

Sign-in:



Scan me

Enter Access
Code: **csun**



Welcome to the Career Services Workshop Check-in!

Please enter your Cal Maritime email in the box below then press enter or submit.



CAREER FAIR PREP



SPRING CAREER FAIR



- Meet 100+ offshore and shoreside employers
- Job and internship opportunities
- Info sessions and on-campus interviews

FEBRUARY, 25 2025



PHYSICAL EDUCATION
& AQUATICS CENTER



GENERAL ADMISSION
0900-1400



SENIOR EARLY ENTRY
0830

Please contact careerdevelopment@csum.edu
five business days prior to an event if you are in
need of reasonable accommodations.

Attend the Career Fair

- Don't miss the opportunity to network and land your next job!
- Many students find their internships and job by attending the Career Fair
- Consider all options, don't limit your opportunities!

[Spring 2025 List of Companies](#)

CAREER HUB

Cal Maritime's online portal to jobs, internships,
events, networking and alumni connections.



WHAT YOU CAN DO

- Find and apply for jobs
- Conduct company research
- Sign up for career and company events
- Connect with an alumni mentor



WEB ACCESS

- Select *CareerHUB* from the student menu at csum.edu/career-center



MOBILE ACCESS

- Download *Symplicity Jobs & Careers* from your play store
- Select *California State University Maritime Academy*



CareerHUB

1. Access the Intranet Page and select CareerHUB

The screenshot shows the 'INTRANET LINKS' menu on the left side of a website. The 'CareerHUB' link is circled in red. Below the menu, a red arrow points from the 'CareerHUB' link to the 'Job and Internship Search' page.

The screenshot shows the top header of the CareerHUB page. On the left is the 'CAL MARITIME CAREER HUB' logo. On the right, a yellow box contains the text: '3. Sign In with your Single Sign On Credentials to access CareerHUB'. A red arrow points from this box to the sign-in options below.

The screenshot shows the 'Sign In' page with the heading 'Please select a sign in method'. Two options are listed: 'Current Students: Single Sign On' (circled in red) and 'Alumni And Others: Username'. A red arrow points from the highlighted option to the 'CAREERHUB LOGIN' button on the next page.

The screenshot shows the 'CAREER SERVICES' navigation menu. The 'Job Board' link is highlighted in bold. A red arrow points from this link to the 'CAREERHUB LOGIN' button on the next page.

Job and Internship Search

Career Services offers tools, resources, and advising that can help students and alumni develop a search strategy that positions them for the career opportunities they want.

The screenshot shows the 'CareerHUB' login page. The 'CAREERHUB LOGIN' button is circled in red. Below the button, there is a link to a guide: 'How to Find and Apply for Jobs in CareerHUB'. A red arrow points from the highlighted button to the sign-in page above.

2. Under Job and Internships, click on the CAREERHUB Login

Cal Maritime's CareerHUB is the Student and Alumni portal to jobs and internships, event sign-ups, company research, recruitment opportunities, articles, alumni mentors, and more!

The screenshot shows the CareerHUB job search interface. At the top, there is a search bar and navigation links for Jobs, Events, Employers, and Resources. Below the search bar, there are tabs for Search, Saved, My Job Applications, and Expired Jobs. The main search area includes fields for Keywords and Location (set to 25mi), and a Search button. Below the search area, there are filters for All Job Listings, Position Type, Industry, Job Function, Remote/On-Site, and More Filters. A 'Create Job Alert' button is also present. The job results list shows three jobs: Information Security Risk Auditor - Remote (UnitedHealth Group), Sr. Software Engineer I (UnitedHealth Group), and Development Assistant (International Refugee Assistance Project). The selected job, Information Security Risk Auditor - Remote, is shown in detail, including the company name, location (Eden Prairie, MN), and job type (Full Time, Temporary/Seasonal). A large blue banner for UnitedHealth Group is displayed below the job details, with the text 'Caring. Connecting. Growing together.™' and logos for UnitedHealth Group, Optum, and UnitedHealthcare.

The screenshot shows the CareerHUB dashboard. At the top, there is a search bar and navigation links for Jobs, Events, Employers, and Resources. Below the search bar, there are five main action cards: Job Search, Career Explorer, Career Finder, Public Profile, and Add a Resume. Below these cards, there is a section for 'Update your Career Interests' with a button to 'Update Career Interests' and a link to 'Remind Me Later'. The 'Upcoming Events' section features four event cards: Career Services Tabling, CareerHUB Demo - September 13, Resume Development Workshop, and another Resume Development Workshop. Below the events, there is a section for 'People in your major are interested in' with four company cards: International Refugee Assistance Project, City Experiences, PricewaterhouseCoopers, and UnitedHealth Group.



Purpose of the Career Fair

- An Opportunity for you to...
- Meet company representatives
- Strength networking skills
- Build and maintain connections for the future
- Learn about career pathways you didn't know existed

What is the Career Fair Like?

- A central location for recruiters to consider students & alumni for internship, jobs, & career positions
- Five hour event that takes place in the PEAC
- Rows of company tables with recruiter who provide information and handouts
- It can get BUSY and CROWDED (Can be overwhelming)

Career Fair Goals

- To find jobs and internships
- Network with employers: The career fair is a place to make connections, access in depth information about companies/organizations
- Collect job descriptions, learn more about what employers are looking for and what they offer
- Not looking for a Job or internship yet?
- Find out what a career fair is all about
- Practice your elevator pitch and networking skills

Who are the Representatives?

Representatives of a company/organization who:

- May be in technical or no-technical role (HR/Talent acquisition)
- Supervisors or hiring managers who do mini-interviews on the spot
- May not have hiring authority or be able to answer all of your questions, please be patient!
- Have only limited time to talk to you, so come prepared!
- Can be a Cal Maritime Alumni





Before the fair...

Step 1: Research

Research Companies

•On the [Career Services Events Page](#), view Employers attending (*email will also be sent out*)

Cal Maritime



Career Services



[Career Services Events](#)

•Identify companies of interest:

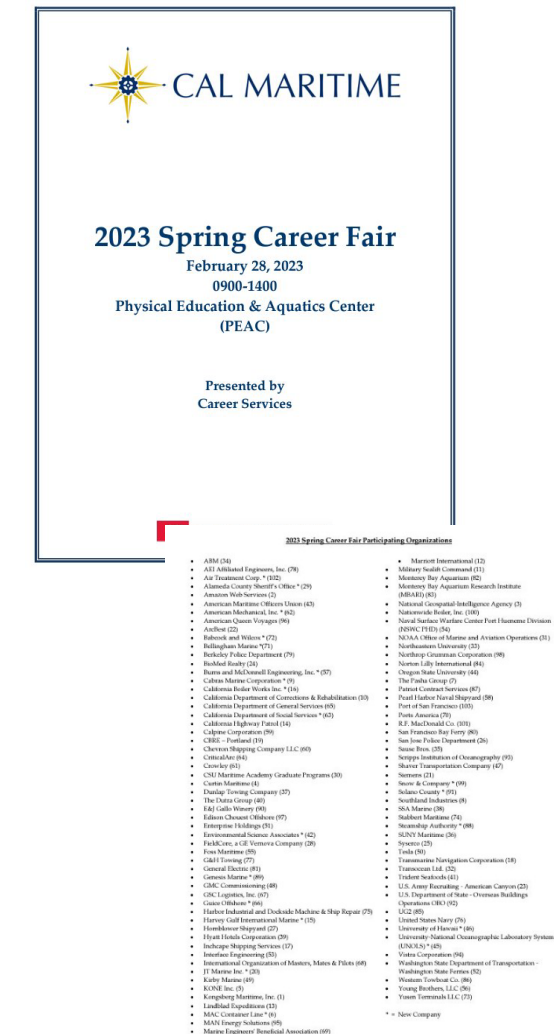
•Consider all options, not just large companies!

•The Career Fair Program will indicate majors each company is looking to hire

•Familiarize yourself with what they do!

•They may ask, “What do you know about us?”

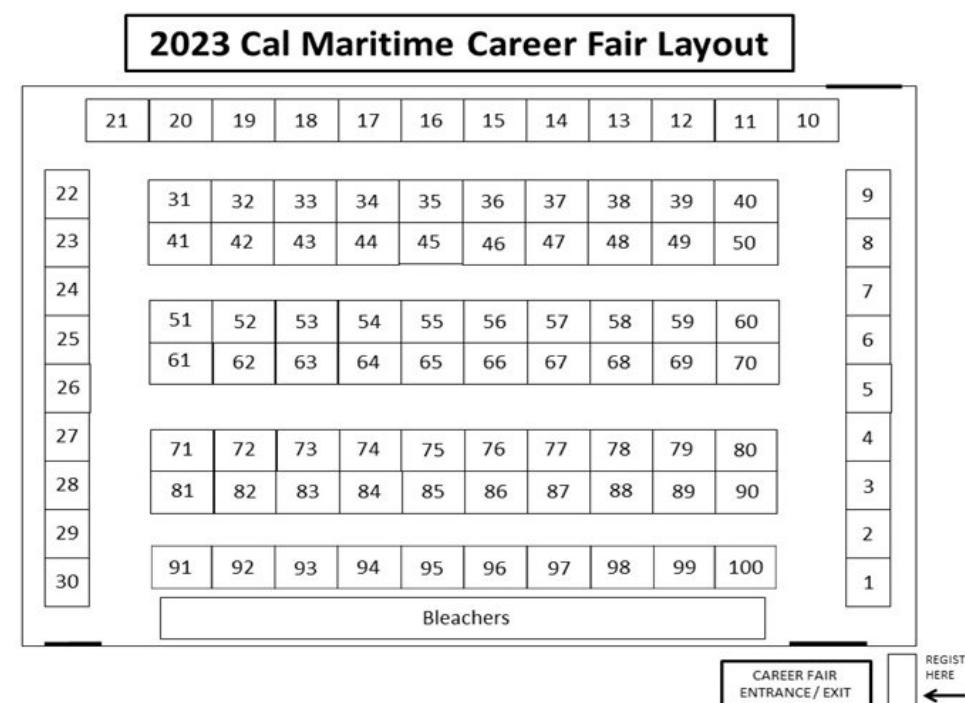
•Check out their company website and search online for recent news articles and other relevant information.



Research Companies (continued)

Tips:

- Bookmark employers you are interested in and make a priority list of companies you plan to visit
 - Review the Career Fair Program to learn more about each company, look them up on social media, and review their website!
 - Jot down your research notes for each company your interested in
- If time does not allow for you to speak with a company, grab a business card and connect with them on LinkedIn
- If the company you would like to speak to has a long line, check out other companies that are open to connect



Research Companies (continued)

- LinkedIn <https://www.linkedin.com/>
 - Company LinkedIn page includes company current events, job postings, and current people
- Company Websites
 - Company websites include their mission, vision, and what they do
 - Also includes current career opportunities
- CareerHUB
 - Search Employers and Job Postings

Step 2: Prepare Resume

Tailor your resume to the position you are seeking!

- Your resume should highlight the skills and experiences you have to offer that aligns with the position you are seeking
- Use specific vocabulary and language that aligns with the Industry and Company you seek to work for
- Look at job boards on company websites

For Resume help, utilize your resources:

- Make an appointment with a Career Services on Navigate
- Make an appointment with a Tutor on Navigate, for grammatical support



Step 3: Prepare Your Pitch



- Employers you meet with want to learn more about you! Develop an “elevator pitch” about yourself, that includes a short overview about your background, education, and career goals.
- You have 30 seconds to make an Impression!
- Your Pitch should include the following
 - Who am I?** Name, Class/Year, Major
 - What am I seeking?** Work opportunities, Information about an industry
 - What can I offer?** Relevant experience, Skills, Achievements
 - What is my objective?** Opportunities, New Connection
 - End with a question**

Outline Your Pitch



- 1. Who am I:**
 - Begin with your name, year in school, and major. List anything unique about your course of study
- 2. What am I seeking?**
 - Mention why you are interested in the company and/or how your skills/experiences align with their needs. (Be specific if you are interested in an internship, full time position, or information about the company)
- 3. What can I offer:**
 - Include your accomplishments/skills most relevant to the company or position. (Projects, class, internships, research, leadership, and activities)
- 4. What I hope happens in the future...**
 - Can indicate areas of growth and how that aligns with your professional goals. Can end with a question to invite the listener to join in the conversation.

Sample Format



Hello, my name is_____. I am a_____ studying_____. I am looking to/I am interested in_____. I recently worked on a project that_____. I am interested in learning about_____. Can you tell me more about_____.

Elevator Pitch Tips



- Don't forget to provide a handshake to the person/people you are speaking with
- Remember to maintain eye contact throughout your conversation with the recruiter.
- Remember to smile during your conversation with a recruiter.
Smile = Energy
- Posture: Stand up straight and tall to demonstrate confidence, avoid slouching.
- Rehearse our elevator pitch: Use a professional tone, maintain a good pace, and be clear when speaking

Activity



- 1. Craft your elevator pitch (2-3) tailored to one of the companies you selected. (5-7 minutes)**
- 2. Breakout Practice: (5 minutes each round)**
 - **3 Rounds**
 - **Partner up, Provide Elevator Pitch, Give Feedback with Rubric**
 - **2-3 Elevator Pitch Share out to whole group**

Group Feedback and Discussion

- **Which one did you feel was your best?**
- **Did anyone notice a strength of someone else?**
- **What is something you think that you actually need to work on?**





During the fair...

What to Wear

Look Your Best!

For Corp of Cadets:

1. Uniforms:

- 2nd year through Senior cadets are required the Salt & Pepper uniform or may opt to wear professional business attire.
- 1st year cadets are required to wear Khaki uniform..
- **BE ADVISED:** It is highly encouraged for cadets meeting with maritime employers and shoreside employers to wear the appropriate uniform. Many employers, both offshore and shoreside have given feedback that cadets who wear the uniform stand out and are considered favorably.
- **Important:** Under no circumstances may cadets attend the fair in coveralls, overalls, two-piece blues, or similar attire. Violating this directive will result in denial of entry to the Career Fair and immediate demerits.

2. Business Attire

- For those 2nd year-Senior cadets meeting employers where a uniform is not necessary or expected, you may opt not to wear the uniform. Instead, professional business attire must be worn. This includes tailored pants or knee-length skirts, button-up shirts or blouses, blazers, suits, ties, and professional footwear.

For Traditional Students:

1. Business Attire

- Tailored pants or knee length skirt, button-up shirt or blouse, blazer, suit, tie, and professional footwear
- **If you do not have business attire, please visit the Inclusion Center**
- Avoid: jeans, shorts, t-shirts, polos, sweatshirts, sandals, strong-smelling cologne/perfume
- Don't worry about over dressing, consider this an interview and dress accordingly

2. Dress Code- Standard Cal Maritime Dress Code consists of:

- Official Cal Maritime polo, Cal Maritime fleece or jacket, appropriate pants or skirt, footwear is at your discretion
- No jeans, shorts, t-shirts, sweatshirts, athletic wear

BACKPACKS ARE NOT ADVISED



Corps of Cadets 2nd Year through Seniors

Corps of Cadets 1st Year

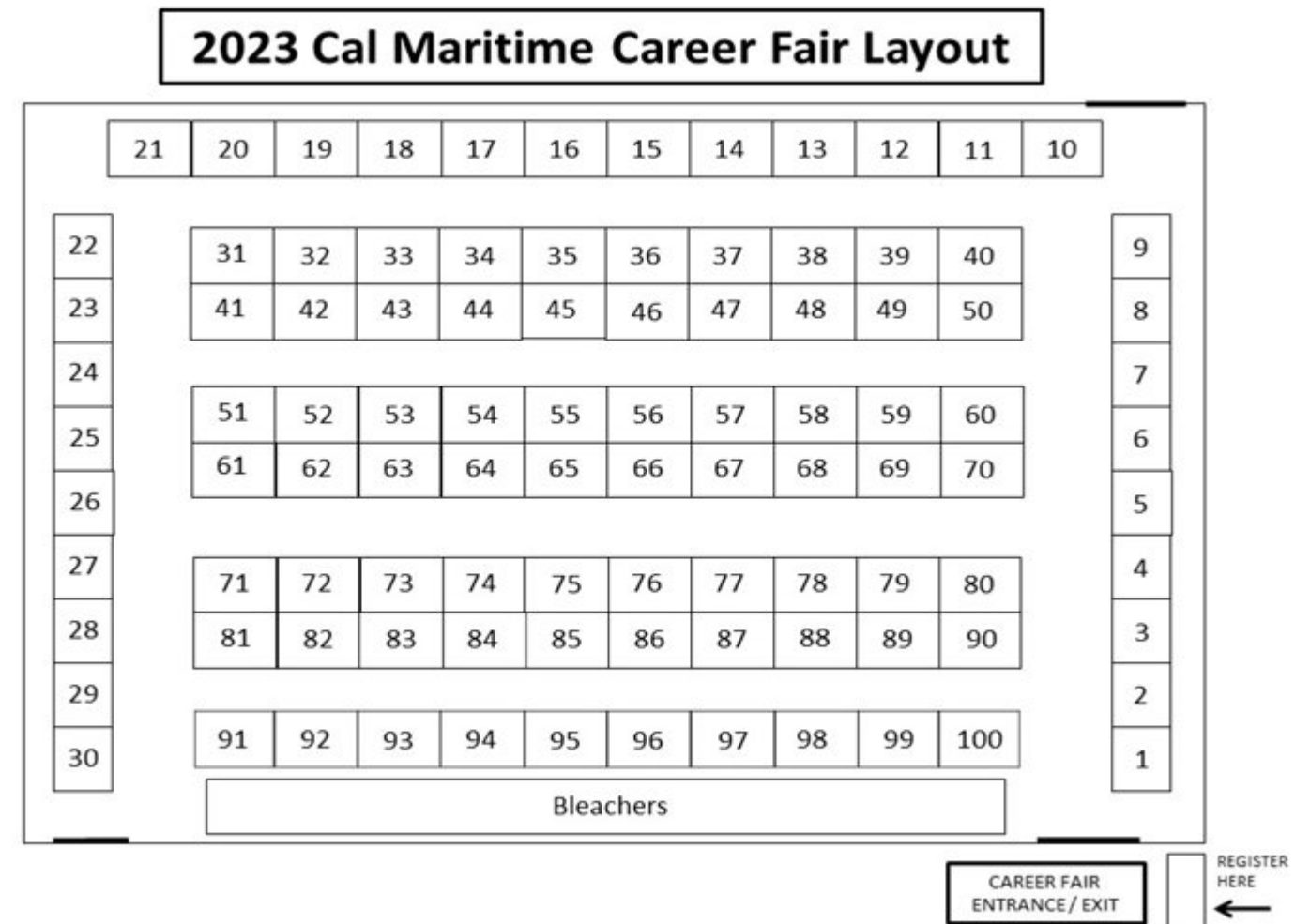
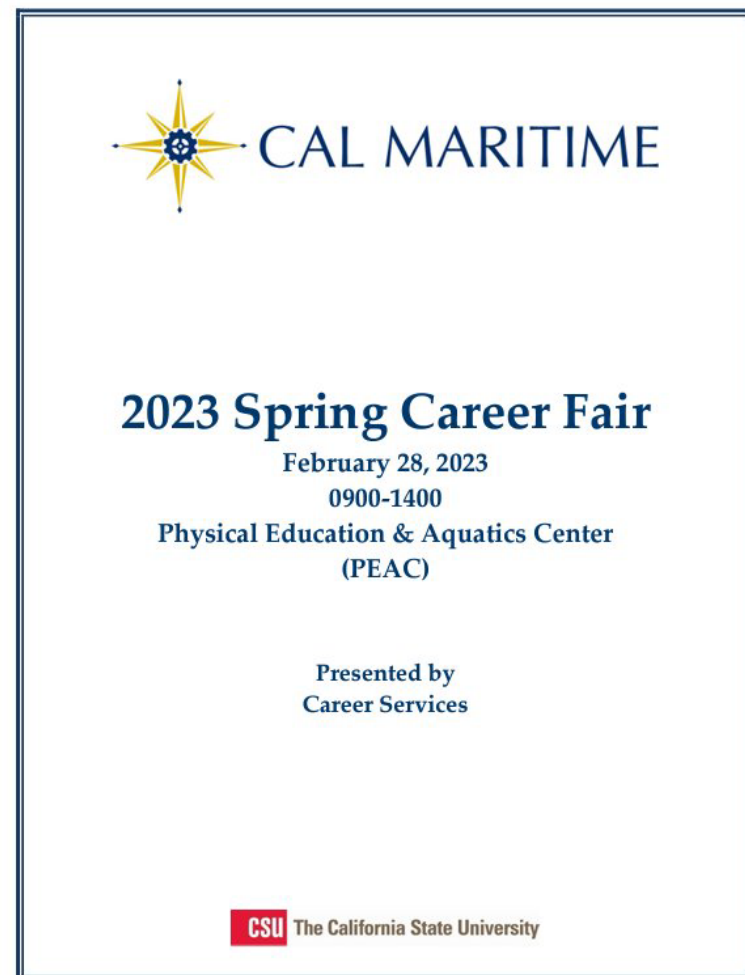


Career Fair Attire Examples Spring 2024



Prior to Entering the Big Gym

- Check-in prior to entering the table with your CSUM email at the Kiosk
- Download the Career Fair Program (Available on the Career Services Events Page and CareerHUB)
- View the most up to date list of companies attending
- A hard copy of the Career Fair map that includes the location of employers' tables will be available at the check-in table
- Early Entry Time for Class of 2025 8:30 AM!



Make an Impression



- **Introduce Yourself**

- You have 30 seconds to tell the recruiter your name, what type of position you are looking for and a little about yourself

- **Be Friendly**

- Greet each employer you approach

- **Be Proactive**

- Ask the recruiter if he/she/they would like a copy of your resume

- If you are interested in a company after speaking with them, ask the recruiter about the hiring process and application deadlines

- **Be Prepared**

- Ask for a business card and make notes as you leave the table for follow up later

Questions to Ask Employers



- What types of career opportunities do you offer?
- Do you have an internship program, if so, can you tell me about it?
- Can you describe the qualifications and skills you are looking for in a candidate?
- What types of projects might I expect to work on in my first year with the company?
- What is a typical day like?
- What makes someone successful with your company?
- What advice would you give someone seeking to work with your company?
- I noticed on your website that you are working on X. Can you tell me more about this?
- What can I do now to prepare myself for a job in this field?

**Bring a list of questions for each employer you plan to speak with. Having several questions ready will help you in case one or more of the questions are answered early by the employer.*

Tip: Have a pen and paper with you so you can jot down new questions you think of during the conversation, and any important information you are given by the employer.



After the fair...

What to Do After the Fair



- **Follow up soon after the fair..**
- Send an email or LinkedIn connection to employers with whom you met, expressing your interest
- Reference your conversation or the position you are interested in and let them know you plan to apply.
- Include a copy of your Cover Letter and a copy of your Resume
- **Next Steps**
- Follow application guidelines as advised by the recruiter (let your contact know you are applying!)
- Follow-up a 1-2 weeks later with an email or phone call regarding the specific position or career opportunity you applied for.