Bulldog Ready

CAREER GUIDE

Spring 2022

Navigate the In-Person + Virtual Career Fairs with Bulldog Confidence
Join Macy’s and earn more than just a paycheck... A lot more!

Whether pursuing an after college career in technology, store management, or corporate operations, Macy’s invests in talent just like you by offering amazing benefits to enhance both your work life and personal well-being.

Join Macy’s and experience debt-free education with our new fully funded education benefit as well as enhanced, flexible time off to celebrate holidays that are most important to you. That’s the magic of Macy’s!

Learn more about our after college Executive Development Program at macysJOBS.com
Message from Career Development Services (CDS)

Hello!

Welcome to Alabama A&M University’s (AAMU) Spring 2022 Career Week. Spring and change are in the air at AAMU! We have a new leader at the helm, the 12th President, Dr. Daniel K. Wims.

Career Development Services (CDS) embraces President Wims’ commitment to the provision of service that yields a first-class experience. This is reflected in our hosting an in-person and a two-day virtual Career Week to meet employers’ expectations and needs. The CDS team launched this guide to help our Bulldogs become more confident in and successful with their ability to secure co-ops, internships and career opportunities. It also provides a platform for us to recognize our sponsors and partners.

We are delighted to welcome our first GOLD sponsors: HONDA and Macy’s, and our new SILVER sponsor, Constellium – Rolled Products – Muscle Shoals. These sponsors automatically become members of the University’s Industry and Government Cluster.

We also extend much gratitude to our BRONZE sponsors: American Bureau of Shipping, Caterpillar Financial, Ferguson Enterprises, and Makpar Corporation. Sponsorship support underwrites Career Preparedness Week activities, including the Shoot Your Shot Competition prizes, and much more.

To every employer participating in the Spring 2022 career weeks, thank you for your partnership! We look forward to having our Bulldogs join your team and adding Bulldog-value. To our faculty, staff, administrators, alumni, friends and family members, thank you for underscoring the importance of Bulldogs attending events hosted by CDS early, and throughout the academic year.

I welcome and value your suggestions and feedback. A post-Career Week survey will be sent to every employer. You can also reach me directly at yvette.clayton@aamu.edu.

Start Here. Go Anywhere. Go Bulldogs!

Best,
Yvette S. Clayton
Director, Career Development Services

Congratulations!

1st Place
Mphande Piri
Junior
Electrical Engineering

1st Place
Isaiah Thompson
Freshman
Environmental Science

2nd Place
Kamisyochukwu Arinze
Junior, Computer Science

2nd Place
Shemaiah Mbetwa
Sophomore
Electrical Engineering

2nd Place
Tyra Ravenell
Freshman
Mechanical Engineering

3rd Place
Christian Emonina
Sophomore
Biology

Prizes: 1st: $300 | 2nd: $200 | 3rd: $100

Shoot Your Shot

Spring 2022 Elevator Pitch Contest Winners!

Congratulations to the winners of the Shoot Your Shot Competition!

1st Place: Mphande Piri, Electrical Engineering
2nd Place: Kamisyochukwu Arinze, Computer Science
3rd Place: Christian Emonina, Biology

HONDA ★ macy's
Constellium
BRONZE
Spring 2022 Career Week

[In-person]

2/8 | 3p-5p
New School of Business, Clyde Foster Multipurpose Room
Speed Networking

2/9 | 10a-2p
Student Health and Wellness Center Gym Career Fair

2/10 | 8a-3p
Student Health and Wellness Center Gym Interview Day

BUILD YOUR CAREER WITH CAT FINANCIAL

WHO WE ARE

We have provided finance and extended protection services to help Caterpillar customers make progress possible, every day.

SINCE 1981

HEADQUARTERS LOCATED IN NASHVILLE, TENN

FORTUNE’S WORLD’S MOST ADmired COMPANIES® FOR 2020
(Caterpillar has appeared in the Top 50 All-Stars for 19 consecutive years)

CATERPILLAR RANKS

INDUSTRIES SERVED

MINING
FORESTRY
TRANSPORTATION
POWER GENERATION
CONSTRUCTION
MARINE
GOVERNMENT
OIL & GAS
RECYCLING & WASTE

GLOBAL LOCATIONS IN 115 COUNTRIES 2,000 EMPLOYEES

WHO YOU COULD BECOME

INTERNSHIP OPPORTUNITIES

Interviews occur during your junior year and the internship takes place the summer leading into your senior year.

*Minimum of 3.0 cumulative GPA in 4.0 scale

FINANCE INFORMATION SERVICES

4 WEEKS MAY-JULY

INFORMATION SERVICES

WORLDWIDE LOCATIONS IN 115 COUNTRIES
2,000 EMPLOYEES

INTERNSHIP OPPORTUNITIES

A 9-week paid internship with no prior work experience required. This program helps you learn our core business and build a strong career foundation.

FINANCE

INFORMATION SERVICES

1. Must be authorized to work in U.S.
2. Globally mobile

MAJORS INCLUDE

- Economics
- Business Administration
- Information Systems
- International Business
- Marketing

REQUIREMENTS

- Must be authorized to work in U.S.
- Must be willing to work in U.S.
- Must be willing to work in U.S.
- Must be willing to work in U.S.

MAJORS INCLUDE

- Computer Science
- Computer Information Systems, Management
- Information Systems
- Science Technology
- Math & Engineering
- Telecommunications Systems
- Management and Related Information Technology Majors

https://www.catfinancial.com
Ferguson’s Early Career Programs offer:

- **Foundational Training**: With our programs, each associate will discover what makes us an industry leader through foundational and rotational training. This style of training provides an understanding of how each role is impactful to Ferguson’s success.

- **Mentorship and Leadership**: Learn from our subject matter experts! They offer expertise, mentorship, and guidance through the duration of our early career programs. Mentorship opportunities also available in our Business Resource Groups.

- **Transition: College to Career**: Teamwork is heightened when training focuses on shared experiences. Learn with peers; share best practices, grow understanding, and enhance your knowledge.

Learn more about our full-time early career opportunities and internships in Sales, Sales Leadership, Credit, Supply Chain, Operations and more!

Contact Rylee Wright (rylee.wright@ferguson.com) with questions!
Career Development Services is most appreciative of the employers who have sponsored Spring 2022 Career Week.
I HAVE AN INTERVIEW

Now what do I do?

Congrats!

First, make sure you prepare for and understand the difference between Traditional and Behavioral Based questions.

**Traditional questions** are usually pretty straightforward. They give the interviewer a chance to get to know more about you.

**Behavioral questions** are designed to give an employer an idea of how your past performance could impact your future behavior. The questions usually start with, *Tell me about a time when you...*

Examples of Traditional questions are below:

**Personal**
Tell me about yourself?
What do you like to do in your spare time?
Where do you want to be in five years?
What are your strengths? Weaknesses?

**Education**
Why did you choose your major?
Why did you choose to attend your university?
In what campus activities do you participate?
Tell me about your leadership skills.
Which classes did you like best? Least? Why?
If you were to start over, what would you change about your education?

**Experience**
What job-related skills have you developed?
What types of jobs have you had while in school?
What did you learn from these work experiences?
Have you ever performed any volunteer work?
How would a former supervisor describe your work?

**Workplace Fit**
Where do you see yourself in 5 years?
What type of leadership style do you prefer?
How do you feel about working with a team?
What type of work setting do you prefer?
Are you able to work on several assignments at once?
How do you feel about the possibility of relocating?

**General Questions**
What do you know about our organization?
Why should we hire you instead of another candidate?
Why are you interested in working for our company?

Be sure to check out the employer’s website and look them up online.

Always answer Behavioral questions with the STAR Method.

Do your grades accurately reflect your ability?
Why or why not?
Were you financially responsible for any portion of your college education?

Now what do I do?
The S.T.A.R. Method

**SITUATION**
Describe the situation or event that you/your employer were faced with.

**TASK**
What were YOU responsible for doing to address the situation?

**ACTIONS**
What specific actions did YOU take to complete the tasks?

**RESULTS**
What was the end result? Choose a situation that has a positive ending.

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Common Behavioral Interview Questions and suggestions for answering them:

**Please share a time when you set a goal for yourself and achieved it**
Outline your motivation and process for setting goals and reaching objectives. Examples include earning a certain GPA or grade in a class, being chosen to join a team, winning an award, and joining an organization. Your example should show that you are ambitious, dedicated and determined.

**Tell me about a difficult problem you solved at school or work and how you came to a resolution**
Walk through your process for recognizing a problem and developing a solution. Conflict could be difficulty getting everyone to meet at the same time, so developing a tailored schedule; working on a project with someone who didn’t pull their weight; suggesting to your dean how xxx would streamline a process.

**Tell me about a time when you made a mistake and how you handled it**
Be sure to take responsibility for your actions. Share what you learned from your mistake to ensure it doesn’t happen again. Don’t get too personal in your response.

**Tell me about a time when you worked on something that failed**
Your answer can be about a class project, a sports competition, an exam, running for an officer’s role in high school or college.

**Tell me about a time when you experienced conflict at school or work. How did you overcome it**
Your answer should demonstrate your ability to stay calm under pressure, professionalism, interpersonal communication skills.

**Tell me about a time when you were under a lot of stress and how you handled the situation**
Your answer will help the employer determine how well you’re equipped to perform their job in a variety of stress-inducing conditions, such as when the team is understaffed, or a timeline is reduced.

**Share a time when you faced and overcame an unexpected challenge**
Your answer should show your flexibility and how you react to unforeseen circumstances either at work or in other aspects of their life. Employers want staff who can quickly shift their attention and reprioritize tasks. Situations related to the pandemic could be great examples: class, work, location.
At the end of the interview, employers ask if you have any questions for them. **Always, Always, Always** have questions for the Interviewer.

Choose 1-3 of the following questions based on the flow of your interview. Take notes. Choose different types of questions.

- What do you like most about working here?
- What opportunities for advancement do you have for high-performing employees?
- How long have you worked here, and what made you accept the offer?
- May I contact you if I have further questions?
- What are the next steps in the process?

**HELPFUL TIPS:**
- Get the employer’s email address.
- Send a thank you note within 24 hours.
- Look up the employer in LinkedIn.
- Send an invitation to connect with a brief, error-free note: It was great meeting you at the AAMU Career Fair. I hope we can keep in touch.

**Emerging Talent**

**Campus Programs**

We are **fully invested** in the next generation of young professionals.

We want to empower you – that’s why we offer training, development and a culture of mentorship and mobility. The goal is to help you cultivate the tools needed to build your career.

[Learn more about our openings at](https://abglobal.wd1.myworkdayjobs.com/abcampuscareers)
Do I really need to dress up for every virtual event?

Sometimes you can’t even see the speaker.

Career Development Services will host virtual employer events throughout the semester. The Spring 2021 Career Fair will be comprised of virtual 1:1 sessions with employers, set up in ten-minute intervals, and 30-minute group sessions, which will be comparable to information sessions.

You only get one chance to make a first impression.

When in doubt, dress to be seen.

Do I always have to wear business attire?

No. However, employers recognize when you take the time to present yourself in a professional manner; dress appropriately and be well groomed. Note: webinars do not have video.

What’s appropriate attire?

For Employer Information sessions
Business and business casual attire are both acceptable.

For Career Fairs, Interviews, 1:1 meetings
Professional business attire is expected.

<table>
<thead>
<tr>
<th>Attire</th>
<th>Description</th>
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| Business Casual   | Casual blazer
Polo or button-down shirt, sweater set, or blouse
Khakis, dress pants, or skirt
Simple jewelry
Comfortable shoes (will not be visible) |
| Business Attire   | Dark suit with a light shirt or tailored dress
Conservative tie
Simple jewelry
Comfortable shoes (will not be visible) |

Your Virtual Presence

Be Punctual.
Know the time zone of the interview. Arrive early.
Being on time is considered late.

Be Present.
Body language communicates loudly and clearly. Look into the camera when you’re talking to employers. Good posture shows attentiveness; slouching and looking around can give the impression that you’re not very interested. Be careful with hand gestures because they can be a distraction.

Be Informed.
Conduct research on employers in advance. Google the company and industry, and go to the employer’s website. If you have the recruiter’s name, look for their LinkedIn profile. Have several questions ready in case someone asks your question or the employer provides the answer. Have a pen and paper with you so you can take notes and jot down new questions that come to mind.

Be Confident.
Knowing yourself and something about the employer will allow you to present yourself with confidence.

Be The Focal Point
Minimize background distractions. The recruiter will be taking note of everything they see, and you want the emphasis to be on YOU, not your background. Have a clean, neutral background. Be sure to sit at a table or desk.
Be prepared for every Zoom call with an employer.

Find your calling.

The greatest work of your career will happen here. Why are we so sure? You’ll be empowered with all the resources you need to build the career you’ve always dreamed of. If you’re looking to join a supportive team that will push you to become your very best, then this is it.

Learn more about us at MyRocketCareer.com.

Follow us: @RocketCareers
BE TECH-READY

Test Your Internet + Video Connection

Use a desktop, laptop or propped-up tablet instead of a smartphone that will need to be held throughout the conversation. Download and familiarize yourself with the necessary software.

Test your technology and practice at least one day before a virtual meeting with an employer.

Make sure that your internet connection is functioning and that your audio and video are working properly.

AAMU Virtual Backgrounds

If you need a clean, simple background, Click Here to use one that has been provided by AAMU.
HOW DO I SIGN UP FOR THE VIRTUAL CAREER FAIR?
WE’LL HELP YOU GET THERE.

But first, be prepared...

- Conduct research in Advance
- Practice interviewing with the STAR method
- Make sure you are Camera Ready
  - Professional attire
  - Sit at your desk or a table with a clean, simple background (use an AAMU background if needed)
- Test your internet connection
- Show up On Time
- You are Ready!

FOLLOW THESE EASY STEPS...

1. Log in to Handshake
2. Click on Career Center
3. Click AAMU Spring 2022 Career Week
4. Review info on employers you’re interested in
5. Register for the Career Fair, then:
   - Sign up for as many 1:1 and Group Sessions as you want
   - Be careful not to double book
   - Mark the sessions on your calendar
6. Click Your Schedule to see the sessions you’ve signed up to attend. When it’s time for your 1:1 or Group Session, click the Join video link.

But first, be prepared...

- Conduct research in Advance
- Practice interviewing with the STAR method
- Make sure you are Camera Ready
  - Professional attire
  - Sit at your desk or a table with a clean, simple background (use an AAMU background if needed)
- Test your internet connection
- Show up On Time
- You are Ready!

Watch this video for more information.
There aren’t many employers recruiting for my major. What Should I Do?

**Surf the Net**
Many universities with professional programs, and industry-related organizations host summer programs. You can search for them online or reach out to your CDS career counselor for assistance.

**Search Handshake**
Many employers that don’t attend career fairs post positions in Handshake. The system will provide posts based on your profile. Please take time to create and complete your Handshake profile.

**Meet with your CDS Career Counselor**
Handshake is a platform for college students and recent grads. More than 500,000 employers post internships, co-ops and entry-level career opportunities on Handshake. College career placement offices use Handshake to connect students with employers, and to host virtual career fairs, information sessions and other events.

Employers reach out to students directly through Handshake if they have profiles that align with their employment opportunities. Therefore, it is important for students to have complete profiles and resumes posted.

Check this out:
- General information on Handshake
- Virtual Career Fair Tip #1 and Tip #2
- Info showing how to use Handshake’s Mobile App

LinkedIn is the world’s largest virtual professional network.

Use LinkedIn to:
- Find an internship or career opportunity
- Establish and strengthen professional relationships
- Build their brand through personal posts
- Take courses to develop skills needed to succeed in their career

A complete LinkedIn profile will help you connect with opportunities by showcasing your unique professional story through experience, skills, and education. You can also use LinkedIn to join groups, post photos and videos, and more.

Learn how to set up a LinkedIn profile: Example #1  Example #2  Example #3

Which one do I need?
Answer: BOTH
Networking will probably be the single most effective method of advancing your career throughout your work life, because it plays a role in the many hiring decisions.

Never underestimate who might be able to help you advance your career. Seek opportunities to meet people. Brief, casual encounters can lead to your next career opportunity.

Bulldog Introduction
Develop + practice your Bulldog Introduction, which is comparable to a 30-second elevator pitch. Differentiate yourself. Examples are below.

- Hello! My name is Bull Dog. I am a senior double majoring in Computer Science and Business Administration at Alabama A&M University. How are you doing today?
- Good afternoon! My name is Bull Dog. I am a junior majoring in Food Science at Alabama A&M University. I am president of the The Food Science Club and have completed two internships in my field. It’s nice to meet you.
- Good morning! I am Bull Dog, a sophomore majoring in Social Work at Alabama A&M University. I am the treasurer of the Honors Program. It’s a pleasure to meet you.

Sample questions to ask while networking:
(Start with one question and go with the flow. It’s a conversation, not an interview)
- How are things going? What brings you here?
- What do you do?
- How long have you worked there?
- What made you choose to work there?
- What do you like/dislike most about your work?
- How has the pandemic impacted your work?
- Where did you grow up?
- What type of professional and personal skills does it take to succeed in this field?
- What charitable cause are you passionate about?
- What do you see as the major issues/trends in the field today?
- What books would you recommend that I read?
- What suggestions do you have for students regarding their job search strategy?
- Can you recommend any classes that I take?
- May I keep in contact with you?
We are Here for You!

Even in the midst of the pandemic, the CDS team is here to serve you.

Bulldogs:
Are you interested in scheduling an appointment with us? If so,

1. After logging into Handshake, click “Career Center” from the top menu bar
2. Click “Appointments”
3. Click “Schedule a New Appointment”
4. Book your appointment!

If you’re not sure who your career counselor is, click the Paw And then click Expand All

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Career Development Services | 256.372.5692 | aamu.edu/cds
We build more than vehicles. We build careers.

Developing the workforce of tomorrow begins today. At the Alabama Auto Plant, Honda hires and trains associates with the drive and determination to build vehicles driven around the globe. By helping our associates succeed, our company succeeds – and the whole world benefits.

hondaalabama.com  @hondaalabama

Honda vehicles are made using domestic and globally sourced parts.