Be successful.

Introduce yourself.
- Give your name, class year & academic area of study.
- Offer a handshake and a smile.

Ask questions.
- Can you tell me more about your organization?
- Do you have any upcoming job or internship opportunities?
- What kinds of skills or experiences are you looking for?
- If I want to apply or learn more, what are the next steps?
- Could I get your business card and/or contact information?

Take notes.
- Make notes during/after a conversation with the name(s) of the people you met and the things you discussed.
- You don’t have to “hide” while making notes. Making notes shows that you’ve learned something important.

End the conversation.
- “This has been helpful. Thanks for being here today. It was nice meeting you.”
- Offer a handshake and walk away.
- If they have free stuff on the table, ask, “Would it be okay if I took one of these?”

Follow up.
- Send thank you email notes to select employers.
- Find and connect with companies/organizations and individuals on LinkedIn.
- Need to improve your profile? Stop by the Hub for help.
- If someone recommended that you do something – then do it!
Albany Medical Center
Internships, Part & Full Time Jobs
We are a Level 1 trauma center serving 25 counties in New York. As an academic health sciences center, AMC has a mission of providing excellence in medical education, biomedical research, and patient care.
• Clinical Laboratory Technologist, Nurses, and other areas of our medical center

Burlington Health & Rehab
Part & Full Time Jobs
We are a 126 bed skilled nursing center in downtown specializing in sub acute rehab and long term care services. Our mission is to provide the finest quality health care, rehabilitative and support services to our patients and their families.
• RNs, Physical Therapists, Speech Language Pathologists, Social Workers

Eastern Maine Healthcare Systems
Part & Full Time Jobs
EMHS includes hospitals, mental health facilities, nursing homes, home health agencies, physician practices, foundations, real estate management corporations, retirement community, a human genetics research facility and other healthcare related subsidiaries.
• Nurses, pharmacists, physical therapists, medical assistants & more

Genesis Health Care
Part & Full Time Jobs
We have over 500 Skilled Nursing Centers and Assisted/Senior Living Communities located in 34 states to deliver high-quality, personalized health care to our patients and residents.
• RNs, LPNs, LNAs, Speech Therapist, Occupational Therapists, Speech Language Pathologists

Genesis Rehab Services
Full time Jobs
We are one of the largest and strongest rehabilitation organizations in the country, serving over 700 skilled nursing centers, assisted living facilities, hospitals, home health companies, adult day care programs, and outpatient clinics.
• Physical Therapists

Gifford Medical Center
Part & Full Time Jobs
Located in Randolph Vermont, we offer a unique opportunity to work in a spectacular setting at a rural, financially stable, non-profit hospital with a progressive philosophy, supportive administrative team and advanced technology.
• We are hiring for all areas of our medical center.

Glens Falls Hospital
Internships, Part & Full Time Jobs
We are the largest hospital between Albany, NY & Montreal, Canada. In addition to our main acute care hospital campus, we operate 29 regional health care facilities, including centers in upstate NY.
• We are hiring for all areas of the hospital.

Howard Center
Part & Full Time Jobs
We offer life-saving professional crisis & counseling services to children & adults; supportive services to individuals with autism & developmental disabilities; counseling & medical services for those struggling with substance abuse, & intensive interventions for adults with mental health challenges.
• Nurses, Mental Health Clinicians, Community Support Workers, & more
Kindred Healthcare  
Part & Full Time Jobs
We are the largest diversified provider of post-acute care services in the United States. Our mission is to promote healing, provide hope, preserve dignity and produce value for each patient, resident, family member, customer, employee and shareholder we serve.
• RN, LPN, LNA, Therapists (physical, occupational, speech-language)

Northeast Kingdom Human Services  
Full Time Jobs
We are a State of VT designated agency for providing community-based, consumer-sensitive mental health, substance abuse & developmental services for residents of Caledonia, Essex & Orleans counties.
• Psychiatric Nurse Practitioner (APRN); Clinical Therapist (MSW) and more.

Northern Counties Health Care  
Part & Full Time Jobs
Located in the NE Kingdom of VT, we provide quality care through a rural network of five community health centers, two dental practices, a Medicare-certified home care and hospice division, a comprehensive AIDS/HIV+ care clinic, and a partnership with three different hospitals.
• Physical Therapist, Nurses, Medical Assistant & more

US Army Healthcare  
Part & Full Time Jobs
We support America’s Army at home and abroad & invite you to become a member of one of the most comprehensive and dynamic health care organizations in the world: the Army Healthcare Team.
• Officer positions for those who desire to become medical professionals.

UVM Health Network: Central Vermont Medical Center  
Part & Full Time Jobs
We provide 24-hour emergency care, with a full spectrum of inpatient and outpatient services to the people who live and work in central Vermont. Our 1,500 employees provide care at the hospital, and also at CVMC’s 23 community-based medical group clinics and local physician practices.
• Nurses, Long-Term Care Nurses, Radiology & all other areas of the medical center.

UVM Health Network: Champlain Valley Physicians Hospital  
Part & Full Time Jobs
We are part of a four-hospital network serving patients and their families in Plattsburg community. With over 2,300 employees, we offer a full-spectrum of health care services.
• RN, LPN, CNA, Pharmacy, Dietician, Occupational Therapy Assist, Respiratory Therapist & more

UVM Health Network: University of Vermont Medical Center  
Internships, Part & Full Time Jobs
Along with UVM COM & CNHS, we are one of 138 academic medical centers in the country. We employ over 7,500 people at 3 main campuses in Chittenden County & 11 primary care clinics in VT.
• We are hiring for all areas of the medical center.

Visiting Nurse Association of Chittenden & Grand Isle Counties  
Part & Full Time Jobs
We care for 5000 people & families each year through our programs which span a lifetime: from prenatal care to care for young families to rehab, long-term care, adult day services & end-of-life care.
• RN, PCA, LPN and LNA

Wake Robin  
Part & Full Time Jobs
We are a vibrant non-profit Life Care Community located on 136 acres in Shelburne, VT. Residents enjoy independent living in cottages and apartments and comprehensive, on-site health care for life.
• LNA, Staff Nurse
GET READY FOR INTERVIEWS

An interview that ends in a job offer is not the result of luck. Preparation is key! Preparing for an interview will help you present yourself in a relaxed manner and will reduce the chance of getting flustered by unexpected questions. Once your cover letter and resume have gotten you in the door, it’s up to you to let the employer know why you are the best person for the job.

Practice & Prepare
Use Big Interview (a free video interview-prep tool) to practice just about every question you’re likely to get in over 20 industries using your webcam and this system of on-demand mock interviews. http://go.uvm.edu/biginterview

Talk with a Career Counselor.
For 10-15 minute conversations, drop-in at the Hub (Mon-Thur, 1-4 pm & Fri, 1-3 pm). For longer conversations, call the Career Center for an appointment. Counselors can interview you with common questions, then offer you feedback. (i.e: a mock interview)

TIPS

Dress
More conservatively than normal.

Punctuality
Be early, not late.

Listen
Listen well so that you can answer well.

Talk
Be friendly to receptionists.
Participate in small talk before the interview.

Body language
Avoid nervous habits, make eye contact, smile.

Act interested
Take notes, ask questions.

Answer questions
Respond directly or ask for clarification if you’re unsure.

Ask questions
Prepare questions in advance. Bring notes if necessary.

Evaluate
Immediately after the interview, consider how you feel.

Send a thank you
Send a formal email within 24 hours.

Remember: You are interviewing the employer or organization just as much as they are interviewing you. You want to make sure the employer or organization is a good fit for you too. Ask thoughtful questions that will help you know if this is a good fit.

Don’t miss out on a great job because you didn’t practice and prepare.