



ASCE and Chi Epsilon present:

**UC DAVIS CIVIL ENGINEERING CAREER FAIR:
STUDENT GUIDE**

DATE AND TIME

Thursday-Friday October 22-23, 2020
9:00am - 2:00pm

WHAT DAY SHOULD I ATTEND?

Most companies will only be participating on one of these days.



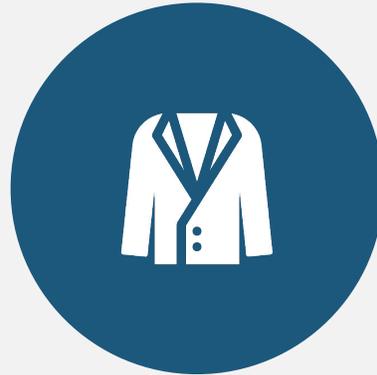
Be sure to look out for updates to find out what days your desired companies are on by following ASCE social media:



PREPARE FOR THE FAIR



RESUME

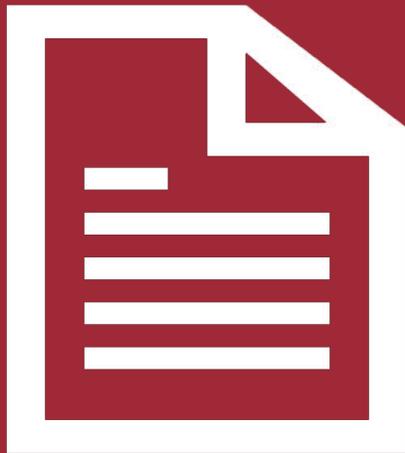


ATTIRE



TECHNICAL

RESUME



Make sure that your resume is up-to-date and presentable, then attach it when filling out the [Student Registration Form](#) so it is shared to all recruiters seamlessly.

If you do not know where to start, or you want help with your resume, feel free to attend ASCE's **YMF Resume Workshop** on **Wednesday, October 14th from 6:00PM-7:00PM:**

<https://ucdavis.zoom.us/j/91744091875>

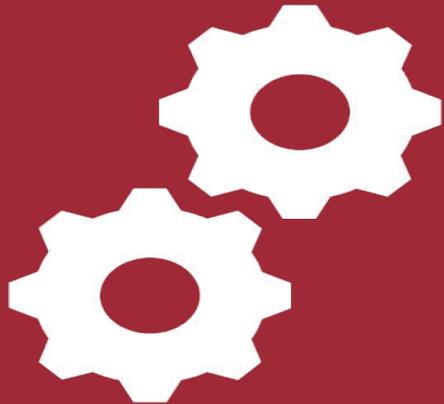
ATTIRE



It is important to present a formal appearance so that recruiters understand you are committed and professional

Please wear business casual or business formal attire.

TECHNICAL



Make sure you have:

A stable and strong internet connection

Updated Zoom Version (current version is 5.3.0)

Proper microphone

Room with proper lighting and acoustics

Appropriate Zoom background

CAREER FAIR LAYOUT

The virtual career fair will be hosted on Zoom.

Each company will have their own breakout room.

Students will have a maximum of 10 minutes to speak to recruiters.

Those on the waitlist are not guaranteed to speak. It will depend on how much time the previous students take up so SIGN UP ASAP!

HOW THE WAITLIST WORKS

Students will sign up for a 30-minute window to talk to a company.

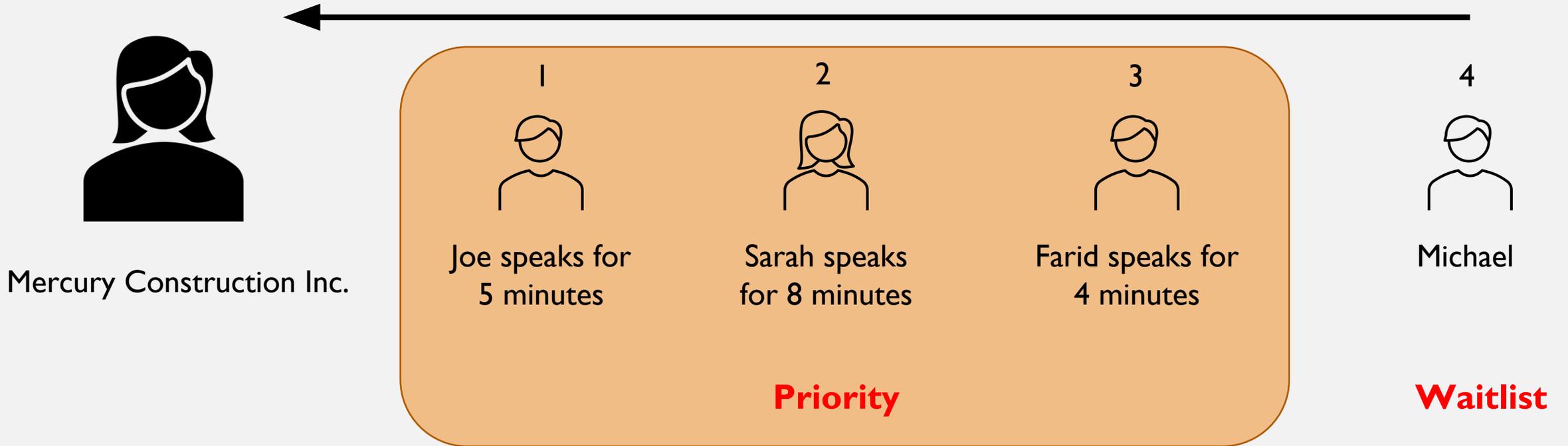


The first 3 students are guaranteed a maximum of 10 minutes to speak with their desired company.



Students reserved after the first 3 are placed on the **waitlist**, which means, if the first 3 students take up less than the whole 30 min. timeslot, then the next person in the queue will speak to the company up to a maximum of 10 minutes.

Example of a 30-minute time period



This means that, within this 30-minute time slot, Michael will be able to speak to Mercury Construction Inc. If he doesn't speak for very long, the next person in the waitlist may be able to speak

PROCEDURE

It is your responsibility to ensure that you do not overbook yourself with appointments. **Do not** sign up for multiple slots within the same 30-min. timeslot, **UNLESS** it is a waitlist.

01

Upon joining the meeting, the host will transfer you to a waitlist breakout room corresponding to the said company. You are expected to be present in the meeting **during the entire 30 min. time period**. If you are not, you risk losing your reservation.

02

Once the student currently conversing with the company leaves the meeting, you will be transferred into the company's main breakout room.

STEPS BEFORE YOUR MEETING

Register



Upload your resume by filling out this [Student Registration Form](#).

Reservations

Each student must select a 30 min. timeslot on the Doodle Polls for their desired companies. Please follow the [instructions](#) for how to fill out the Doodle Polls.

STEPS DURING YOUR MEETING

Edit

Edit your Zoom nickname to include the name of the company you intend to talk to in parentheses following your first and last name.

Example: Alan Smith (AECOM)

Wait

If another student is currently conversing with the company you're scheduled with, we will move you to that company's waitlist breakout room.

Speak

When your meeting time arrives, we move you into the company's breakout room to speak with their representatives. You are allocated a 10-minute window.

Follow up

Please talk with the company about the best way to follow up after the career fair.

Leave Meeting

When your meeting ends, **leave the entire Zoom meeting** (NOT just the breakout room). This will ensure you are no longer assigned to a breakout room.

AFTER YOUR MEETING

If you are speaking with another company in the same Zoom meeting, please still exit the entire meeting and then rejoin.



Upon rejoining, change your name to reflect the next company you wish to speak to.

THE MINDSET GOING INTO THIS

Let's be honest, this is all weird and new!

No matter how much we all prepare, there will be problems: people may make mistakes or technology might not work, and everyone is getting used to this brave new world that we interact with from behind a screen.

Just remember that the recruiters, ASCE, and Chi Epsilon are working hard to make sure our students get the opportunities to grow and find a career.

But importantly, thank you so much for working hard to participate in the career fair, and helping us run everything smoothly by following our guide. Your adaptability is a testament to your skill as an engineer, your aptitude as a student, and your pride as an Aggie.

If you have any questions or concerns, please reach out to priscilla@asceucdavis.org and jeffrey@asceucdavis.org.