The Job & Internship Search

**SICE Careers**

The SICE Careers database should be your first place to search for internships and full-time positions. Employers who list jobs through this database have specifically expressed interest in SICE students. You can apply for as many positions as you like within SICE Careers. For more information about how to utilize the SICE Careers database, go back to page four.

**The Career Fair**

Attending Career Fairs give you the opportunity to have face-to-face interactions with employers from around the country. Please see the next page for information about Career Fairs.

**Recruiting Outside of the Career Fair**

Keep in mind that not all companies choose to recruit solely at campus career fairs. Throughout the semester, some companies will choose to host information sessions, tech talks, lobby tables, class visits, or student organization events in addition to or instead of attending the Career Fair. If a company you are interested in is participating in any of these on-campus sessions, you should plan to attend.

Additionally, both large and small companies are finding candidates through other means such as LinkedIn, social media, hackathons and case competitions, and virtual career fairs. If a company you are interested in is not attending the Career Fair, contact Career Services! We can help you develop a plan for reaching out to that company and learn more about their job and internship opportunities!

**Additional Resources**

Outside of the SICE Careers database, we recommend looking for postings through LinkedIn, Glassdoor, and Indeed; however, note that postings through these organizations are open to the public and therefore are likely to have a large amount of applicants. Due to this large applicant pool, you will most likely submit many more applications than you will receive calls for interviews.

If you are searching for local opportunities in Bloomington, visit the Bloomington Tech Partnership at bloomingtontech.com. There are more than 30 tech companies based in Bloomington from small start-ups to large companies. Start with the Partnership’s Jobs page, but you can also use the site as a resource to research and network with local companies.

Likewise, if you are searching for jobs or internships in Indiana, visit Techpoint, a partner organization that promotes opportunities throughout the state’s growing tech community. At www.techpoint.org, you can find more information about their talent programs including Xtern, Xtern Bootcamp, Indy Tech Fellowship for recent grads, and their jobs board.

If you are using tailored application materials and still not receiving calls, please meet with an SICE Careers advisor to discuss job search strategies.
Career Fair

Career fairs are a great way to connect with potential employers. The School of Informatics, Computing, and Engineering hosts two career fairs each academic year—one during the fall semester and one during the spring semester. By attending the career fair, you can learn more about specific companies and organizations, investigate open positions and career possibilities, and discover the skills and qualifications you need to develop to become a more competitive candidate in the future.

What to Expect:

- Most career fairs are held in one large room with rows of tables that are staffed by representatives from participating organizations and decorated with table displays and company swag.
- Student registration tables are usually located at the entrance to the career fair. You will be asked to wear a name badge to identify yourself, and there is typically a coat room for you to stow your belongings.
- Lists of attending organizations and maps identifying their locations may also be available.
- Be prepared to wait in line at check-in, and have your student ID or ID number at hand.
- Depending on the time of day, the career fair is likely to be noisy and crowded. If you lose focus easily, try to attend midday when traffic has slowed.

How to Prepare:

- **Research**: Review the list of organizations that will be attending the fair. This information is available in SICE Careers. Research the employers that are of interest to you by visiting their websites. Come prepared with questions to ask the representatives.
- **Strategize**: Prepare a strategy for working the fair. Prioritize employers with whom you would like to speak, identify the information that you would like to get from them, and specify the goals you hope to achieve by attending the fair. Don’t speak with your favorite employers first—take time to get used to navigating the fair before you talk with them.
- **Resumes**: Print an adequate supply of resumes on quality resume paper. Bring at least 15 copies.
- **Attire**: Plan to dress in professional business attire—a full suit or suit alternative. Jeans, sweatpants, leggings, tennis shoes, flip flops, and other casual attire are not appropriate and will not be allowed. The Career Services office has a small inventory of professional business attire. Contact Career Services to access the professional clothes closet and borrow clothing.
- **Practice**: Practice answering some general interview questions and prepare questions that you would like to ask the employers based on your research and your current career goals.

At the Fair:

- Employers respond positively to a direct approach: make eye contact, offer a firm handshake, and tell them what you are looking for, including any possible interest areas.
- Prioritize your time to meet with all of the employers on your list. Be sure to give your resume to each employer, but don’t get frustrated if you are directed to apply on the company website. This is becoming standard procedure in hiring practices.
- If you are interested in interviewing with an employer, ask if they are conducting next-day interviews or will be participating in on-campus interviews during the fall or spring.
- Know your schedule for the next day in case the employer asks you to participate in next-day interviews.
- Write down information on the back of business cards to reference in your thank you notes to employers. Don’t be shy about asking for a business card—employers will not necessarily volunteer to give them out.
Questions to Ask:

You will have a brief amount of time to ask the representatives questions about the position. Be sure to introduce yourself before jumping into your questions and thank them at the end of the conversation. Do not ask questions that could be easily answered by the company’s website.

Sample questions include:

- (After you describe your academic and work experience) What are typical entry-level positions for someone with my major, skills, and experience?
- What type of previous work experience do you look for in candidates?
- Do you have a formal internship program?
- What skills do you look for in candidates?
- What is the best way to apply to your organization, and how long does the hiring process usually take?
- Will you be on campus to interview?
- What qualities do you think make your company stand out from the competition?

Questions You May Be Asked:

Be sure to prepare responses to typical interview questions:

- What kind of position are you looking for?
- Why are you interested in working in the field you described?
- Why are you interested in this company?

After the Fair:

- Be sure to apply for open positions via SICE Careers or the employer’s website. Handing out your resume at the career fair is NOT an application. If employers are holding on-campus interviews during the semester, applying through SICE Careers is the first step in the interview process. You must remember to apply by the resume submission deadline. Some deadlines will be the day of the fair.
- Write a thank you note/email and send it the next day to the address on the employer’s card. Be sure to thank the employer for his or her time and restate your interest in and qualifications for the position.
- Connect with the employer on LinkedIn and send a message to thank them.
- If the employer indicated that they would be hosting next-day interviews, make sure you have your phone with you that evening or the next day, and check your voicemail promptly. Return all calls immediately.
- Follow up! Within one week of the fair, make contact with the representatives you spoke to, unless you have already discussed an alternative arrangement, like an interview. Employers may leave the fair with hundreds of resumes, and fewer than 5% of students follow up after the fair. This simple step can give you a significant advantage.