

**Friday, February 12, 2010
10 A.M. TO 2 P.M.**

JOB SEEKER REGISTRATION FORM

Job Seeker Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Email Address: _____

Campus Where Degree Is Awarded:

- Purdue University North Central
- Purdue University, West Lafayette
- Purdue University Calumet
- IPFW
- IUPUI
- INCC School: _____

- FULL TIME STUDENT
- PART TIME STUDENT
- ALUMNI Class of: _____
- (Expected) Graduation Date: _____

AREA OF STUDY

Please tell us your academic major: _____

Please tell us your academic minor: _____

Do you have a graduate degree? Yes No

If "Yes", please indicate your graduate degree/study area: _____

What Type of Position are you seeking? Check all that apply

- Full Time Employment
- Part Time Employment
- Internship
- Co-Op
- Independent Contractor
- Summer/Seasonal Work

Please Tell Us How You Heard About This Event:

- College Central Network
- PNC's Career Services Staff
- PNC's Website
- The Voice
- Facebook or Twitter
- Dean of Student's Newsletter
- PNC Faculty
- Other: _____

PLEASE SEE PAGE 2 FOR IMPORTANT INFO ON THIS EVENT

JOB SEEKER GUIDELINES/RULES

Job Fairs increase your chances of receiving an interview with an Employer. This is also an opportunity to investigate and make connections with potential employers. Please remember that this is a University sponsored event, therefore your actions and professionalism reflect upon your institution. It is important that you treat this opportunity just like you would a job interview. The impression you leave employers, will most likely determine the success or failure of your participation in this event. The following guidelines and rules have been established by the Office of Career Development to ensure that you are successful in your job search endeavors. Best of luck !

- ☞ Make sure that you pre-register for the Spring Career Day in advance, that way you won't have to wait in line the day of the event to register when other candidates are talking to employers!
- ☞ Employers are looking to hire talented and well-prepared candidates. Be prepared, attend any pre-event workshops that will help you be more successful.
- ☞ Develop a clear, concise, error-free resume.
- ☞ Polish your interview skills, schedule a mock interview with the Office of Career Development, especially if you have never interviewed, or if it has been a while.
- ☞ Identify a list of Employers *before* the event that you are interested in meeting. Research their company by looking at their website, and fill out any online applications prior to the event.
- ☞ Develop a list of questions for the Employers that you are interested in based upon your research.
- ☞ DRESS PROFESSIONAL! Job Seekers that are not dressed appropriately for the Career & Internship fair will not be allowed entrance to the event. Business casual is appropriate, Business Professional is better! **This means ABSOLUTLY NO:** jeans, tennis shoes, shorts, t-Shirts, sweat pants, revealing clothing (if you would wear it to a nightclub, it is not appropriate).
- ☞ Sell yourself! Introduce yourself, provide the Employer with your resume and make sure they know you are interested in their career and/or internship opportunities.

CHECKLIST:

- Portfolio (*where applicable*)
- Multiple copies of your resume
- Copies of your unofficial transcript (*where applicable*)
- Appropriate professional dress
- Confidence
- A good attitude!

RETURN PAGE 1 OF THIS FORM TO:

Office of Career Development
LSF 28
FAX: (219) 785-5658
Email: careers@pnc.edu