

CAREER DAY: TIPS FOR A SUCCESSFUL EVENT

Do Company Research

Use the Career Day Matrix to find companies that fit your interests. Use Google, company websites, and LinkedIn to learn about companies and have a few questions prepared for each.

Make a Plan

Make a plan in advance for which companies you want to talk to, prioritize your interests, set realistic expectations for lines, and know how you will maximize your time.

TIP: Keep an open-mind and talk to different types of companies. You never know who you might connect with or what new career option you might discover.

Get Oriented

When you enter the lobby, take a moment to get a feel for Brazen. Explore your resource bar on the left-hand side, and scroll through the different company booths. If you don't know where to start, visit the Career Center help desk booth.

Use the Search Tool

Brazen has great search functionalities. Search by company, key words, position types, and more! You can get in lines directly through the search tool making maximizing your time easier.

Get In Line

Just like an in-person event, you can get in line to talk to a company. Get into multiple lines at once to maximize your time. Brazen will tell you where you are at in line and "ping" you when it's your turn so you can keep connecting with other companies while you wait. You won't be kicked out line if you get "ping'ed" while talking with another company.

Chat, Chat, Chat!

Brazen starts with 8 minute conversations with employers, with the option for employers to extend the time. Put yourself out there, chat with as many employers as possible, and make connections.

Plan to Video Chat

Your interaction with a company will start as a text chat but employers do have the ability to request to video chat. Be ready to switch to video chat. If you don't have a camera or are having technical issues, let the employer know as phone chat is also an option.

Prepare Your 30 Second Commercial

Be ready to present your 30-second introduction to employers, either in writing or through video chat. Your 30-second commercial should include your name, major, what makes you unique as a candidate, and why you are interested in the company.

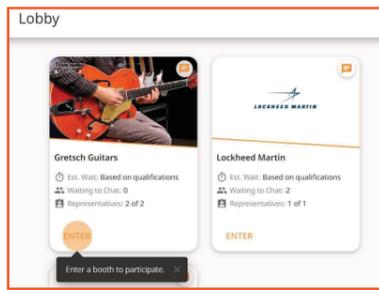
Take Notes

If you talk to multiple companies and it might be hard to keep track of it all. Keep a pen and paper nearby to take notes or utilize the notes section on Brazen that shows up after each company chat.

Know Your Limits

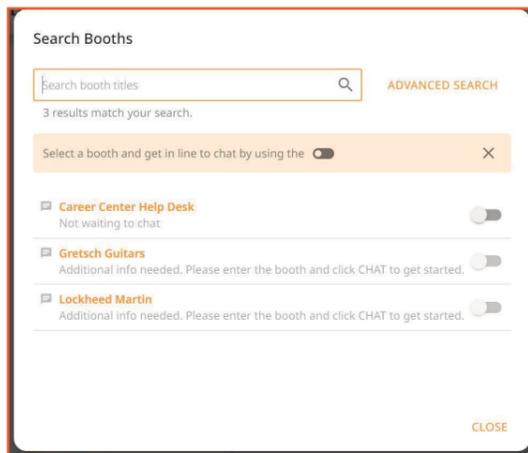
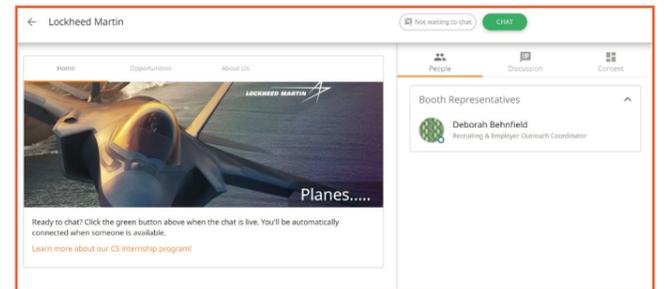
Listen to mind and body and know when it's time to take a break. Have a snack, take a walk, or simply switch your status to "unavailable to chat" for a few minutes. Staying logged into the event but marking yourself as unavailable will not lose your place in line.

TIP: Giving yourself a moment to re-energize will help you perform better when talking to companies.



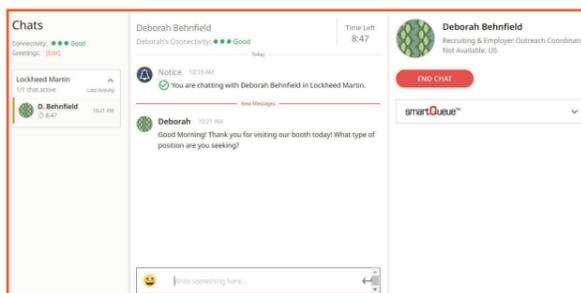
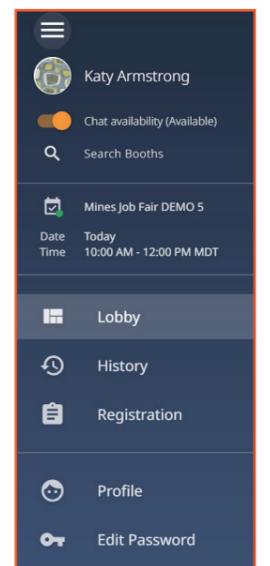
When you enter the lobby, you'll see all the company booths.

You can enter a booth to view company information and when you are ready request to chat. It's important to remember that entering a booth does not automatically put you in line to chat.



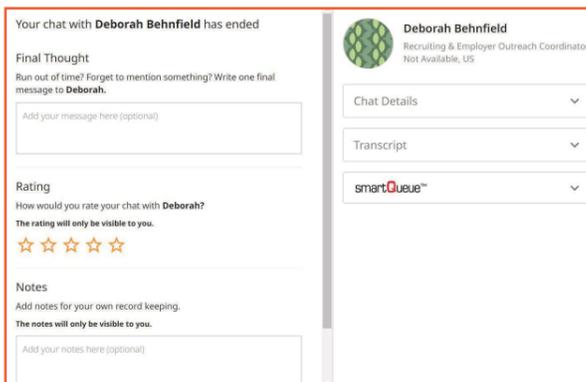
Use the search tool in your resource bar on the left-hand side of to search for booths. You can use company names and key words or maximize your search with the Advanced Search function. Request to chat with companies directly from the search booth area.

Use the navigation toolbar on the left-hand side to help you through the event. Adjust your chat availability to take breaks without losing your place in line.



All chats with companies start as text chats. TIP: Have your 30 second introduction ready in a written format so you can easily send it to the employer to start the conversation.

Be prepared to video or chat by phone with employers. If you are having technical issues, use the text chat to let the employer know.



After you've finished talking with an employer, use the Notes section to put key points from the conversation that you can follow-up on in your thank you email. You can also leave a Final Thought that will be shared directly to the employer to wrap up your conversation.

For additional questions, contact the Career Center at careercenter@mines.edu or (303) 273-3233.