Navigate the Virtual Career Fair + Interviewing Process with Bulldog Confidence
Harness your potential and apply now.  
www.LeonardoDRS.com/careers
Welcome to Alabama A&M University’s Spring 2021 Career Week! Career Development Services (CDS) is excited about hosting our second virtual career fair. We are pleased to welcome new employers to The Hill, and to welcome back our long-time recruiters.

Special thanks to Leonardo DRS for being our Spring 2021 Career Week sponsor and to Textron for being a Career Fair Sponsor.

We created this virtual guide to help AAMU Bulldogs successfully navigate the career preparation process, the virtual career fair, and the interview process. It is our hope that the information provided will help our students to secure internships, co-ops and career opportunities that will position them for success.

Based on employer feedback, this semester CDS is trialing hosting two events: The STEM Career Fair on February 3, and the BEST (Business + Creative, Education, Social + Behavioral Sciences Talent) Career Fair on February 4.

Thanks to the administrators, faculty and staff and parents for encouraging students to participate in the events that Career Development Services hosts throughout the year. We salute the members of the AAMU Industry, Government Cluster for their leadership and support: Ability Plus, American Family Insurance, Amazon, The Boeing Company, CGI, DENSO, Land O’ Lakes, Lockheed Martin and Tec-Masters, Inc.

To all of the employers participating in the Spring 2021 Career Fair, thank you for your support! At Alabama A&M University, we firmly believe that if you Start Here. You can Go Anywhere. Bulldogs, let’s make it happen!

Please stay safe!

Yvette S. Clayton
Director, Career Development Services

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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
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Calendar 2021 of Events*

**January**
- MEET THE TEAM
  1/21 | 12:30p-1:45p Zoom
  CDS Virtual Town Hall
- CAREER PREPAREDNESS WEEK
  In Partnership with the AAMU Industry and Government Cluster**
  1/26 | 9:30a-12:00p Health & Wellness Center
  Handsake + LinkedIn Headshots
  1/26 | 12:30p-1:45p Zoom
  Brand Management, Your Virtual Brand Panel Discussion
  1/26 | 4:00p-5:30p Zoom
  Meet the AAMU Cluster
  1/27 | 12:00p-1:00p Zoom
  Shoot Your Shot, 30-second Elevator Pitch
  Competition, $100 Prize
  1/27 | 1:00p-5:00p Health & Wellness Center
  Handsake + LinkedIn Headshots
  1/28 | 12:30p-1:45p Zoom
  Ace the Interview, Strategies that Result in Offers
  1/29 | 11:00a-2:00p Zoom
  Employer Resume Reviews & Mock Interviews

**February**
- CAREER WEEK* (sponsored by Leonardo DRS)
  2/2 | 3:00p-5:00p Zoom
  STEM Speed Networking
  2/3 | 10:00a-2:00p Handshake
  STEM Virtual Career Fair
  2/3 | 3:30p-5:30p Zoom
  BEST Speed Networking
  2/4 | 1:00p-5:00p Handshake (sponsored by Textron)
  BEST Virtual Career Fair
- WORK-IT WEDNESDAY WORKSHOPS
  2/10 | 4:00p-5:00p Zoom
  Navigating a Salary Offer, presented by PayPal
  2/24 | 4:00p-5:00p Zoom
  Navigating Indeed.com, presented by Indeed

**March**
- YOUTH MOTIVATION TASK FORCE
  3/8 | 8:00a-5:00p Zoom
  YMTF Classroom Presentations
  3/8 | 2:00p-4:00p Zoom
  YMTF Resume Reviews + Mock Interviews
  3/8 | 5:00p-7:00p Zoom
  YMTF Mentoring Event
  3/10 | 8:00a-12:00p Zoom
  YMTF Classroom Presentations
- WORK-IT WEDNESDAY WORKSHOP
  3/24 | 4:00p-5:00p Zoom
  Presented by The Walt Disney Company

**Spring 2021**
- Science, Technology, Engineering and Mathematics (STEM)
  **February 2** | 3:00p-5:00p Zoom
  STEM Speed Networking, Zoom
  **February 3** | 10:00a-2:00p
  BEST Virtual Career Fair, Handshake

**AAMU Industry and Government Cluster Members**

**AAMU_CDS**
256.372.5692 | aamu.edu/cds
Facebook: AAMUCDS
Twitter: @AAMUCDS
Website: aamu.joinhandshake.com
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
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; make time to 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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</thead>
<tbody>
<tr>
<td>Business Casual</td>
<td>Casual blazer&lt;br&gt;Polo or button-down shirt, sweater set, or blouse&lt;br&gt;Khakis, dress pants, or skirt&lt;br&gt;Simple jewelry&lt;br&gt;Comfortable shoes (will not be visible)</td>
</tr>
<tr>
<td>Business Attire</td>
<td>Dark suit with a light shirt or tailored dress&lt;br&gt;Conservative tie&lt;br&gt;Simple jewelry&lt;br&gt;Comfortable shoes (will not be visible)</td>
</tr>
</tbody>
</table>

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.
**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 2021 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.
Be Tech-ready

If you need a clean, simple background, use one that has been provided by AAMU. Visit https://www.aamu.edu/about/inside-aamu/news/aamu-virtual-backgrounds.html?tag=Virtual%20Backgrounds

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.

Be Camera-ready

Meryle has provided examples of what NOT to do on any Zoom call with an employer.
I HAVE AN INTERVIEW
NOW WHAT DO I DO?

Congrats!
Practice. Repeat.

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?
- 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**
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.
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 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.
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
Networking will probably be the single most effective method of advancing your career throughout your work life, because it plays a role in the majority of 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?
Alabama A&M University is most appreciative of the time, resources and insight provided by our Industry and Government Cluster members. The employers below have helped us to relaunch the Cluster.

Are you looking for a career at a company with a history of innovation and leadership? Come to Textron Specialized Vehicles and let us help you Drive Your Career. Our culture allows you to grow within the company while building your career. Developing new leaders and encouraging innovative ideas are critical to the success of our organization. You will work where strong individual performance is an inherent part of the culture, and talent is a true competitive advantage. We recruit creative, resourceful and motivated people and develop them into high-performing, engaged professionals who make bold choices and take smart risks to capture growth opportunities. If you’re ready to accelerate your career, Textron Specialized Vehicles is ready for you!

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