

# Bulldog Ready

CAREER GUIDE



## Spring 2022

Navigate the  
In-Person + Virtual  
Career Fairs with  
**Bulldog Confidence**







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# Bulldog Ready

## CAREER GUIDE

Spring 2022 •

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starts here!



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**A lot more!**

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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**



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## 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 12<sup>th</sup> 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.

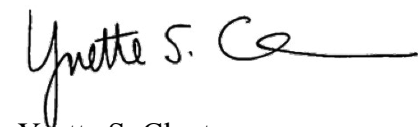
We also extend much gratitude to our **BRONZE** sponsors: **American Bureau of Shipping, Caterpillar Financial, Ferguson Enterprises, and Makpar Corporation**. Sponsorship support underwrites Career Preparedness Week activities, including the Shoot Your Shot Competition prizes, and much more.

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](mailto:yvette.clayton@aamu.edu).

**Start Here. Go Anywhere. Go Bulldogs!**

Best,



Yvette S. Clayton  
Director, Career Development Services



1st Place	2nd Place	3rd Place
 <b>Mphande Piri</b> Junior Electrical Engineering	 <b>Kamsiyochukwu Arinze</b> Junior Computer Science	 <b>Christian Emonina</b> Sophomore Biology
 <b>Isaiah Thompson</b> Freshman Environmental Science	 <b>Shemaiah Mbetwa</b> Sophomore Electrical Engineering	

**Prizes:**

1st:	2nd:	3rd:
\$300	\$200	\$100

**GOLD**

**HONDA** ★ **macy's**

**SILVER**

 **Constellium**

**BRONZE**

   **MAKPAR** 



# Spring 2022 Career Week

[ In-person ]  FACE MASKS REQUIRED

▶ 2/8 | 3p-5p

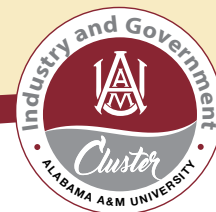
New School of Business, *Clyde Foster*  
**Speed Networking**

▶ 2/9 | 10a-2p

Student Health and Wellness Center Gym  
**Career Fair**

▶ 2/10 | 8a-3p

Student Health and Wellness Center Gym  
**Interview Day**



**GOLD**  
**HONDA**

**★ macy's**

**SILVER**  
**Constellium**

**BRONZE**



## WHO WE ARE



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



CATERPILLAR RANKS **#44** FORTUNE'S WORLD'S MOST ADMIRABLE COMPANIES® FOR 2020 (Caterpillar has appeared in the Top 50 All-Stars for 19 consecutive years)



## BUILD YOUR CAREER WITH CAT FINANCIAL

### WHO YOU COULD BECOME

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



- > Paid internship
- > Project-oriented work
- > Meetings with senior leaders
- > Visit to Cat® dealership
- > Community service opportunities
- > Housing provided
- > Must be authorized to work in U.S.



\*Minimum of 3.0 cumulative GPA in 4.0 scale

**\$ FINANCE**

**💻 INFORMATION SERVICES**

### FOUNDATION PROGRAMS

**\$ FINANCE**

A 4-year program with intentional rotational assignments. This program helps you learn our core business and build a strong career foundation. At the end of the foundation program, you will have identified your career path, with the potential to include international assignments.

**💻 INFORMATION SERVICES**

A 3-4 year program with rotational assignments in application, infrastructure, or security teams within the Information Services Department. This program is designed to build a strong career foundation in Information Services.

**MAJORS INCLUDE**

- > Management
- > Finance
- > Business Administration
- > Economics
- > International Business
- > Marketing

**REQUIREMENTS**

- > 3.0
- > Must be authorized to work in U.S.
- > Globally mobile

Submit your application online:  
**CatFinancial.com/careers**

EEO/AA - Cat Financial is an Equal Opportunity Employer. All qualified individuals - including minorities, females, veterans and individuals with disabilities - are encouraged to apply.

**MAJORS INCLUDE**

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

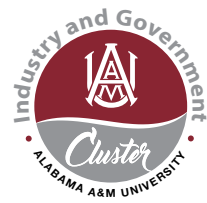
facebook.com/CatFinancial @CatFinancial YouTube youtube.com/CatFinancial linkedin.com/company/Caterpillar-Financial

<https://www.catfinancial.com>





# Spring Calendar 2022 of Events



## January

### ► CAREER PREPAREDNESS WEEK [ *In-person + virtual* ]

*In partnership with the AAMU Cluster + Event Sponsors*

1/25 | 11a-2p New School of Business, Clyde Foster Multipurpose Room

Meet the Cluster & Sponsors and  
Free Handshake + LinkedIn Headshots

1/26 | 12p-1p New School of Business, Clyde Foster Multipurpose Room

Resume Writing Workshop

1/26 | 4p-5p New School of Business, Clyde Foster Multipurpose Room

Student Internship Panel: Dos and Donuts

1/27 | 12:30p-2p Zoom  
Elevator Pitch Competition

1/28 | 11a-2p Zoom  
Resume Reviews + Mock Interviews

## March

### ► YOUTH MOTIVATION TASK FORCE OUTREACH PROGRAM [ *Virtual* ]

3/7 | 8a-4p Whova  
Classroom presentations

3/7 | 2p-4p Zoom  
Resume Critiques and Mock Interviews

3/8 | 8a-Noon Whova  
Classroom presentations

3/8 | 6p Whova  
Mentorship Workshop

### ► WORK-IT WEDNESDAY WORKSHOP [ *Virtual* ]

3/9 | 4p-5p Zoom  
Networking during a Career Fair

### ► CAREER WEEK [ *Virtual* ]

3/15 | 3p-5p Whova  
Speed Networking

3/16 | 10a-2p Handshake  
Career Fair (Day 1)

3/17 | 10a-2p Handshake  
Career Fair (Day 2)

### ► WORK-IT WEDNESDAY WORKSHOP [ *Virtual* ]

3/23 | 4p-5p Zoom  
Evaluating a Job Offer

## April

### ► WORK-IT WEDNESDAY WORKSHOP [ *Virtual* ]

2/16 | 4p-5p Zoom  
Communicating Effectively within a  
Multigenerational Workplace

### ► WORK-IT WEDNESDAY WORKSHOP [ *Virtual* ]

4/6 | 4p-5p Zoom  
Make Connections with LinkedIn

*Thank You*

Career Development Services is most appreciative  
of the employers who have sponsored  
Spring 2022 Career Week.

**GOLD**

**HONDA**



**SILVER**



**Constellium**

**BRONZE**



# I HAVE AN INTERVIEW

## Now what do I do??



## Congrats!

### Breathe. Relax. Research. Practice. Repeat.

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

**Traditional questions** are usually pretty straight forward. 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?*

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



# The S.T.A.R. Method

SITUATION

TASK

ACTIONS

RESULTS

## 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.

# The S.T.A.R. Method

## 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.

### *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.

### *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.



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 are the characteristics of someone who would succeed in this role?*

*Will you describe the day-to-day responsibilities of this role?*

*If hired, what could I do to help make an impact within the first 90 days?*

*How would you describe the workplace environment?*

*If I were in this job, how would my performance be measured?*

*What do you see as the most challenging aspect of this job?*

*Have I sufficiently answered all of your questions?*

*What type of training opportunities are available for new employees?*

*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?*

**Need more help?**

**YouTube has helpful videos.**

**AVOID** saying anything negative.

### 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.*



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# 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>





# Your Brand

*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.

Attire	Description
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 CAMERA-READY

» 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.

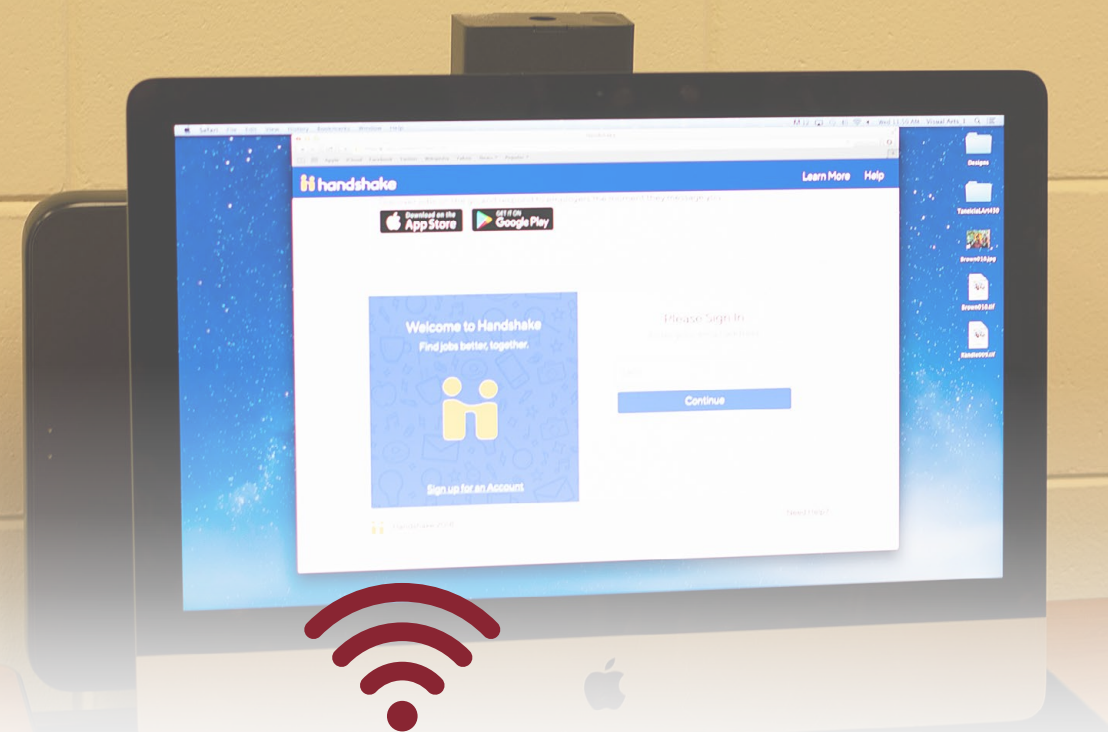
Learn more about us at [MyRocketCareer.com](https://MyRocketCareer.com).

Follow us: @RocketCareers



**ROCKET**  
Careers





# 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.



# Thank You

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[A/B] ALLIANCEBERNSTEIN

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# HOW DO I SIGN UP FOR THE VIRTUAL CAREER FAIR?

## WE'LL HELP YOU GET THERE.

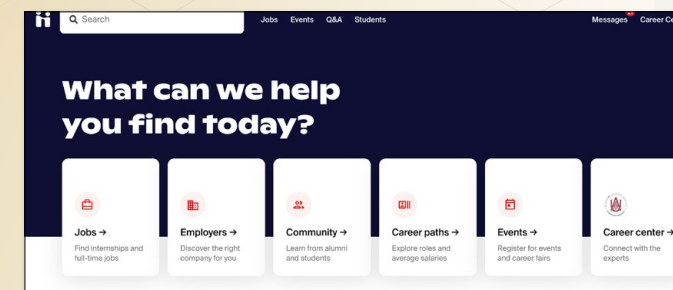


**But first, be prepared...**

- **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

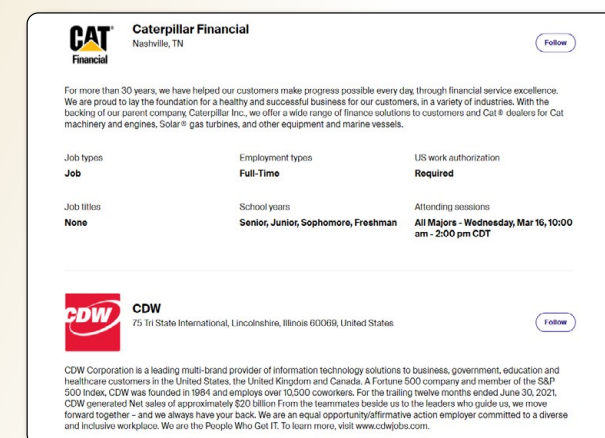


2. Click on Career Center

3. Click **AAMU Spring 2022 Career Week**

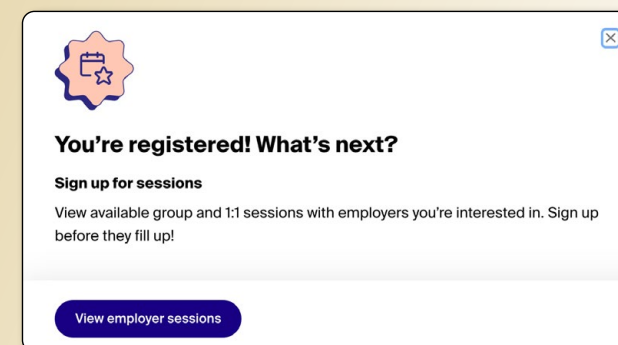


4. Review info on employers you're interested in

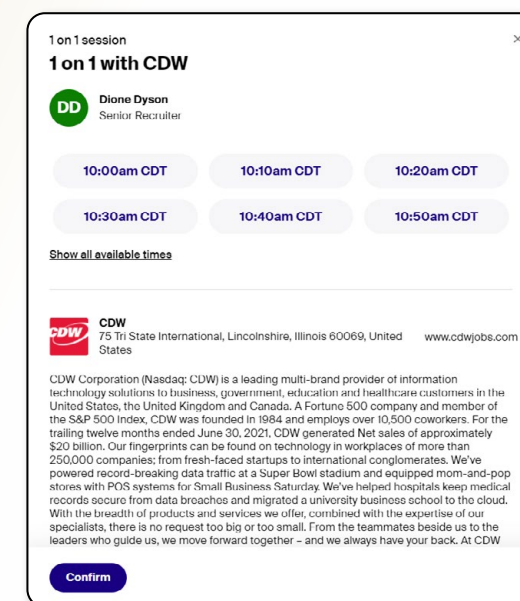
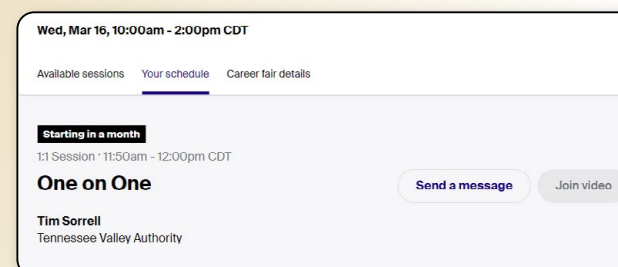


5. Register for the Career Fair, then:

- 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.



Watch this video for more information.  
<https://support.joinhandshake.com/hc/en-us/articles/360051488854-Video-Locating-and-Registering-for-Virtual-Fairs>

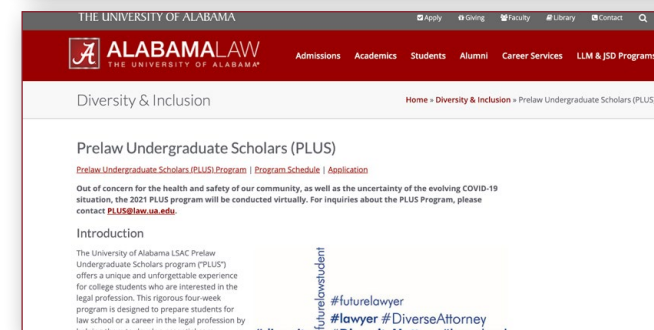
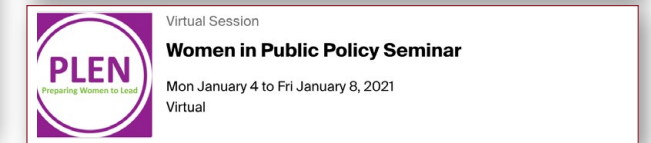
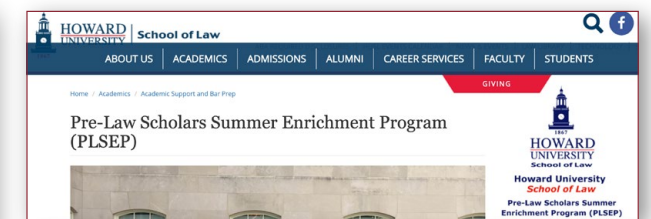




There aren't many employers recruiting for my major.  
What Should I Do?

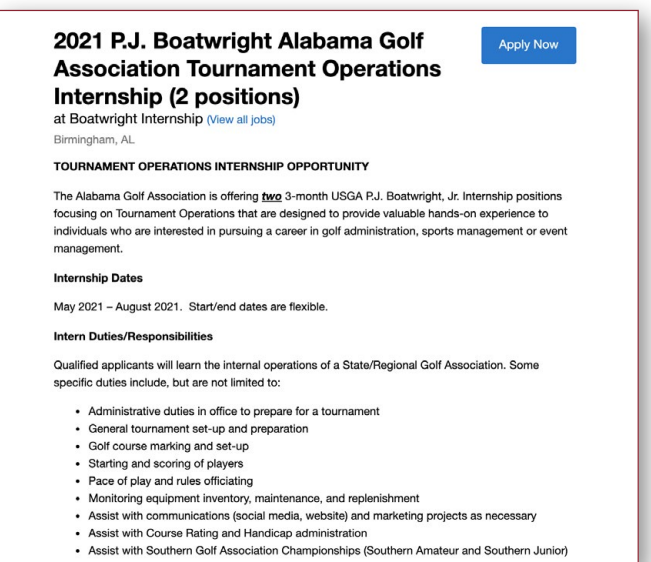
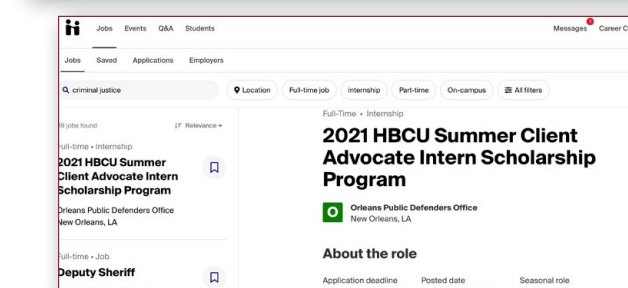
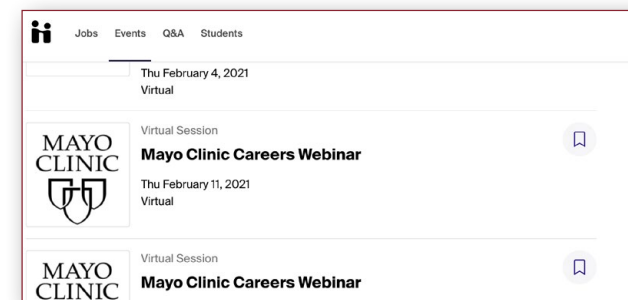
## Surf the Net

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



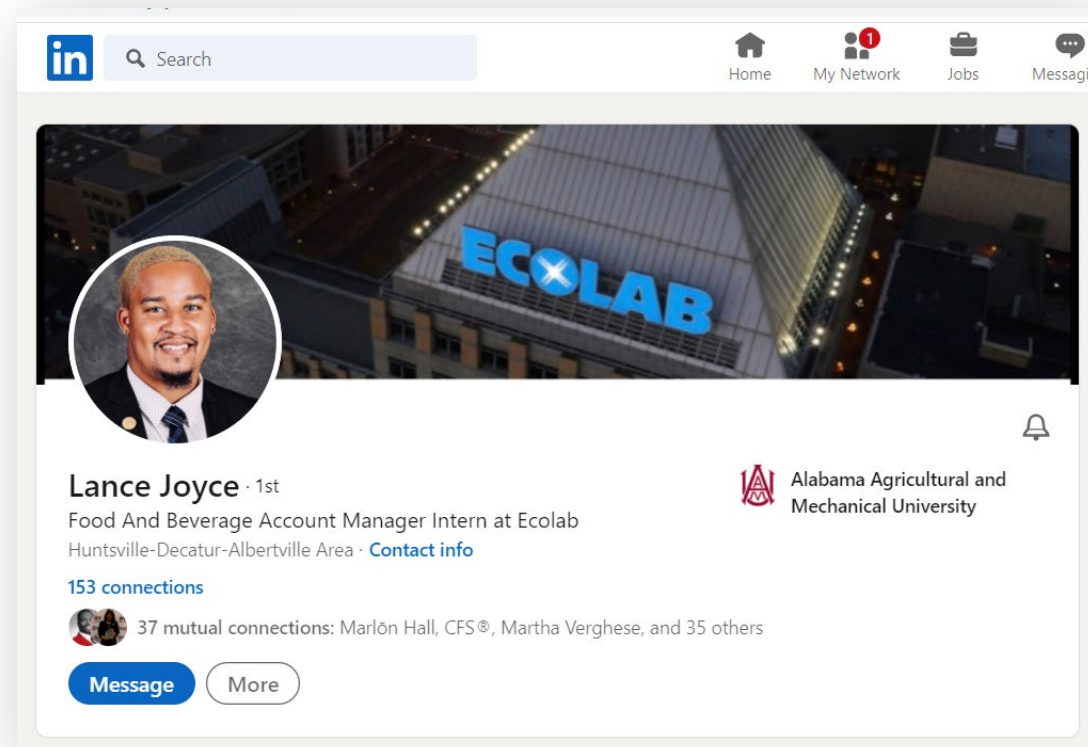
# handshake

VS.

# LinkedIn

## Which one do I need?

## Answer: **BOTH**



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.

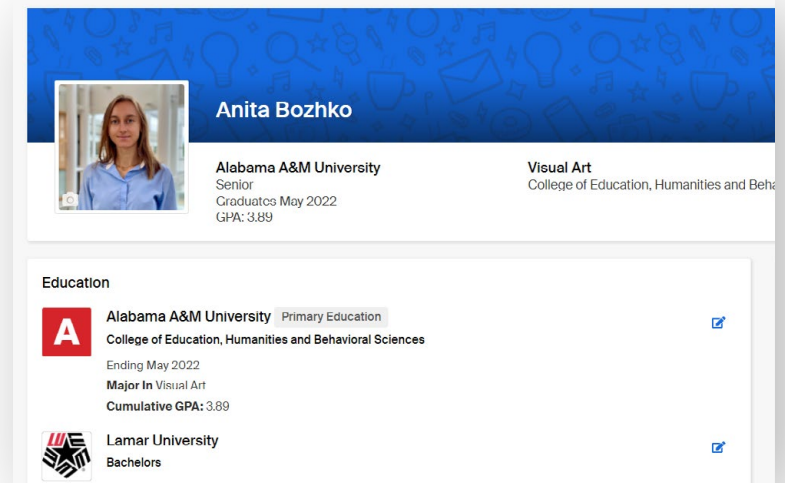
Employers reach out to students directly through Handshake if they have profiles that align with their employment opportunities. Therefore, it is important for students to have complete profiles and resumes posted.

Check this out:

[General information](#) on Handshake

Virtual Career Fair [Tip #1](#) and [Tip #2](#)

Info showing how to use [Handshake's Mobile App](#)



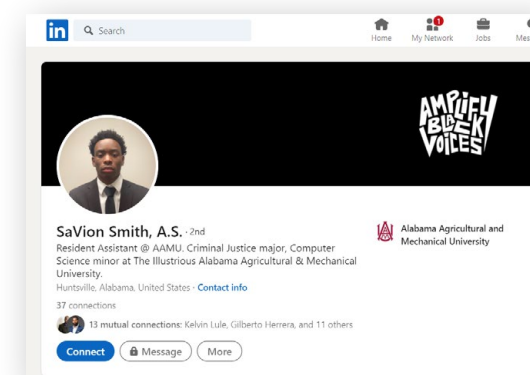
LinkedIn is the world's largest virtual professional virtual network.

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](#)





# NET WORK ING

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 do you wish you had known about your profession before you started?
- 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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**19,500**  
ROUTE MILES  
ACROSS  
**22 STATES & D.C.**

**NORFOLK SOUTHERN**  
Serving the freight transportation needs of America — creating jobs, supporting economies, and transporting goods on safe, environmentally friendly rail.

  
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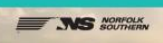




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**OPERATIONS SUPERVISOR:**

**NORFOLK SOUTHERN**  
• A FORTUNE 500 Company  
• One of Five Class 1 Railroads  
• 25,000+ Employees

OUR VISION: Be the safest, most customer-focused, and successful transportation company in the world.

WHAT WE MOVE MOVES THE ECONOMY



**COMMITTED TO SUSTAINABLE PRACTICES**

**1 train = 280 cars**  
**440+ cars per ton of freight**

Rail is the most fuel efficient way to transport goods over land; but our commitment to the environment doesn't just stop there. In addition to lowering our carbon emissions by almost 9% in the last five years, we are involved in many wildlife and habitat conservation projects across the 22 states where we operate.

**Working in the field**

Working in the field requires a strong work ethic and the ability to work in a team environment. Supervisors in the field manage a team with goals such as repairing locomotives, building railroad infrastructure, or managing a railroad.

NS FIELD DEPARTMENTS	STARTING PAY*	Business / Management	Engineering	Construction	Operations	Logistics	Supply Chain	Information Technology	Environmental	Health & Safety
Operations Supervisor	\$60,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electrical Engineering Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓
Construction & Engineering Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓
Locomotive Construction & Repair Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓
Freight Car Repair Supervisor	\$64,000+	✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Supervisors receive a \$3,000 pay increase at completion of their training program.

**INTERNS / CO-OPS**

Spring, Summer, and Fall opportunities in both field and office settings.

Must be an actively enrolled student pursuing a bachelor's degree or higher.

Commitment to a 40-hour work week and possibility of relocation.

Year	Monthly Rate
Freshman	\$2,500
Sophomore	\$2,800
Junior	\$3,000
Senior	\$3,300
Postgraduate	\$3,666

\$800 monthly housing stipend available for those who qualify.



# 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.

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Honda vehicles are made using domestic and globally sourced parts.

# HONDA