

All Get Experienced! Career & Internship Fair Volunteers

What to wear:

1. If you are a Greeter or if your shift is during the Wrap-up (3:00 p.m. and later), dress in casual, but presentable clothing and be sure to wear comfortable shoes.
2. If you are an Escort or Floater, dress as you would for an interview. You may want to bring a change of clothing for your convenience if you have also volunteered for Wrap-up.
3. If your assignment includes greeting employers when they arrive and assisting them with carting materials/cases to Adelbert, be prepared with an umbrella and rain gear if it is raining.

Where and when to meet:

1. When you arrive for your shift, check in with Drew Poppleton/Career Peers to receive your name tag/employer guide/map.

What to do:

1. Smile and greet each representative with a firm handshake. Introduce yourself and let them know there will be someone there to assist them throughout the day (i.e., to get coffee, coverage for their table, etc.). Remember, you are ambassadors for the Career Center and Case Western Reserve University; act professional at all times.
2. Help recruiters with their cases or anything that needs to be carried. Don't wait to be asked; OFFER!!
3. Periodically, throughout the day, check with recruiters to see if they need a break, a copy made, or anything else.

Miscellaneous:

1. If a representative has questions that you cannot answer, talk to a Career Center staff member. Do not guess and don't say "I don't know." Instead, say "Let me find out for you." Make sure you understand the question and what they need.
2. If you see a representative or a student who looks lost, approach him or her and ask if you can be of assistance. You are our eyes and ears and can set a positive tone for the day with your initiative and helpfulness.

10 Set-up Volunteers-1:00-4:00pm, Wednesday, February 4th

1. Arrive at Adelbert Gym at the appointed time on Wednesday, February 4th to provide the necessary assistance in setting up for the University Career Fair on Thursday, February 5th.

15 Greeters- 8:30am -11:30am

1. Wait for recruiters at Veale parking garage (at back exit, next to Veale Center).
2. Walk out to introduce yourself to recruiters, don't wait for them to come inside the Adelbert Gym.
3. Assist with boxes, etc.; utilize carts and the buddy system as necessary, don't carry anything too heavy.
4. Escort recruiters to the Employer Registration table inside the Adelbert Gym
5. Once you've fully greeted and assisted one recruiter, return to the parking garage to assist another.

15 Escorts- 8:30am -11:30am

1. Introduce yourself to recruiters at the Employer Registration table; escort them to their tables, offering any assistance as needed.
2. Assist with any displays or set-ups.
3. Assist with electrical and VCR set-up.
4. Wish them success at the career fair and return to the Employer Registration table to escort the next recruiter.

5 Floaters- 11:00am-3:00pm

1. Be available to run errands for employers.
2. Locate Career Center staff if necessary.
3. Provide directions to rest rooms, telephones, etc.
4. Monitor/guard employer refreshment table.
5. Offer to watch table for employer if they need to take a break.
6. Don't disappear – check back periodically with Drew Poppleton/Career Peers.
7. Be available for other assignments as needed by Career Center staff.

10 Wrap-up Volunteers 2:30pm-4:30pm

1. Assist recruiters in dismantling displays.
2. Help carry items out of Adelbert Gym if needed.
3. Remove tablecloths from tables; throw in trash cans.
4. Collect and put away all material on tables.

We've been using student volunteers for the past couple years. They have quickly become one of the best features of this event. Thank you in advance for considering and becoming a *Get Experienced! Career & Internship Fair* volunteer!

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