

# RIT JOB ZONE CAREER FAIR GUIDE

RIT Job Zone is the web-based system used by RIT's Office of Cooperative Education and Career Services that includes many great features like the ability to search for job opportunities. It also has capabilities related to career fairs. This guide will help you navigate through the information about upcoming fairs in RIT Job Zone.

Once you **login to RIT Job Zone** you will have the ability to see what fairs are scheduled, access lists of participating employers and their company profiles, sort by major through job descriptions and also see what programming is set up around a career fair.

## Finding the List of Companies

Click on **'Events'** on the navigation bar to see all upcoming events like career fairs and information sessions (employer presentations) and workshops.

Click on **the name of the fair** you are interested in, it will take you to a page with a **list of companies** participating in the fair.

The screenshot shows the RIT Job Zone interface. The navigation bar includes Home, Profile, Documents, Jobs, Employers, Interviews, Professional Network, Events, and Calendar. The 'Events' tab is selected. Below the navigation bar, there is a search bar and a 'Log Out' button. The main content area is titled 'events' and has a sub-tab for 'Career Fairs'. A table lists three career fairs:

Fair	Days	Participants	Virtual Career Fair	RSVP
<a href="#">Accounting Career Fair 2010</a>	October 1st 2010	12		
<a href="#">Fall Career Fair 2010</a>	Student Affinity Group Reception Fall Career Fair 2010 Fall Interview Day 2010	202		
<a href="#">NTID Job Fair 2010</a>	Morning Workshop for Employers NTID Annual Job Fair	34		

Select a **company name** and you will get a company overview, link to their site, etc. Use the Advanced Search to narrow your results by job type, major, work authorization.

The screenshot shows the RIT Job Zone interface for the 'Fall Career Fair 2010'. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Fall Career Fair 2010' and has a sub-tab for 'Participants'. Below the sub-tab, there is a search bar and a 'Log Out' button. A table lists participating companies:

Organization Name	Majors Recruited	Work Authorization Desired	Position Types	Start Date	Days Attending
<a href="#">Accellent Inc</a>	Engineering/Eng Tech-Mechanical, Engineering/Eng Tech-Ind/Manuf	US Citizen, US Permanent Resident	Full Time	Fall, Winter, Spring, Summer	Student Affinity Group Reception Fall Career Fair 2010
<a href="#">Advance Testing Company, Inc.</a>	ITFM Mechanical EngrTech, ITPM Mechanical Engineering Technology, ITFC Civil Engineering Tech, IEME Environmental Mgmt & Tech, IEMG Environmental Management and Technology, SBIV Environmental Science	US Citizen, US Permanent Resident	Co-op	Fall, Winter, Spring, Summer	Fall Career Fair 2010 Fall Interview Day 2010

## Finding Job Descriptions

Some companies have submitted job description prior to their participation at the fair. Select 'Jobs' then RIT Job Zone Jobs from the pull down, off the toolbar in Job Zone. Search using key word 'career fair' (and any other additional criteria like job type).

The screenshot shows a web application interface for finding job descriptions. At the top, there is a navigation bar with tabs: Home, Profile, Documents, Jobs, Employers, Interviews, Professional Network, Events, and Calendar. Below this is a search bar and a toolbar with icons for Help, Print, and Log Out. The main content area is titled 'job postings' and has a sub-navigation bar with tabs: Jobs, Favorites, Advanced Search, Search Agents, Applications, and Archived Jobs. The 'Jobs' tab is selected. Below the navigation bar, there are search filters: 'Show Me:' with a dropdown menu set to 'All Jobs & Interviews', 'Keywords' with a text input field containing 'career fair', 'Majors/Concentrations' with a dropdown menu, and 'Position Type' with a dropdown menu. Below the filters, there are buttons for 'More Options', 'Search', and 'Clear', and a result count of '175 results'. The search results are displayed in a list format, with the first two results shown. The first result is '101 Career Fair FT Management Training Program' by L'Oreal USA Inc. The second result is '102 Career Fair CO-OP Information Security Co-op' by The United Illuminating Company. Each result includes a brief description, application deadline, posted date, employer name, position type, and location.

Home > Jobs

Search

Home > Jobs

job postings

Jobs Favorites Advanced Search Search Agents Applications Archived Jobs

Show Me: All Jobs & Interviews Keywords "career fair" (searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options.

Majors/Concentrations Position Type

More Options Search Clear 175 results Items 1-20 of 175 (Results as of: Thursday, September 23, 2010 | 2:40 pm)

View Printable Job List (0 items selected) SORT BY: Date Posted SHOW 20 per page Page 1

- 101 Career Fair FT Management Training Program  
Apply  
If you are about to graduate with a degree in Packaging and are interested in a career in Consumer Product Development and Manufacturing, you may be eligible for L'Oreal USA's Management Development Program- Operational Product ... [More](#)  
Application Deadline: Sep 30, 2010 Posted: Sep 23, 2010  
EMPLOYER [L'Oreal USA Inc](#) POSITION TYPE Full Time  
LOCATION Clark, New Jersey ID 654744631
- 102 Career Fair CO-OP Information Security Co-op  
Apply  
This is an exciting opportunity to receive hands on experience in the area of Information Security. You will be helping with and have responsibility for various Information Security initiatives around device configuration and policy enforcement. ... [More](#)  
Application Deadline: Sep 30, 2010 Posted: Sep 23, 2010  
EMPLOYER [The United Illuminating Company](#) POSITION TYPE Co-op  
LOCATION New Haven, Connecticut ID 654744636

**By reviewing the job descriptions (with a link to the employer's profile and site).** You will definitely have the edge of over your competition, and make the most of your time with a recruiter, because you were able to target employers who are seeking candidates with your qualifications.

Helpful tip: many companies provide a link to their web site because they want candidates to submit a resume even before they speak with you at the fair.

## Career Fair Programming: Workshops and Employer Information Sessions

Our major career fairs often have programming scheduled just before the fair that will help you prepare for it. Workshops are designed to get you ready for a career fair—they often include panels of employers with advice, resume reviews, mock interviews and workshops developed to teach you how to make the most of a career fair. Employer information sessions give you the opportunity to learn about a company, what they are looking for in a candidate and meet representatives.

### Workshops

Click on the ‘Workshops’ tab on the Events page to see what is scheduled, when and where. Select the name of a workshop for more details. You have an RSVP option which reserves a space for you.

### Employer Information Sessions

On the Events page, click on the ‘Information Sessions’ tab to see all the presentations employers have set up for you: These sessions are open to everyone – but especially important for students who plan to meet them at the fair. You also have an RSVP option which reserves a space for you.

The screenshot shows the RIT Events page with the 'Workshops' tab selected. The page includes a navigation menu, search filters, and a table of workshop events. The 'RSVP' button in the table is circled.

Name	Session Start	Session End	Location	RSVP
<a href="#">Career Fair Workshop Series-Career Fair? Been There, Done That!</a>	Sep 23, 2010 5:30 pm	Sep 23, 2010 6:30 pm	Bausch & Lomb Center, Room A-190	RSVP
<a href="#">Career Fair Workshop Series-Walk-in Resume Reviews</a>	Sep 24, 2010 8:30 am	Sep 24, 2010 4:30 pm	Bausch & Lomb Center	RSVP
<a href="#">Career Fair Workshop Series-Walk-in Resume Reviews</a>	Sep 27, 2010 8:30 am	Sep 27, 2010 4:30 pm	Bausch & Lomb Center	RSVP
<a href="#">Career Fair Workshop Series-Career Fair Prep U</a>	Sep 27, 2010 12:00 pm	Sep 27, 2010 4:00 pm	SAU, Fireside Lounge	RSVP

## Summary

Take advantage of all the RIT Job Zone features related to career fairs. If you have any questions, please contact your program coordinator in the Office of Cooperative Education and Career Services – we are always happy to assist you!

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