



MICHAEL F. RUSSO

**MCAA Senior Vice President /
Treasurer**

**Fresh Meadow Mechanical
Corporation**

CEO

JOB FAIR LOGISTICS

How it Works

❖ **Yellow** = Internship

❖ **Green** = Full-Time Job

❖ **Purple** = Just here for the bacon & to support

Yes, you can wear both yellow & green

JOB FAIR LOGISTICS

Employer Check-In Table

Step 1: Grab Your Beads

Step 2: Verify Geographic Location

Each person recruiting may represent ONE location on the map.

JOB FAIR LOGISTICS

Interview Room – Cheyenne

- Utilize for on-the-spot interviews
- Quieter space, but still shared

Table Numbers – NEW!

- Utilize the app for specific meet-up times during the job fair

JOB FAIR LOGISTICS

Digital Business Cards - POPL



START THE CONVERSATION

Students may feel intimidated to start a conversation. Invite them over and introduce yourself with:

- Name
- Location
- Company
- An Icebreaker

CONVERSATION TIPS

Keeping the Conversation Going

- Ask what they are looking for in an internship or post-graduation
- Explain the types of positions you have available
- Elaborate on company culture – be genuine!

Sell the Mechanical Industry

- Why do you love doing what you do?
- Competition is NOT in the room - guide them to matches

CONVERSATION TIPS

How to Exit a Conversation

- Be positive
- Respect their time
- Refill coffee, then continue to move around the room

JOB FAIR TIPS

Do List 😊

- Be inviting, energetic and lively
- Give honest sincere appreciation
- Ask questions that allow them to elaborate
- Let them do the talking – jump in as needed
- Trade contact information as you wrap up
- If you aren't a good fit, help connect them with someone who is!

JOB FAIR TIPS

DON'T List 😞

- Don't congregate with other employers or colleagues – spread out
- Don't interrupt – allow the other person to finish their thoughts
- Steer clear of divisive and polarizing subjects: politics and religion
- Don't use offensive or derogatory language
- Be aware of jokes that could be considered offensive
- Don't bad mouth other career paths or trades

MCAA Resource Internship Guide

[MSCA](#) [PCA](#) [NCPWB](#) [JRGF](#)

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INTERNSHIP GUIDE RESOURCES

Internship Guide Resources



Internship Best Practices

DOWNLOAD INTERNSHIP BEST PRACTICES

Hot Sauce Guide

DOWNLOAD THE HOT SAUCE GUIDE

Industry Orientation Day

DOWNLOAD INDUSTRY ORIENTATION DAY

Hire Me October

DOWNLOAD HIRE ME OCTOBER

MCAA | Mechanical Contractors Association of America

   

MCAA RESOURCE

Mechanical Education Basics

Mechanical Education Basics



Resources

[Top 10 Resources for the Classroom](#)

[Supplement for New Hires & Office Staff](#)

[Mechanical System Puzzles](#)

MCAA RESOURCE

Top 10 List for New Hires

1. What is Mechanical Contracting Video
2. 101 Trainings – HVACR & Plumbing Service
3. Flowcharts – Successful Project Management & VDC
4. Safety & Health Resources – 700+
5. Management Methods Bulletins
6. WebLEM
7. Change Orders, Productivity, Overtime – A Primer for the Construction Industry
8. Tool & Equipment Rental Guide
9. Manufacturer / Supplier Training – Virtual Trade Show, Buyers Guide and Smart Solutions
10. Events Calendar

BONUS: MCAA Staff Directory – For when you have a question, but don't know who to contact

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Go Find Your Next GREAT
Hire

Job Fair Starts at 7:45 AM
@ State Rooms – Across the Hall



HIRE ME

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