

**INSIDE THIS ISSUE:**

Spring Career Fair to Kick off the Semester	<b>1</b>
Researching Employees...the Why's and How's	<b>2</b>
Be Successful: Some Helpful Hints for Working a Career Fair	<b>3</b>
Get up to Date on what's going on at Career Services!	<b>4</b>

## Spring Career Fair to Kick off the Semester

Saint Louis University's Spring Career Fair 2004 will take place in the Multipurpose Room of Busch Student Center on Thursday, February 5 from 2 p.m. – 6 p.m. Sponsored by Career Services, the spring fair is open to SLU students and alumni of all academic levels and disciplines. For May '04 grads hunting for a first permanent position, freshmen just beginning to explore career fields, and everyone in between, Spring Career Fair 2004 promises to offer a wealth of resources and an even greater diversity of opportunities than past events.

For the first time, this annual fair will include employers that have traditionally attended the Health Career Fair and Social Service Practicum Fair formerly offered each spring. With the goal of making the semi-annual career fairs more diverse and encompassing, Career Services hopes that this spring's fair will provide essential networking and employment opportunities for a wide variety of students in a single location. A full list of participating organizations is available on the Career Services website: [careers.slu.edu](http://careers.slu.edu).

Practicum sites hoping to recruit students from the School of Social Service will comprise a significant component of this spring's attendees. Sites registered to attend include Aid for Victims of Crime, International Institute of St. Louis, Legal Advocates for Abused Women, St. Louis Crisis Nursery, and Urban Strategies, Inc.

As in the past, a range of employers will be on hand to serve as informational contacts and recruit students of all majors for full-time, internship, and seasonal positions. Among the employers scheduled to attend are Accenture, Anheuser-Busch, Classic99, the Federal Bureau of Investigation, St. John's Mercy Medical Center, the Riverfront Times, and the U.S. Postal Service Information Technology Center.



For those students looking to further their formal education after graduation, a variety of graduate schools will also be in attendance. SLU's graduate, medical, and law schools will participate in this spring's event, along with other SLU programs. Also scheduled to attend are the Aquinas Institute for Theology, Southern Illinois University School of Law, University of

Iowa Carver College of Medicine, University of Missouri - Columbia's medical and law schools, and Webster University.

To help students prepare for the fair, Career Services counselors are available to review resumes and provide career fair tips. Call 977.2828, or stop by BSC on Tuesday, February 3 or Wednesday, February 4 between 11 a.m. – 1 p.m. Career Counselors will be at tables in the lobby areas for resume reviews or to discuss how to make the most of Spring Career Fair 2004.

- Sara Ramos  
Employment Coordinator



### COMING THIS SPRING...

**Spring Career Fair**  
Thursday, February 5  
2-6 p.m.  
Busch Student Center

**On-Campus Recruiting**  
Interviews begin  
Monday, February 9

**Education Networking Fair**  
Tuesday, February 10  
3:30-6 p.m.  
Dubourg Hall 157

**Gateway Career Service Association Career Fair**  
Wednesday, February 18  
Gateway Center  
Collinsville, IL

**Parks Career and Networking Fair**  
Tuesday, February 10  
12-3 p.m.  
McDonnell Douglas

**Backpack to Briefcase**  
Saturday, March 3  
Busch Student Center

## Researching Employers...the Why's and How's

Be prepared for the upcoming Career Fair! This doesn't just involve printing out a dozen resumes and borrowing a suit for your roommate; this means finding out who you will be meeting!

### Why Research Employers?

There are two basic reasons to research employers: 1) to aid you in your job search; and 2) to help prepare you for your interview.

Researching an employer during your job search can help you determine more about that organization and your potential place in it. Some important information to look for includes what activities are carried out by the employer, how financially stable the employer is, and what types of jobs exist with the employer. Using available resources, you can gain a better understanding of what career potential exists with a particular employer. One approach to finding a job is to use a hierarchical strategy:

1. Find industries that meet your needs.
2. Locate employers within your targeted industries.
3. Research information on executives.

Preparing for an interview is essential for success! Before meeting your potential employer it is essential to know what they do, how they do it, their financial state (if they are expanding or downsizing), expectations of potential employees in terms of skill, education, and previous experience, and what you can offer them.

### Where Do You Find Information on Employers?

The following should prove useful in your research.

- **JOBTRAK Company Profiles** - Descriptions on an organization's history, services, products, etc. can be found on the JOBTRAK Company Profile database.
- **Annual Reports** - These reports and other materials are available from an organization's public relations/information office. Most large organizations produce a report, which presents an outline of the organization's successes, growth, history, goals, and financial status.
- **Directories** - These are geographic, business, occupational, professional, industry, and financial status directories available in your library. These directories may provide information about an organization's products or services, number of employees, principal executives, and location(s).
- **Trade Associations** - These organizations produce membership directories, journals (which provide information about trends and issues in the field), and information briefs. They also hold annual conferences for your networking, information gathering, and professional development purposes.
- **Newspapers** - The business section of most papers contain numerous articles about local companies and their executives. Articles about non-profit organizations often appear in a newspaper's local interest section.
- **Fellow Professionals** - Other professionals in the field can provide "word-of-mouth" information.
- **Competitors** - Often an organization's competitors offer excellent insight about the inner workings of that organization.
- **Public Documents** - Government and quasi-government organizations have records that must be made available to the public.
- **Computer Databases** - Special sources for researching companies and organizations may be available in your library.



### Education Networking Fair

Tuesday, February 10,  
3:30-6:30 p.m.

DuBourg Hall Room 157

Please Visit our website at  
[careers.slu.edu](http://careers.slu.edu) for more information or contact  
Kevin Allan at 977-2168.



**Don't know  
what to major  
in or what to  
do with your  
major?**



**Career Services offers  
Career Decision Making  
Classes and career  
counseling that can  
point you in the right  
direction**



## **Be Successful: Some Helpful Hints for Working a Career Fair**

So you're going to a Career Fair and you think you're ready...except you've never been to a Career Fair. The professional counselors at Saint Louis University Career Services have some helpful hints that will better prepare you for what is to come...

**-Have a purpose:** Know what your objective is in attending the fair.

**-Be prepared to talk about yourself:** Plan an introduction or "commercial."

**-Dress to impress:** Make a good first impression.

*"To start your job search,  
you must take the first step."*

*—Kim Reitter  
Assistant Director  
Career Services*

**-Be tactical and plot a strategy:** Pick up a map and know where companies of interest are located.

**-Bring copies of your supporting documents:** Have plenty of resumes with you.

**-Expect to be evaluated.**

**-Be organized and take notes along the way.**

Visit [careers.slu.edu](http://careers.slu.edu) for more information.

**Saint Louis University Career Services**

Academic Resource Center  
Lindell Blvd.  
St. Louis, MO 63108

Phone: 977.2828  
Fax: 977.  
E-mail: [careers@slu.edu](mailto:careers@slu.edu)

*Still unsure about a major?  
Need one more credit to add  
to your schedule?*

*We have an answer for you:  
Career Decision Making,  
Psychology 194, offered twice  
every spring and fall.*

**Interested in  
submitting an  
article? Contact  
Michelle Putman at  
[putmanmk@slu.edu](mailto:putmanmk@slu.edu)**

**Check us out on the  
web: [careers.slu.edu](http://careers.slu.edu)**



**Parks Career & Networking Fair**

Wednesday, February 25, 12-3 p.m.  
McDonnell Douglas Hall

Saint Louis University

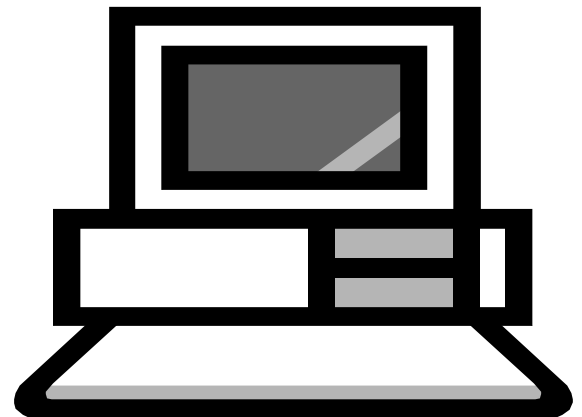
# Career Services

■■■■■■■ *your path to success*

**Get up to Date on what's going on at  
Career Services!**

**What is eRecruiting?**

Formerly called Career Connections, eRecruiting is our new online employer student database that facilitates On-Campus Recruiting, Off-Campus Recruiting, Web Resume Book, and Job/Internship Postings.



**Make a Difference at Career Services!**

Students interested in joining the Student Advisory Committee may contact Kathy Day by phone (977-2321) or by email ([dayka@slu.edu](mailto:dayka@slu.edu)) for more information. Come join our monthly meetings and get involved on campus!

**How Do I Register?**

To register and request your Username and Password, call Career Services at 314.977.2828 or email us at [careers@slu.edu](mailto:careers@slu.edu). For more information, check out the Career Services website, at [career.slu.edu](http://career.slu.edu).