

Augusta Technical College Fall 2009 Career Fair

Tuesday, November 17, 2009

9:00 am – 12:00 Noon

Augusta Campus – Building 1300

3200 Augusta Tech Drive

Augusta, GA 30906



Note: Dress in neat, clean, appropriate business attire (see page 3) & bring copies of your résumé!

Augusta Tech Career Services

706-771-4017 or 706-771-4146

www.augustatech.edu/careers

dwendt@augustatech.edu

sqlenn@augustatech.edu



SCHEDULED TO ATTEND:

As of November 13, 2009 • Subject to Change

All-Safe Industrial Services, Inc.
Army Community Service – Fort Gordon
Augusta Staffing Associates / Job Shop, Inc.
Busby's, Inc.
Career Personnel
Center for Primary Care
Child Care Network
Columbia County Sheriff's Office
Columbia County-Board of Commissioners
East Central Regional Hospital
EMCOR Services/Aircond
FPL Food, LLC
General Dynamics C4 Systems
Georgia Correctional Healthcare (MCG)
Georgia Department of Labor
Goodwill
Interfaith Hospitality Network of Augusta
MACH Academy, Inc.
Michelin North America
Richmond County Sheriff's Office
Savannah River Nuclear Solutions
SCHOOL TO WORK Program
Signature Health Care LLC
SITEL
Southern Nuclear Operating Company, Inc.
Spherion
SportClips
T-Mobile
U.S. Census Bureau
Wachovia
Walton Rehabilitation Health System
WRDW
Please see page 2 for employer websites and positions!

Augusta Tech Fall 2009 Career Fair Employer List

Employer	Website	Available Positions
All-Safe Industrial Services, Inc.	www.allsafe1.com	Industrial Technology: construction, craft, green construction, electrical, millwrights, welding, and more
Army Community Service	www.cpol.army.mil	Government Services, NAF, Civilian Positions on Fort Gordon
Augusta Staffing Associates / Job Shop, Inc.	www.jobshopstaffing.com	Technical, Industrial, Clerical, and Professional
Busby's, Inc.	www.busbys.com	Industrial Technology/HVAC
Career Personnel	www.careerpersonnel.com	Business, Engineering Technology, Industrial Technology, Clerical
Center for Primary Care	www.cpcfp.com	
Child Care Network	www.childcarenetwork.net/25	Child Care
Columbia County Sheriff's Office	www.columbiacountyso.org	Detention Officers
Columbia County-Board of Commissioners	www.columbiacountyga.gov	Clerical, Animal Control, Water Utility
East Central Regional Hospital	www.dhr.state.ga.us	Allied Health
EMCOR Services/Aircond	www.aircond.com	Engineering Technology
FPL Food, LLC	www.fplfood.com	Buyer/Purchasing, Maintenance, Food Product Quality Technician, Forklift Repair, Production, Butchers
General Dynamics C4 Systems	www.generaldynamics.com	Computer Information Technology
Georgia Correctional Healthcare (MCG)	www.mcg.edu/qchc	RN, LPN
Georgia Department of Labor	www.dol.state.ga.us	Job Seeker Services
Goodwill	www.goodwillworks.org	Job Seeker Services
Interfaith Hospitality Network of Augusta	www.interfaith-network.com/	Volunteers
MACH Academy, Inc.	www.machacademy.com/	Volunteer Tutors (Math, Science, Reading)
Michelin North America	www.careers.michelin-us.com/	Electrical/Mechanical Troubleshooter Apprenticeship program
Richmond County Sheriff's Office	www.augustaga.gov	Law Enforcement
Savannah River Nuclear Solutions (SCHOOL TO WORK)	www.srs.gov	Part-time positions for full-time students
Signature Health Care, LLC	www.signaturehealthcarellc.com/Corporate/Default.aspx	Rehabilitation Therapist (PT, OTR, COTA, SLP)
SITEL	www.sitel.com	Customer Service Representatives
Southern Nuclear Operating Company, Inc.	www.southerncompany.com	Instrument & Controls Techs Q4 2009; Nuclear Security Officers Q1 2010
Spherion	www.spherioncareers.com	Customer Service Reps, OR Nurses, Medical Technologists
SportClips	www.sportclips.com	Cosmetology
T-Mobile	www.t-mobile.com/jobs	
U.S. Census Bureau	www.2010.census.gov/2010censusjobs/	Part-Time and Full-Time Office Support and Field Positions
Wachovia	www.wachovia.com	Tellers
Walton Rehabilitation Health System	www.wrh.org	Allied Health, COTA
WRDW	www.wrdw.com	Computer Information Technology, Engineering Technology

Making the Most of a Career Fair

Prepare

- Attend a “Career Fair Prep” workshop as scheduled at the Augusta Tech campus near you!
- Review the list of **participating employers** and decide which ones you will speak with. (If you have time to visit all of them, it may benefit you, because they may have more to offer than you realize.)
- Visit **employer websites**, learn about each company, and think of questions to ask company recruiters.
- Prepare a **30-60 second sales pitch**. Think about why you are interested in the company, types of position(s) for which you are a good match, and why. **Know how to talk about your skills**, qualifications, related jobs or internships and related classes or academic projects.
- Prepare and proofread your one-page **résumé**.
- **Prepare and practice** your introduction (name, school, major) and handshake.

What to Wear

Women: Suggested attire includes a **conservative**, professional knee-length skirt suit in a dark **conservative** color, sheer hose, closed-toe and closed-heel pumps in a dark leather (low heel is fine), minimal jewelry, no perfume, natural looking makeup, **conservative** and polished hairstyle. Pantsuits with polished dark leather flats are acceptable although most employers still consider the traditional knee-length skirt suit most professional. Bring a purse or a briefcase (no backpacks). If you choose to bring a purse, bring a folder in which to keep your résumés and other information you receive from employers. **Remember: The key is to appear neat, clean, and professional.**

Men: Suggested attire includes a **conservative**, professional suit in a **conservative** dark color, dark shoes and dark socks, an ironed white long-sleeve button-down, a conservative tie, no cologne, no necklaces/bracelets or earrings, conservative hairstyle, no backpacks. If you do not choose to wear a suit, choose professional or business attire **appropriate to your field** that is neat and clean, such as a clean and pressed pair of khaki pants and a collared shirt, tucked in. **Remember: The key is to appear neat, clean, and professional.**

What NOT to Wear

Do not wear torn or unkempt clothing, or clothing with an odor. Do not wear excessive makeup, extreme hairstyles, excessive cologne or perfume, or excessive jewelry. No flip flops, short shorts or miniskirts, cutoffs, t-shirts, or revealing clothing. Do not wear pants that sag below the waistline or any clothing that reveals undergarments. Remember: The key is to appear neat, appropriate, clean, and professional.

On the Day of the Fair

- Bring 25 résumés (or more) on nice résumé paper, paper for your notes, and a pen.
- Smile, introduce yourself and offer your hand for a firm, quick handshake. Give the recruiter a couple of seconds for an introduction.
- Give the recruiter your **30-60 second sales pitch**.
- **Ask questions** about the company and available positions.
- Present your résumé.
- Ask for a business card while thanking the recruiter for his or her time. Reaffirm your interest and ask to whom and when you should follow-up.

After the Fair: FOLLOW UP

- Send a **typed thank you** note to the recruiter with whom you spoke.
- Send a **cover letter and résumé** to the suggested follow-up contact, or apply online at the company’s website according to the recruiter’s instructions.
- If your follow-up contact is the person with whom you spoke at the fair, then send **one letter** expressing both your gratitude and reaffirming your interest in the company and job opportunities. For convenience, enclose another copy of your unfolded resume.

Adapted from: <http://home.lagrange.edu/gcc/tipsforattending.htm> and <http://www.careerbuilder.com>.

Questions? Contact Augusta Technical College Career Services at 706-771-4017 or 706-771-4146.