NOTES FROM UCONN WATERBURY CAREER SERVICES

Susan Hyde-Wick, Career Counselor susan.hyde-wick@uconn.edu
Student Services Suite 228E 203-236-9913

Hours by ADVAPP appointment: Mondays 1:00-5:00
Tuesdays, Wednesdays, Thursdays 8:30-5:00
To make an appointment: http://www.advapp.uconn.edu

WTBY CAREER WEB SITE: http://www.waterbury.uconn.edu/career_services/index.html

DID YOU KNOW...

….Two major Career Fairs are coming up, one being at the Waterbury Campus? (Detailed information below the checklist).

... You can find a part-time, full-time, summer job or internship at the Fairs?

….Feedback from employers indicates Waterbury UConn students were exceptional in that they were very well prepared and dressed? To find out how you can prepare, see checklist below:

CHECKLIST: PREPARING FOR CAREER FAIRS* UConn Waterbury Career Services

Attend Career Fairs! Remember, whether you are a senior looking for a job or a first-year student deciding what major to choose, or any student looking for a part-time job or internship, attending Career Fairs is an excellent idea. Use this checklist of activities to complete before, during, and after the fair to ensure you get the most out of attending any Fairs!

BEFORE THE FAIR: DRESS FOR SUCCESS AND....

☐ Polish your résumé at UConn Waterbury Career Services: For appointment: www.advapp.uconn.edu (Susan Hyde-Wick.) Your résumé provides an important opportunity to convey to employers the qualifications and skills you can bring to the workplace. You can make sure your résumé be
the best representation of you! Bring copies to the fair to give to employers that accept hard copies on the spot.

☐ **Familiarize yourself with the employers that are attending the Fair.** Find out which companies will be at the Fair (check out Campus Events on Wtby Main Page) and create a list of the employers you want to meet. You may not have enough time to talk to every employer, and not every employer may offer quite what you’re looking for, so prioritize! Research the companies (check Web sites) so that you have a sense of what each organization does, what positions may be open, and how best to market yourself.

☐ **Prepare a 15- to 30-second introduction to use with employers.** A proactive approach lets potential employers know who you are, what makes you distinctive, and what skills you can bring to the table in a quick and effective manner.
  - Introduce yourself, your major, and year.
  - Briefly describe your interest in the organization and relevant experience you may have. This includes internships; work experience, leadership activities and extracurricular activities that helped you develop the skills they seek in an employee. Highlight teamwork, organization and problem-solving skills.
  - Finish your introduction by inquiring about positions open at the organization. You don’t want to seem as if you’re reading a script, so remember to personalize it!

☐ **Prepare two- three questions to ask each employer that you meet based on your research of the organization.** This shows that you are genuinely interested in the agency and have an understanding of the field. Basic knowledge about the organization can help you stand out from other applicants who haven’t put the time in to personalize each conversation with recruiters.

**AT THE FAIR**

☐ **If you bring your cell phone,** keep it on silent.

☐ **Establish rapport with each recruiter.** Don’t forget to smile, make eye contact, and offer a firm handshake. Use your prepared introduction and résumé to start the conversation.

☐ **Inquire about the organization’s hiring process.** Ask about open positions, the anticipated time frame for the application process, and any other questions you have regarding employment. Feel free to ask any questions you have prepared regarding the organization. **Ask the recruiter if you can contact him/her after the fair to follow up. Don’t forget to take notes! Don’t forget to get their business card!**

☐ **Gather information, business cards, and informational material from each booth.** Sometimes organizations have goodies such as pens and magnets. If you
decide to take something, make sure you have a goodie bag or briefcase where you can put it.

- **Remember manners.** Use mature, appropriate vocabulary when talking to an employer. Thank each recruiter for taking the time to speak with you.

- **Network!** Use the Career Fair to make connections with employers, fellow job seekers, and professionals. The more people you connect with, the bigger and stronger your network becomes.

### After the Fair

- **Send Thank-You notes to each representative you met.** Thank them for their time, and mention your interest in their organization. You can send thank-you notes via e-mail or mail.

- **Create follow-up plans.** About two weeks after the Career Fair, you should follow up with organizations you are interested in. Contact the recruiter and express your continued interest in working for his/her company. Use this opportunity to answer all other inquiries you may have about the application process.

- **Come to Waterbury UConn Career Services!** Explore career options or learn more about the job search process. [www.advapp.uconn.edu](http://www.advapp.uconn.edu) Select Susan Hyde-Wick

*Modified/Adapted from the Center for Career Development*

### UPCOMING CAREER FAIRS:

**Waterbury Campus Career Fair**
Wednesday, February 26, 2014
12:30-2:30
Multi-Purpose Rooms 113-119
Waterbury Campus
•Altria Altria Careers
•Boys & Girls Club of Greater Waterbury  [www.bgcgwater.org](http://www.bgcgwater.org)
•Girls Inc. of SWCT  [www.girlsincswct.org](http://www.girlsincswct.org)
•Greater Waterbury YMCA  [www.waterburymymca.org](http://www.waterburymymca.org)
•IBM  [IBM Careers](http://www.ibm.com)
•Inroads  [www.inroads.org/students](http://www.inroads.org/students)
•Neighborhood Housing Services of Waterbury  [www.nhswaterbury.org](http://www.nhswaterbury.org)
•North American Family Institute of CT  [http://legacy.nafi.com/Program_State.htm?Company=&abbr_state=CT#](http://legacy.nafi.com/Program_State.htm?Company=&abbr_state=CT#)
•NVCC Gear UP Program  [http://www.nv.edu](http://www.nv.edu)
•NVCC Waterbury AmeriCorps Program  [http://www.nv.edu/Offices-Departments/Bridge-to-College/AmeriCorps](http://www.nv.edu/Offices-Departments/Bridge-to-College/AmeriCorps)
Professional attire is required and students should bring copies of resumes! The most current list of the companies that will be attendance is available on the Waterbury campus website.

RSVP by emailing your First and Last name as well as your Student ID to Diana Ramadan at wtbygen@business.uconn.edu with the subject line Waterbury Career Fair

---

2014 SPRING CAREER FAIR
UCONN-STAMFORD
One University Place
Stamford, CT 06901-2315
Thursday, March 27, 2014
Rich Concourse
4:00 P.M.-6:00 P.M.

BUSINESS ATTIRE
BRING RESUMES
BRING A FRIEND

For more information or to find out companies in attendance, please e-mail:
CareerCenterStamford@Uconn.edu

---

PAID INTERNSHIP OF THE WEEK

Part-Time Paid Internship, UniMetal Surface / Finishing, LLC, Thomaston, CT
Requirements: Must be a progressive thinker with good work ethics, strong computer skills and vast knowledge of social media.
Responsibilities: Develop a Facebook company page and marketing content for new products and services. Monitor website traffic and reporting. Assist with
website and marketing support for sales and customer service team. Possible transition as an at-home internship.
To Apply: Please send resume to George LaCapra at: glacaprajr@unimet.com. Call (860) 283-0271 Ext. 233 for more info.

INTERNSHIP

**Legislative Intern, Office of Senator Joan V. Hartley**, Legislative Office Building, Hartford, CT. Minimum of 15 hours a week but office is willing to work with the student to accommodate their schedule. Office understands that University credit may be earned and is willing to do what is necessary on their part to assure credit is received. Internship could begin at any time. Ideally: 2014 Regular Legislative Session convening February 5, 2014 adjourning May 7, 2014.

State Senator Joan V. Hartley; a Waterbury native, is Deputy President Tempore in the State Senate, representing residents of Waterbury, Naugatuck and Middlebury in the 15th Senatorial District. Senator Hartley is seeking qualified candidates who would benefit from an unpaid legislative internship. In the legislature she is the Senate Chair of the Public Safety Committee; vice-chair of the Insurance & Real Estate and Appropriations Committees and member of the Executive & Legislative Nominations and Transportation Committees.

**Qualifications:** Excellent writing skills and phone etiquette. Keen ability for organization and multi-tasking.

**The interns would, depending on interest:**
Research political issues
Attend Public Hearings for legislator or on intern’s topic of interest.
Work with Constituents by phone, letter, or walk-in
Assist in planning and implementing district events
Assist in office technology: Develop a database for survey responses
Attend House and Senate chamber sessions
Observe committee meetings: introduce themselves to staff.
Legislator’s office -Organize and keep on top of clutter
Create, write, print and mail mass mailings to district
Track Bills
Cover for Aide when they are out of the office
Attend events with the Legislator or Aide; sit in on meetings
Give tours to groups-script is available

**To Apply or Learn more:** contact Melissa at Senator Hartley’s Office at 860-240-0006 or email your resume and availability to Melissa.Roder@cga.ct.gov.

Melissa Roder, Aide to Sen. Joan V. Hartley, Legislative Office Building, Room 1800 Hartford, CT 06106
NEED A P/T OR F/T LOCAL JOB?

- Check out the Republican American’s classified ads!  
  http://rep-am.com/admarket/employment/

- Check out “Voices”- A local newspaper for Greater Waterbury.  
  http://www.voicesnews.com/classifieds/employment/

JOBS BOTH CT AND NATIONWIDE?

- www.Careerjet.com is a job search engine for the United States. In one simple search, Careerjet gives job seekers access to a huge selection of jobs that are sourced from various internet sites, saving the trouble of having to visit ea

Part-Time Support Staff, All Pointe Care LLC., Cheshire, CT.  
Requirements: HDFS majors are desired but not required.  
Responsibilities: Collaborate with social workers, providers, parents and others to set specific developmental goals. Act as a role model and coach to assist in the development of social and life skills. Provide transportation to and from school, supervised visits, appointments, and other locations as needed.  
To Apply: Please e-mail a resume to: hr@allpointecare.com or fax to (203) 439-0913. For more info, visit www.allpointecare.com.

Part/Full-Time Position, Flight Plan LLC, Southbury, CT.  
To Apply: Send resume to Denise Wellspeak at: FltPlan_gis@outlook.com with desired wages and hours. For more information visit www.fltplan.com.

UPCOMING EVENTS

HDFS BROWN BAG SERIES ON PROFESSIONAL DEVELOPMENT

Thursday, March 13th 12:30pm-1:45pm, Room 324

Come learn about the HDFS concentration in Early Childhood Development & Education!

Hosted by the HDFS faculty & Sponsored by UCONN Waterbury Career Services.

Have questions? Contact:  
Dr. Russell (beth.russell@uconn.edu), Halgunseth (linda.halgunseth@uconn.edu), or Donorfio (laura.donorfio@uconn.edu).