

Job Match

Indiana

Join us at our Career Fair!
October 15, 2022
10-1 at The Commons



Source: www.tn.gov

Attending a career fair for the first time can be a little overwhelming; however, if you prepare you will get as much out of the event as you put into it.

Expectations

Employers expect you to be prepared (dress professionally, ask thoughtful questions, have a polished resume, etc.). Your goal should be to land an interview—not a job offer. Most recruiters are not authorized to hire candidates on the day of the fair.

You should expect to have a relatively short amount of time to sell yourself and make a positive impact on the employer. Employers' goals are to be exposed to as many job candidates as possible.

Before the Job Fair

• **Develop a Strong Resume:** Highlight your skills and accomplishments. Your resume should be error-free, concise and graphically pleasing. Bring at least fifteen copies and keep them in a folder so they remain neat and clean.

• **Target Your Top Companies/Organizations:** Research the organizations in which you are most interested. Take this list and plan your strategy for which companies you would like to visit.

• **Develop an Elevator Pitch:** You step into the career fair and make your way toward a representative from the top-ranked company on your job-search list. What can you say and do during the next 60 seconds to make this recruiter want to explore hiring you? Learn to sell yourself by creating an elevator pitch, and make sure you practice it!

During the Job Fair

• **Introduce Yourself and Shake Hands:** In many ways, a career fair is a test of your social skills. While employers are almost always friendly and outgoing, they'll expect the same of you. If you haven't done much ice breaking before, practice in advance with a career counselor or friend.

• **Introduction:** Introduce yourself, offer a firm handshake and a resume.

• **Objective:** Tell the employer why you are there and what sort of employment you seek.

• **Summary:** Briefly summarize education, experience, strengths, etc.

• **Closing:** Reiterate your interest and thank the employer.

• **Dress Appropriately:** In most cases, you'll want to dress professionally to attend a career fair. When in doubt, overdress.

• **Ask Intelligent Questions:** If you've studied up on the organizations, you'll probably have some questions you'd like to ask. Not only will you get some answers, but you'll also show yourself to be someone who does their research. Ask one or two meaningful questions without monopolizing the employer's time. Do not ask about salary at this time.

• **Network with everyone:** View other job seekers as valuable networking contacts, not as competition.

• **Focus on What You Can Offer:** You'll be a refreshing change to most company representatives if you tell them what you can do for them and their organizations instead of asking what they can do for you.

• **Leave Your Resume and Card with Each Representative:** Then be sure to grab each representative's card.

After the Job Fair

• **Take Notes:** After the fair concludes, jot down notes about conversations you had with company representatives.

If you wait too long, the conversations will start running together in your head, and you'll forget what you said to whom.

Follow Up on Promises: If, for example, a company representative expressed interest in looking at your website, make sure to email the URL like you said you would.

• **Send Thank-You Notes:** Write or email each of the people you met and thank them for their time. Reiterate your interest in the company and your relevant skills and experience. Most job seekers fail to take this simple step, often losing out in the end to those who did express their thanks.

There will be few other times in your life when employers will make such a concerted bid to get your attention so when they participate in a nearby career fair, make the most of the opportunity to present yourself favorably, gather useful information and meet new contacts. Your small investment of time and effort -- before, during and after -- might very well turn into an opportunity you wouldn't have otherwise had.



At the end of the interview, you will likely be asked if you have any questions for the interviewer. Be prepared with a list of a few questions to ask:

How would you describe the responsibilities of the position?

How would you describe a typical week/day in this position?

Is this a new position?

If not, what did the previous employee go on to do?

What is the company's management style?

Who does this position report to?

If I am offered the position, can I meet him/her?

How many people work in this office/department?

How much travel is expected?

Is relocation a possibility?

What is the typical work week? Is overtime expected?

What are the prospects for growth and advancement?

How does one advance in the company?

Are there any examples?

What do you like about working here?

What don't you like about working here and what would you change?

Would you like a list of references?

If I am extended a job offer, how soon would you like me to start?

What can I tell you about my qualifications?

When can I expect to hear from you?

Are there any other questions I can answer for you?



There are many questions that you should avoid asking in an interview, particularly the first interview or before you have been offered the job:

Can I do this job from home?

What does your company do?

When can I take time off for vacation?

Did I get the job?

What is the salary for this position?

How many hours will I be expected to work?

Will I need to work on weekends?

How long would I have to wait to get promoted?

What type of insurance does this company offer?

TOP 10
Questions asked by interviewers are:

1. What is your greatest strength?
2. What is your greatest weakness?
3. How do you handle stress and pressure?
4. Describe a difficult work situation and how you overcame it.
5. How do you evaluate success?
6. Why are you leaving or have left your job?
7. Why do you want this job?
8. Why should we hire you?
9. What are your goals for the future?
10. Tell me about yourself.

REGISTER ONLINE!

www.IndianaCareerFair.com



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321 N. Main St.
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Trafalgar **IN307**

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We are a family owned business with a great company culture and competitive compensation. We're looking to build a new team in Columbus, Indiana with skilled members in the following positions:

- Quality Technician
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- Production Filler Operators
- Plant Administration
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- Warehouse Forklift Driver
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- Production Supervisor
- Warehouse Administration
- Maintenance CMMS Position
- Environmental Sanitation Position



Scan to apply

IN-3511730



Dress for SUCCESS

Whatever you wear should accent the fact that you're a professional who's ready to get to work at a new job. Let common sense guide you, and it should be easy to avoid fashion blunders that could damage your chances of getting to the next step in the process. In this market, it is essential that you look good and your appearance is right for the job.

DRESS YOUR BEST

Interviewers love to tell stories about the outlandish and inappropriate ways people dress when they come to an interview. Some wear torn jeans, sloppy sweat suits, spiked heels and dirty sneakers. Others are proud to show pierced body parts and spiked hair. Some chew gum or smoke. Others wear pants that are falling down. It's safe to say that in most of these cases, the way these people were dressed cost them the job.

GO CONSERVATIVE

If you are not sure about what you should wear to an interview, it's best to go the conservative route. A good idea is to dress one or two levels above the job you are going for. While you don't have to spend a lot of money on your wardrobe, putting in a little extra effort will pay off in the long run. Here are some ideas for women and men on how to put together an appropriate interview outfit:



- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery
- Sparse make-up & perfume
- Manicured nails
- Portfolio or briefcase



- Bright, daring colors
- Short hemlines
- Clothes that are skin-tight
- Too much perfume or cologne
- Heavy makeup
- Wild nail polish
- Outdated clothes or shoes
- Low-cut blouses
- Shorts, tank tops or sundresses
- Short skirts, capris or leggings
- Too many accessories and noisy jewelry
- Dirty, beaten up shoes
- Open-toe or backless shoes
- Leather jackets
- Bright, printed or trendy bag or briefcase

WOMEN'S ATTIRE



- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase



- Bold pinstripe suit
- Wrinkled clothes
- Tie with a wild pattern
- Too much jewelry
- Anything that is too casual
- A collarless shirt of any style
- Out of date suits or blazer
- Turtlenecks
- Leather jackets

MEN'S ATTIRE



Build a career that sticks

Visit us at Job Match Indiana
Greenfield, October 15, 2022

Apply Now

www.averydennison.com/apply



TIPS FOR WRITING A RESUME

www.dol.gov

Creating a resume that brings your qualifications to life and shows that you are a perfect fit for the job can be a challenge. Be sure to demonstrate how your skills, experience, training and education match the employer's needs. Avoid misspelled words and bad grammar. Following are a few ways to make this easier.

PREPARE

Consider what positions you are interested in and review what qualifications or experience they require. Gather information and begin to build out a description of your knowledge, skills and experience.

TAILOR

One size never fits all. As you apply for jobs, tailor your resume to the position's requirements. Study the job announcement and emphasize the parts of your work history that match the requirements listed. It is important to portray your knowledge and skills as a match to the requirements of the position and demonstrate the ability to do the job. This is easy to do when you include your results, achievements and accomplishments. Minimize the use of technical jargon or specialized terminology (e.g., military abbreviations) in your resume.

FORMAT

Resumes are generally presented in one of three formats: chronological, functional or a combination of both. Which format you choose will depend, in part, on the type of work you have performed and whether or not you are going to continue in the same field.

Chronological resumes list work experience according to date, with the current job appearing first. Chronological resumes work well if your career has been progressive and you plan to continue in the same line of work.

Functional resumes are organized by the skills you have used on the job. Functional resumes work well if you are contemplating a new career, do not have a lengthy work history, or have held a number of different positions because they sell your abilities based on the skills you have acquired throughout your career. Be sure to include relevant volunteer experience.

Combination resumes both describe your work experience and highlight your skills. Combination resumes usually provide the most comprehensive overview of your career.

CONTENT

Your resume should include the following:

- Your full name, mailing address, day and evening phone numbers and home e-mail.
- Country of citizenship, if different from U.S.
- Education and Work experience
- Indicate if your current supervisor can be contacted
- Job-related training courses (title and year).
- Job-related knowledge or skills - Showing how your skills fit the company's requirements starts with an extensive inventory. Skills fall into three categories:

Self-management skills refer to the way you manage yourself on the job (e.g., dependable, resourceful, etc.);

Functional skills are the skills you use on the job or have used in previous jobs (e.g., operate equipment, supervise, analyze, etc.); and

Technical skills relate to specific skills required to perform a described task (e.g., computer programming, accounting, sales, etc.)

• Current job-related certificates and licenses - Make sure you understand the licensure and certification requirements for your job objective.

• Job-related honors, awards, special accomplishments, leadership activities, memberships, or publications.

APPEARANCE

Once you have spell checked your resume, take a good look at its overall appearance. Is it appealing and easy to read? Is there enough white space? Are the margins appropriate? Have the headings, font and formatting style been used effectively? Keep in mind that your resume is an employer's first impression of you. Make sure it makes the best one possible.

REMEMBER

Review the job announcements carefully for key words

Use verbs and adjectives (e.g., managed, implemented, created) that match key words identified in the job announcement.

Eliminate military lingo (use words such as personnel instead of squad or platoon).

Include your accomplishments; do not be shy, be truthful.

Focus on the mission of the agency and translate your experiences.

Your positive attitude and genuine enthusiasm goes a long way.



For job seekers at JobMatchIndiana.com

Q: How can I get the best job matches?

A: Our site uses three elements to create a job match: your skills, your job preferences and the job requirements. To get the best result, you need to add as many details to your profile and refine your preferences until you get exactly the type of jobs that you want and qualify for. Skills and preferences can be added in the "My Match Profile" tab. Every time you apply to a job, the system will ask you about missing skills and allow you to add them to your profile to improve your matching.

Since candidates are graded according to how well they qualify for the job, candidates with more skills and employment history are more likely to be noticed by employers.

Q: What do I do if I am unhappy with my job match results?

A: Unsatisfactory matching can stem from several reasons, such as your skills and preferences need refinement (additional details) or there are not enough jobs available based on your interests and experience that you qualify for. As a first step, try to add more skills to your profile, expand your locations and refine your preferences. If you still do not receive quality matches, don't worry. As soon as we have new good matches for you, we will alert you via email and invite you to look at such jobs.

Q: Why is adding job titles important?

A: Our job site is unique in its ability to match you with a job based on specific job titles that you are interested in. You can add several job titles to your preferences and the system will give priority to jobs that have these exact job titles.

Q: What is the "Improve Your Matchability" module?

A: This is a unique module that asks you about your skills and preferences in order to help you improve your match level and see more jobs that you qualify for. Each time you answer a question, you are likely to see the number of job matches increase or at least improve in quality.

Q: What does the match grading method mean?

A: Job Matches are ranked according to: Great Matches, Good Matches or Basic Matches. Basic matches are jobs that simply belong to the job categories and locations that you selected. They match what you are looking for, but not necessarily what the employer is looking for. Good and great matches take into account your skills and employment history and how well you qualify for the job. The more details you add for skills, education and work experience, the more likely you are to find Great Matches.

Q: How can I remain anonymous while looking for a job?

A: We do not ask you for your name, address or any other identifying details. You can remain anonymous throughout your job matching process. The only time that you are required to identify yourself is when you apply for a job. Even then, your information is sent directly to the employer and not kept in your online account. Resumes can be kept confidential and not shown to employers.

AT THE EVENT:

DON'T MAKE DEROGATORY REMARKS ABOUT YOUR FORMER BOSSES OR COWORKERS.

It really is a small world, and you don't know who your interviewer might know, including that boss who you didn't see eye-to-eye with.

You also don't want the interviewer to think that you might speak that way about his or her company if you leave on terms that aren't the best.



SEE US AT THE CAREER FAIR!

Future Airmen and Guardians,

I am Technical Sergeant Gandy with the United States Air Force. The Air & Space Force is always looking for bright, motivated, and diverse individuals to join our organization and I would love to chat with you via phone or in person to discuss your possible future in the world's greatest Force.

We are located at **1108 E. Stop 11 Road, Suite 400. 46227 in Greenwood.** Please reply to this message or give me a call at **(317) 954-2224** if you would like some additional information. Thank you and I look forward to hearing from you!

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We are looking for a person with a mechanical aptitude that can trouble shoot, learn our processes, and help improve them. An associate degree in a technical field is ideal. We will consider candidates if you are working toward an associate degree or have equivalent experience (2 to 3 years) in a manufacturing environment. Excellent computer skills in Microsoft Office and writing skills are a must for writing work instructions. Knowledge of design software and PLC and Auto-Cad 2000 skills are a plus, but they can be taught. Basic math and algebra skills are required with the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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At the Career Fair, you will learn about a variety of jobs and opportunities within the healthcare industry. In addition to medical and clinical specialties, we will share opportunities within the many professional, technical, and creative fields at CRH with a variety of full-time, part-time, or volunteer positions available.

Employment Opportunities

- Are you looking for continued employment with eligibility for benefits and paid time off? Visit crh.org/careers
- Are you looking for a temporary side hustle completing non-clinical tasks based on your schedule? Visit crh.org/sidekick
- Are you looking to volunteer your time working one-on-one with patients or serving the hospital behind the scenes? Visit crh.org/volunteer

Educational Opportunities

- Are you a clinical student looking for a quality learning opportunity? Contact Humanresources@crh.org
- Are you a student looking to learn more about a healthcare-based career through a brief job shadow experience? Contact hrjobs@crh.org
- Are you a student wanting to pursue a radiology degree? CRH offers a School of Radiologic Technology. Visit crh.org/radiology-school

Scan the QR Code to learn more about career opportunities at CRH.



Ready to try something new, take your career to the next level, or give back to your community in a rewarding environment? Stop by our booth and Discover CRH!

Learn more at crh.org/careers