jot down some notes in your job fair booklet about follow-up time lines, position titles, etc. for each company. It is easiest to do this as you leave each table.

WITHIN A WEEK AFTER THE FAIR

- Go through all the information you’ve collected and prioritize facilities according to your level of interest.
- Starting with the “most interesting” list, send “thank you for coming to the fair and taking the time to talk with me” letters.

AFTER THAT

- Keep in contact with the facilities.
- Use the information you gathered from each facility to plan your follow up. You can contact the facility initially by letter or by phone within the appropriate time frame set by each representative.
- Do some research on your own. Check out company web sites.
Dress for Success: Women
When interviewing, dress for the position you want, not for the job you have.

Clothing is non-verbal communication.

Clothes say a lot about you: Your values, economic status, savoir-faire, and more. So when interviewing, how do you keep your own individual style and personality while still being seen as a good fit for the company?

Keep it professional. Avoid frayed, wrinkled, or soiled clothing. Avoid clothes that are too short, tight, baggy, boldly colored, revealing, or trendy. No flashy jewelry. Also, most companies frown on visible tattoos, body piercings, and unusual hair coloring and styles.

Back to basics.

Begin with the basics: well-styled, understated outfits. Nothing provocative or sexy. Start with a canvas of grays and blacks that look good and fit well. Classic, conservative skirt suits are always the safest route. Even if business casual is the company code, it’s better to be over-rather than underdressed for the interview. Skirts should be about knee-length. Wear neutral toned hose for a well-groomed look even if it’s warm outside.

Research the company: Some places are sexist when it comes to pantsuits at interviews. Otherwise, these outfits make good wardrobe foundations and alternatives to the formal suit. Coordinate the above with a simple white, ivory, or business blue blouse. Don’t accessorize to excess, only for a finished look. Keep the focus on your abilities, not your attire. And whenever possible, buy quality, versatile fabric like wool. It lasts longer, looks better, and breathes for comfort.

You can put together a good interview ensemble without breaking the bank by setting and sticking to a realistic budget. Observe and analyze others. Enlist the input of a sales associate, family member, or friend to guide and help you work within your budget. Consider consignment shops that offer professional and quality attire.

The color of success.

Where corporate palettes are not necessary, choose garment colors that flatter your features and complement your skin tones. If it’s rainy or dark outside, consider a silk accent scarf or brooch to highlight your face and brighten the day for a more memorable effect.

Let’s makeup.

Use understated makeup to gently enhance your look, not devour it. Save the raccoon eyes mascara for after-hours fun. Regarding perfume, don’t set your atomizer on “stun.” Some people are allergic to perfume, so try a lightly scented bath soap instead.

Nails hammered.

Killer-length, brightly decorated fingernails may make for great conversation at parties, but can draw negative attention during an interview or in the corporate workplace. Modest manicures work best.

Baubles, bangles, and beads.

Think conservative and subtle: Jewelry should complement and enhance for a polished look. Nor should jewelry be audible, so avoid bangles that jangle and distract.

When interviewing, keep it simple; showcase your sense of style by reducing clutter. When in doubt, remember that less is more.

Scarfes, handbags, and shoes.

Scarfes can customize your basic wardrobe with a quick dash of color and texture. Shoes and handbags should match up and be stylish but simple. Wear closed toe shoes with flat or moderate 1 1/2” heels. Choose a briefcase or portfolio in place of a purse.

Know the company’s culture. After all, you are joining a group.

Remember the saying, “When in Rome....”

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First impressions count.

Few things have as much impact as the first impression you make for that anticipated face-to-face interview. Research shows it only takes a few seconds to make a lasting impression. That means no matter how solid your credentials, you still want to look professional.

Dressing appropriately not only gives you more confidence and credibility, it surrounds you with a sense of belonging that can help deflect the minor slips or stumbles we all can make during that critical interview or, once hired, in daily routines.

Understand the company culture.

The bottom line is about striking a balance between what is expected and still being yourself. After all, you want to be seen as a good fit in the company and for the potential job position. Avoid questionable factors that may undermine that effort. Research the company: You are the product, so package yourself appropriately. If you find the company dress code too restrictive, apply for a job elsewhere. Don't try to break the code. If you choose to fight the system, be prepared to lose.

Remember, clothing is non-verbal communication.

Don't dress to un-impress.

For the interview, avoid frayed, wrinkled, or soiled clothing. Avoid clothes that are too short, tight, baggy, boldly colored, or trendy. Even if it's "casual Friday," you should still look professional; it is best to be overdressed than underdressed. Limit the jewelry. No backpacks; it's briefcases or portfolios now. Generally, companies frown on visible tattoos, body piercings, and unusual hair coloring and styles. Some firms do not encourage facial hair, so keep it neat and trim if you have it.

Unless you're a character actor or in an environment that allows more casual and less "power suit" attire, quirky, over-the-top fashion statements can be distracting and even put you at a disadvantage when it comes to being taken seriously.

So, what's a job seeker to do?

Guys: Do what suits you best.

Start with business basics when interviewing:

-- a solid navy, dark gray, or black suit that fits. Get it tailored, if necessary; add a dark blue pinstriped or conservatively patterned navy or gray suit later; select a good wool that breathes;

-- bright white dress shirt; business blue is also acceptable;

-- tasteful solid, or simple striped or patterned ties;

-- straight, spread, or button-down collars; for wide collars, tie a full Windsor knot, which should finish with a dimple;

-- leather shoes that complement your suit; choose a simple black, classic cap-toe; match with black, calf-length socks; expand by adding a good black slip-on that pairs with casual or dressy attire;

-- match your belts to your shoes; silver buckles are more reserved.

Clothes should fit the man.

A two-button jacket should be down to where your closed knuckles fall. The jacket shoulders should be the same width as yours. Trousers should touch the tops of the shoes and break slightly. Shirts should fit close to the neck with enough room to fit one or two fingers. The tip of your tie should fall to your waist about where your belt is.

Remember, 1) dress for the job you want, not for the job you may already have; and 2) dress comfortably. You want to focus on the interview or the job without either you or the interviewer being distracted by what you're wearing.

Look around. If it's a conservative environment, dress conservatively. Remember the saying: "When in Rome...."