Virtual Internship & Career Fair

MONTANA STATE UNIVERSITY BILLINGS   **CAREER & EMPLOYMENT SERVICES** MONTANA STATE UNIVERSITY BILLINGS   **CITY COLLEGE** MONTANA STATE UNIVERSITY BILLINGS

February 21st & February 22nd
12 pm to 4 pm on both days

Meeting with Employers…

Students will be able to sign up for 20 minute timeslots with a wide variety of employers eager to talk about current or future openings for full-time jobs, part-time positions, internships, and emerging opportunities in their industry. What should you do to prepare?

1) *Develop a brief introduction of yourself and your hopes for meeting with a particular employer. (Some ideas include: gather organization information, employment openings, and internship opportunities)*
2) *If seeking employment, have a resume available to email to the employer.*

General Questions:

To prepare for your time with an employer we have provided a list of related questions:

- ✓ Could you tell me about your company or organization and what type of job or internship opportunities are available?

- ✓ How did you become interested in this field?

- ✓ How did you begin your career with this employer/organization?

- ✓ Can you describe what a typical day looks like at this company?

- ✓ How do most people get into this field? What are common entry-level jobs? Are there opportunities to move up in the company from entry level?

- ✓ What steps would you recommend students take to prepare to enter this field?

- ✓ What level of education, training, or background would best prepare me for this career field and a position with your company/organization?

- ✓ What skills, abilities, and personal attributes are essential to success in this field and with your company?

- ✓ What background work experiences do you look for?

- ✓ What accomplishments tend to be valued and rewarded in this field?

- ✓ What do you particularly look for on a professional resume?

- ✓ What would be the salary range for a particular position with your company or organization?

- ✓ What advice would you give someone who is considering this type of job (field)?

- ✓ Are there any questions I may not have asked that you think is important for me to know?

- ✓ What job search platforms do you use to post your job announcements and application process?