HOW TO WORK A CAREER FAIR

You may be seeking a job or you may be undecided about your career path and wish to use a career fair to learn more about different companies and positions. Preparation, communication and follow-up are critical to making a career fair a valuable experience.

Preparation

- Learn which employers will attend the career fair prior to attending and conduct research ahead of time on each of interest.
- Prepare several questions for the employers.
- Ask about programs, skills needed, and responsibilities.
- Prepare a flawless resume and make copies for the fair. Offer it if appropriate.
- Acquire a portfolio or briefcase to carry to the fair in order to provide easy access to resumes and storage for company information.
- Prepare a 20 second professional biography as an introduction – who you are and what you are studying and interested in.
- Practice your introduction.

Communication and Presentation

- Dress professionally – you only have one chance to make a first impression. Wear attractive, but comfortable shoes.
- Arrive early – plan on time to park, study the fair program and locate targeted employers.
- When meeting an employer representative, shake hands, make eye-contact and smile. Demonstrate enthusiasm, confidence and interest.
- State your prepared introduction and questions for employers.
- Answer questions they may have directly, politely and concisely.
- Listen carefully and gather information and business cards. Keep notes for later reference and thank the recruiters for their time.
- Network with other students while standing in line – you may learn about other opportunities.

Follow-up

- Send a thank you note to recruiters with whom you spent significant time, particularly, those whose opportunities interest you.
- Remind them of your qualifications and reiterate interest in their company. Attach your resume.

Alumni Profile: Christopher Williams

Christopher D. Williams (Chris) is a 1998 MPH graduate in Epidemiology. While attending Tulane, Chris served as a Social Services Counselor and Management Intern for the Department of Health & Hospitals. In this capacity, Chris facilitated substance abuse treatment services for specialized, complex caseloads of clients. He also used his epidemiological training to assist organizational management with evaluation and strategic planning needs. Now Chris is in the high growth field of Informatics!

Chris has been employed with eQHealth Solutions, Inc. (formerly Louisiana Health Care Review, Inc.), for nine years in various capacities, and currently serves as a Health Information Technology/Electronic Health Record Consultant. In this role, he assists medical practices in the assessment, transition planning, and implementation of electronic health records. In preparation for his consulting role, Chris
UPCOMING EVENTS

Interviewing Skills Workshop
Monday, February 1, 2010
12:00-1:00 pm
Room 1210

Mardi Gras Invitational Career and Interview Fair
February 3 and 4, 2010
Career Day: 1:00-6:00 Feb 3
Interview Day: 8:00-4:15 Feb 4
Louisiana Superdome - Bienville Club Room
www.mardigrascareerfair.org

Job Search Strategies Workshop
Monday, February 8, 2010
12:00-1:00 pm
Room 1210

US Public Health Service Employer Information Session
Thursday, February 11, 2010
12:00-1:00 pm
Room 1208

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earned a Graduate Certificate in Public Health Informatics from the University of Illinois at Chicago-School of Public Health, and completed a Fellowship Course in Biomedical Informatics. He is also a Certified Professional in Electronic Health Records (CPEHR) and Certified Professional in Health Information Technology (CPHIT).

Chris is currently a National Public Health Leadership Institute Scholar, and serves as Past-President of the Louisiana Rural Health Association (LRHA). He also serves in leadership capacities on several Public Health and Health Information Technology (HIT) committees and boards, including the following: Chair-Elect of the American Public Health Association’s Health Informatics Information Technology (HIIT) Section, and APHA Committee on Membership Chair.

We reconnected with Chris at the APHA Annual Meeting & Exhibition in Philadelphia, PA, while he and his colleagues were representing the HIIT Section. Job inquiries for his company can be found at www.eqhealthsolutions.com.

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WE LOVE TO KNOW WHERE OUR ALUMNI ARE IN THE WORLD!*  *Now - Join LinkedIn too!*

The Tulane University Online Community is an online alumni career networking tool that allows students to connect with SPHTM alumni who are willing to give first-hand information about careers, employers, and the cities/countries in which they work. Current students and alumni who would like to utilize the network should register at: www.tulanecommunity.com.

Note that your email will not be displayed publicly but may be utilized by searchers "blindly". Alumni who join may also use the database to connect and network throughout their careers.