

CAREER FAIR STUDENT HOST GUIDE

Instructions and guidance for Student Hosts

****WHAT IS A STUDENT HOST, AND WHY SHOULD I VOLUNTEER TO BE ONE?***

AE student hosts are ambassadors who support the Career Fair employers by helping them navigate through the AE Career & Internship Fair. This valuable opportunity benefits AE students by providing experience interacting and communicating with industry representatives (often AE alumni), making networking contacts, and generating a relationship with a potential employer.

Student hosts will choose an employer to be paired with during the Fair and become the company's liaison. AE student hosts are responsible for answering employer questions about Penn State, the AE program, and the AE Career & Internship Fair. They also assist employers with their Career Fair booth set-up. Student hosts are encouraged to accompany their host firm's representatives to the Career Fair Kickoff Social the evening before the Fair.

HOW TO BECOME A STUDENT HOST

1. CHOOSE YOUR EMPLOYER

Choose the firm you wish to host by signing up on the link provided by AE faculty or Brenda Colby through email.

2. RETRIEVE AND REVIEW YOUR EMPLOYER'S CONTACT INFORMATION

After you've claimed an employer, you will receive an email with your employer's contact information within one day. Included in the email will be the contact person's name, email address, direct phone number, and main organization phone number.

3. CONTACT YOUR CHOSEN FIRM IMMEDIATELY

It's your responsibility to reach out to your employer and introduce yourself as soon as possible. We suggest you make the initial contact by phone as this is the most professional and effective method.

- *Please note:* the initial contact person may not be attending the Career & Internship Fair, but will direct you to the correct company representative. It's possible you may have to contact several people at the firm. Be prepared to repeat information and double-check all details and arrangements.

4. IF YOU HAVE DIFFICULTY CONNECTING WITH YOUR COMPANY OR COMPANY REPRESENTATIVE

This isn't unusual; representatives have busy schedules and spend a lot of time out of the office. **ALWAYS** leave a message when you call. Clearly identify yourself and the purpose of your call. *Speak slowly and repeat important information, such as your name and phone number.* In your message, include the following:

- a. Your name (spell your name if it's unusual or hard to pronounce)
- b. A phone number where you can be reached during regular business hours (keep in mind your company may be in a different time zone)
- c. A brief sentence why you are calling (For example, "I'm your Penn State student host for the AE Career & Internship Fair in September, and I'm call to introduce myself.")
- d. Repeat your name and phone number

After several unsuccessful attempts to make contact by phone, it's acceptable to send an email to your company representative. If your company is not returning your phone calls or emails after one week, contact Brenda Colby at BLL36@psu.edu for assistance.

STUDENT HOST DUTIES

- **BE PREPARED TO ANSWER QUESTIONS ABOUT THE AE DEPARTMENT, THE AE CAREER & INTERNSHIP FAIR, AND PENN STATE UNIVERSITY**
 - It may be helpful to review the AE program website and be able to discuss things related to the major, discipline options, curriculum, student organizations, etc. In addition, spend some time browsing the AE Career & Internship Fair website to familiarize yourself with the information it contains: [Penn State Engineering: Architectural Engineering | Career Fair \(psu.edu\)](https://psu.edu).
 - If your firm asks you a question you can't answer, contact Brenda Colby (BLL36@psu.edu) for assistance.
- **ATTEND THE AE CAREER & INTERNSHIP FAIR KICKOFF SOCIAL WITH YOUR GUEST COMPANY on Monday, September 19 from 7:00PM – 9:00PM at Robb Hall in the Hintz Family Alumni Center**
 - Light refreshments and drinks will be served. Introduce your company representatives to other students attending the Social. Suggest your guest representatives take a “Farewell Engineering Units” tour or check-out the undergraduate student research posters.
- **ASSIST YOUR FIRM WITH THEIR BOOTH SET-UP THE MORNING OF THE AE CAREER & INTERNSHIP FAIR on Tuesday, September 20, 2022 at the Bryce Jordan Center**
 - Companies may begin setting up at the Bryce Jordan Center at 8:30AM. You can meet your company representatives at this time, help them unload their vehicle(s) and set up their booth.
 - On the morning of the Fair, company representatives can pull up to the unloading area at the Bryce Jordan Center and drop off their displays. They must park elsewhere at the Bryce Jordan Center after their initial drop off. Parking permits are *not* required as long as the companies use the designated parking lots (a parking map is included in the Employer Folder placed at each booth).
 - Although your primary responsibility is to the company you are hosting, please offer your help if you see that another company needs some assistance. Companies remember students who take initiative and put forth an extra effort.
- **POINT OUT THE EMPLOYER FOLDER TO YOUR FIRM'S REPS LOCATED ON THE TABLE IN THEIR BOOTH**
 - This folder is FULL of important information related to the Fair and the AE Department including representative name tags, WiFi instructions, Career & Internship Fair ribbons, a parking map, AE student organization flyers, return shipping instructions, AE new building information, and much more!

Note: it is not the responsibility of the student host to make travel or hotel arrangements for the company.

The companies receive hotel information from the AE office and the information can be found on the Career Fair website. If your company has any questions about travel, refer them to Brenda Colby (BLL36@psu.edu) in the AE office.