

Bulldog Ready

CAREER GUIDE 2021



CAREER GUIDE

Navigate the
Virtual Career Fair
+ Interviewing Process
with Bulldog Confidence



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Bulldog Ready

2021 CAREER GUIDE

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Message from Career Development Services (CDS)

Hello!

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

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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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*
Handshake + 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*
Handshake + 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



** AAMU Industry and Government Cluster Members

ABILITY PLUS

amazon

AMERICAN FAMILY INSURANCE

BOEING

CGI

DENSO

LAND O LAKES

LOCKHEED MARTIN

Tec-Masters, Inc.
Where Technology Meets Imagination
What a Concept!

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



CAREER DEVELOPMENT SERVICES

ALABAMA A&M UNIVERSITY

Career Spring Week 2021

Sponsored by **LEONARDO DRS**

Science, Technology, Engineering and Mathematics (STEM)

February 2 | 3:00p-5:00p
STEM Speed Networking, *Zoom*

February 3 | 10:00a-2:00p
STEM Virtual Career Fair, *Handshake*

Business + Creative, Education, Social + Behavioral Sciences Talent (BEST)

February 3 | 3:30p-5:30p
BEST Speed Networking, *Zoom*

February 4 | 1:00p-5:00p
BEST Virtual Career Fair, *Handshake*

BEST Career Fair Sponsor:

TEXTRON
SPECIALIZED VEHICLES

256.372.5692 | aamu.edu/cds

AAMU_CDS

AAMUCDS

aamu.joinhandshake.com

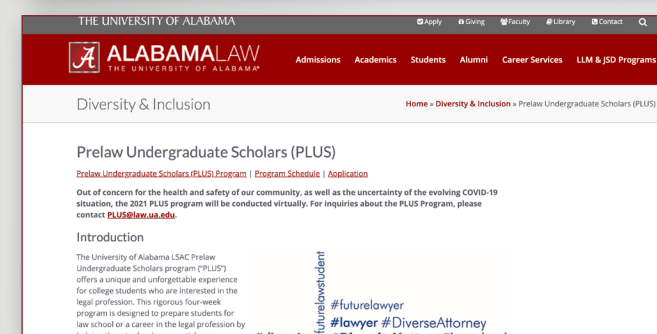
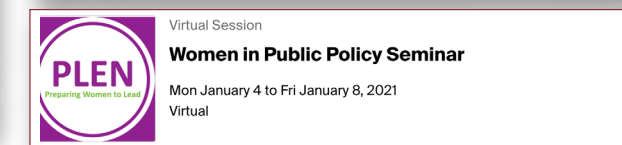
There aren't many employers recruiting for my major.

What Should I Do?



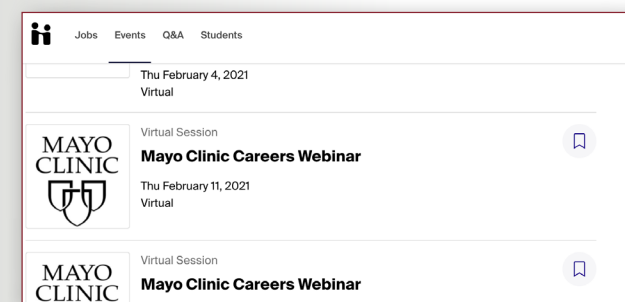
Surf the Net

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.



2021 P.J. Boatwright Alabama Golf Association Tournament Operations Internship (2 positions) Apply Now

at Boatwright Internship [\(View all jobs\)](#)
Birmingham, AL

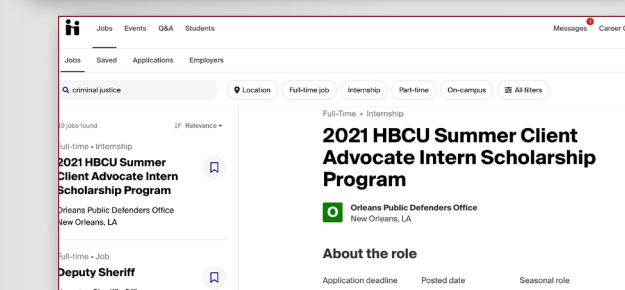
TOURNAMENT OPERATIONS INTERNSHIP OPPORTUNITY

The Alabama Golf Association is offering **two** 3-month USGA P.J. Boatwright, Jr. Internship positions focusing on Tournament Operations that are designed to provide valuable hands-on experience to individuals who are interested in pursuing a career in golf administration, sports management or event management.

Internship Dates
May 2021 – August 2021. Start/end dates are flexible.

Intern Duties/Responsibilities
Qualified applicants will learn the internal operations of a State/Regional Golf Association. Some specific duties include, but are not limited to:

- Administrative duties in office to prepare for a tournament
- General tournament set-up and preparation
- Golf course marking and set-up
- Starting and scoring of players
- Pace of play and rules officiating
- Monitoring equipment inventory, maintenance, and replenishment
- Assist with communications (social media, website) and marketing projects as necessary
- Assist with Course Rating and Handicap administration
- Assist with Southern Golf Association Championships (Southern Amateur and Southern Junior)



Meet with your CDS Career Counselor

Your Brand | Your Virtual Presence

*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.

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)



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.

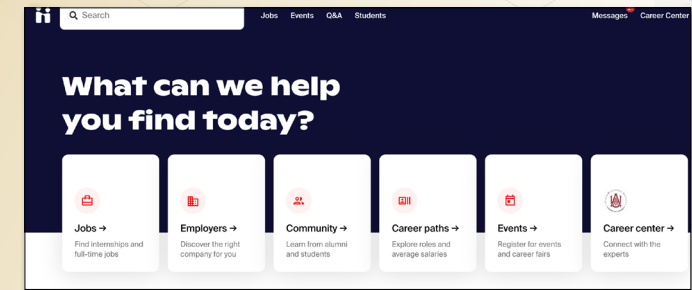


But first, be prepared...

- **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!**

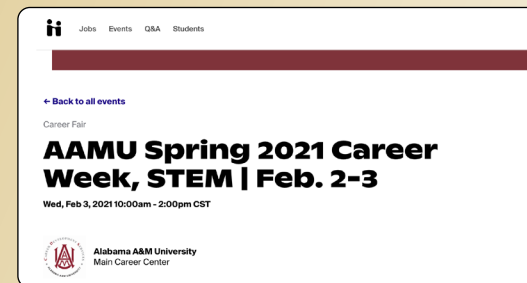
FOLLOW THESE EASY STEPS...

1. Log in to Handshake



2. Click on Career Center

3. Click **AAMU Spring 2021 Career Week**

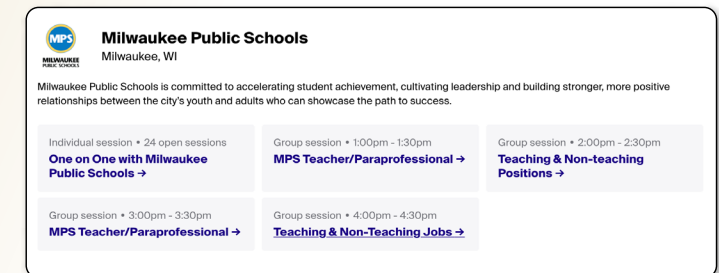
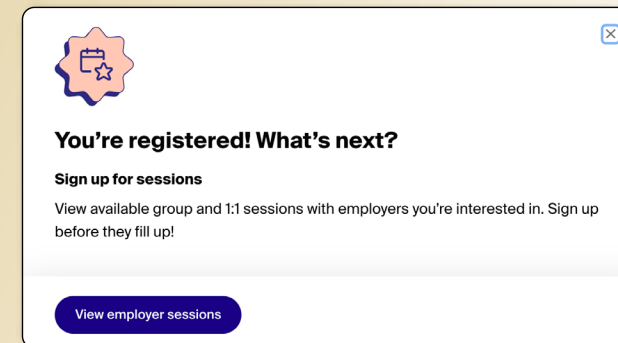


4. Review info on employers you're interested in

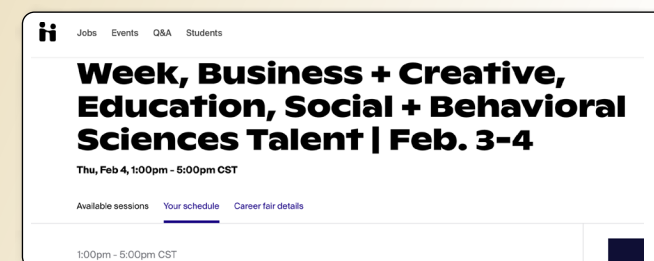


5. Register for the Career Fair, then:

- 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.





» Meryle has provided examples of what **NOT** to do on any Zoom call with an employer.



BE CAMERA-READY



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.

Clean up Busy Backgrounds

If you need a clean, simple background, use one that has been provided by AAMU.

<https://www.aamu.edu/about/inside-aamu/news/aamu-virtual-backgrounds.html?tag=Virtual%20Backgrounds>

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.*

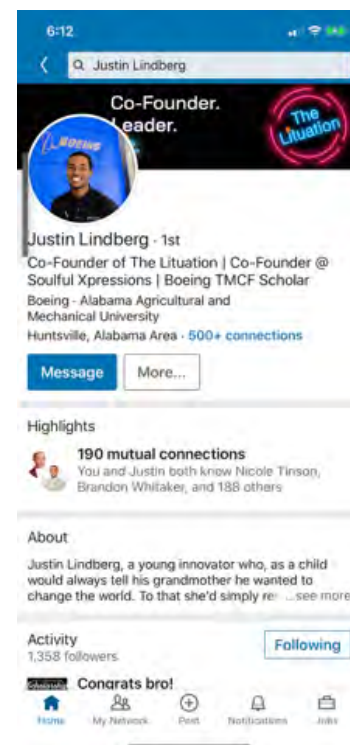
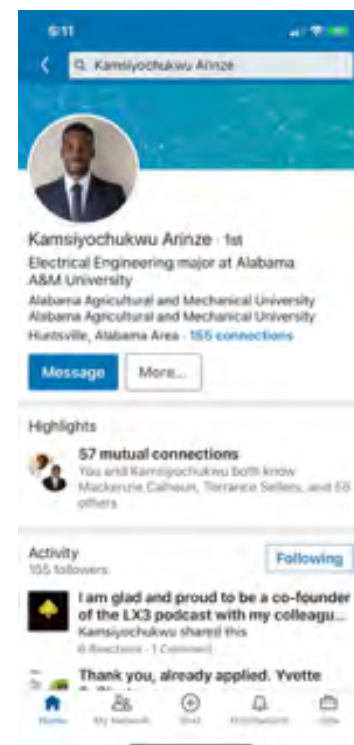
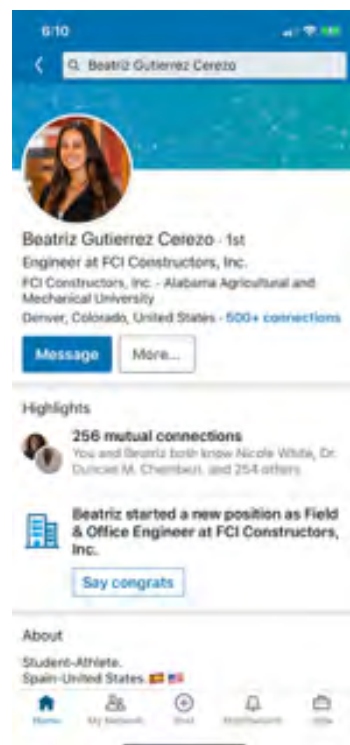
handshake

VS.

LinkedIn

Which one do I need?

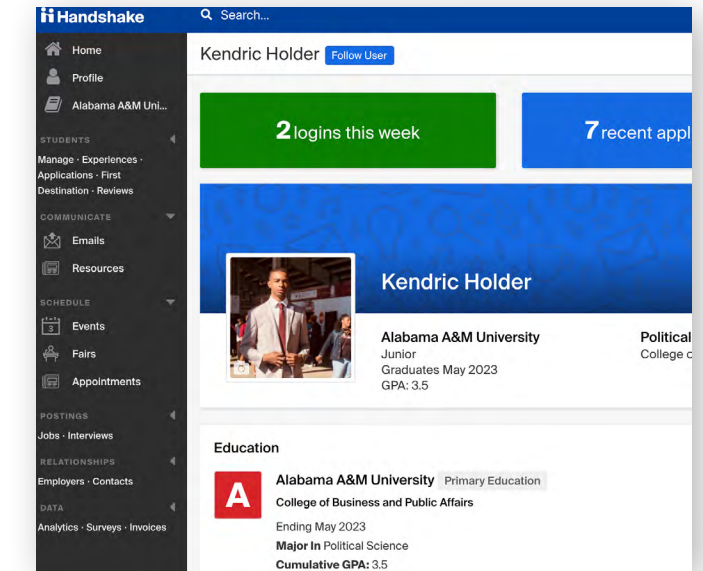
Answer: BOTH



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](#)

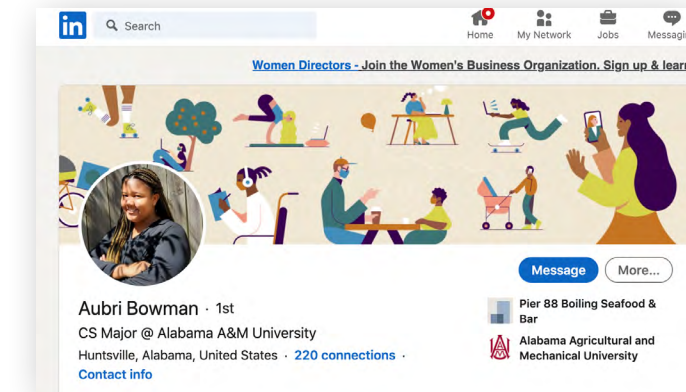


LinkedIn is the world's largest virtual professional virtual network. Use LinkedIn to:

- 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](#)



A series of blue silhouettes of people in business attire, arranged in a line that curves from the top left towards the bottom right. The silhouettes are of varying heights and are set against a dark blue background.

NET WORKING

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?





Thank 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.



DRIVE YOUR CAREER.



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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Start Here. Go Anywhere.

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CAREER DEVELOPMENT SERVICES

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