



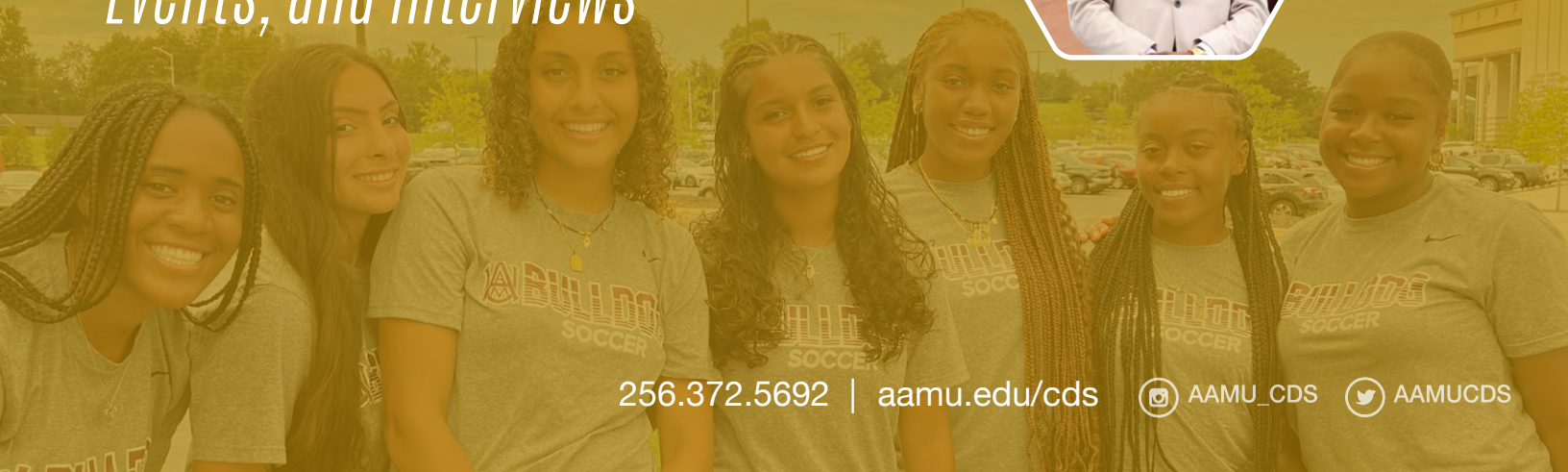
Bulldog Ready

CAREER GUIDE

Fall 2023



*Gain Bulldog Confidence
for Career Fairs, Networking
Events, and Interviews*



256.372.5692 | aamu.edu/cds



AAMU_CDS



AAMUCDS



Northrop Grumman HBCU Invitational

Save The Date: October 20th – October 21st, 2023

Join Northrop Grumman for two days of engaging workshops, networking opportunities, and internship/entry-level interviews. The event is by invite only, so register now for early consideration

Where: Marriott Baltimore Waterfront, Baltimore, MD.

Northrop Grumman will cover travel and lodging for all students selected to attend

Eligibility: Undergraduate or graduate level college students pursuing an engineering, computer science, Information Technology, or business degree with a 2.8 GPA or higher. Must be eligible to obtain a security clearance

Register: [Click here to register](#) or use the QR code



Selected student attendees will be notified in early September.



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TVA has over 10,000 employees and hundreds of internship opportunities—find the right one for your skill set.

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Electrical engineering, mechanical engineering, civil engineering, nuclear engineering, biology, natural/environmental science, chemistry

Business:

Accounting, finance, economics, management/administration, HR, marketing, communications, supply chain

Government Law:

Political science, JD Law/pre-law, public administration, public policy

Data & Technology:

Analytics, computer science, cybersecurity, computer engineering, data science

Applications for the Spring 2024 Internship are open September through October, and Summer 2024 Internship will be available January through March 2024. Learn more at www.tva.com/dogoodhere.



Office of The Vice President
for Student Affairs

September 2023

Whether you are an employer, faculty or staff member, or an Alabama A&M University (AAMU) Bulldog, thank you for participating in or supporting the Fall 2023 Career Week. We appreciate your partnership with AAMU and Career Development Services (CDS).

In Fall 2023, Alabama A&M University welcomed the largest freshman class in the university's history. These students will be well-prepared for their careers, as Alabama A&M University is a leader throughout the state, region, and country in preparing students for success in their chosen career path in a competitive global marketplace.

Career Week, this Bulldog Ready Guide, and other professional development events hosted by CDS help to ensure that our students have great resources and access to invaluable internships, co-ops, and career opportunities. To that end, I am confident that AAMU Bulldogs will be amongst the employers' best hires.

I'd like to give a special thank you to the sponsors of Career Week for investing your time, resources, and support in our students. Thank you to the Career Development Services team for their hard work and commitment to hosting this event and many others throughout the semester.

I hope Fall 2023 Career Week exceeds your expectations. Employers that hire students at Alabama A&M University affirm that students can Start Here. Go Anywhere.

Yours in the pursuit of excellence,

Braque M. Talley, Sr., Ph.D.,
Vice President
Student Affairs



of Tennessee

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Bulldog Ready

CAREER GUIDE

Fall 2023

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Greetings!

Welcome to the Fall 2023 Career Week at Alabama A&M University (AAMU). Career Development Services (CDS) is delighted to welcome you to The Hill. With the in-person career fair being sold out yet again, we are honored that AAMU continues to be a university of choice for many distinguished employers.

Alabama A&M University welcomed the largest freshman class in the university's history to campus this fall. Career Development Services has already started engaging the freshmen by visiting more than 40 freshman orientation classes. We invited our industry partners to join us and had at least one employer in each class helping to underscore the tagline, Start Here. Go Anywhere.

Career Week was preceded by Career Preparedness Week, the CDS Open House, Northrop Grumman Day, TVA Day, and several other employer events. Those events, coupled with this virtual guide, help our Bulldogs prepare for and be successful in their search for co-ops, internships, and career opportunities with employers participating in Career Week.

To our SPONSORS and Cluster Members, thank you for your partnership and willingness to go above and beyond to support our students. It means more than we can say.

To each and every employer participating in the Fall 2023 Career Week, and other events this semester, thank you for your support!

We look forward to receiving updates on the Bulldogs you have hired. If there's anything that the CDS team can do to support you, please don't hesitate to let me know. I can be reached at 256.372.8182 or yvette.clayton@aamu.edu.

Go Bulldogs!



Yvette S. Clayton
Director



Thank You

Career Development Services thanks the
Fall 2023 Career Week sponsors for their
commitment, partnership and support.

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Fall 2023 Career Week

[in person + virtual]

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OCTOBER

3rd Virtual Career Fair*
10a-2p Handshake

4th Resume Reviews
11a-2p Student Health & Wellness Center Gym

Speed Networking & Reception** ^
3p-5p Event Center, Upper Concourse

5th Career Fair* ^
10a-2p Event Center Arena

Graduate & Professional School Expo
2p-4p Ernest Knight Center, Reception Room

6th Interview Day (By Employer Invitation Only)*
8a-3p Student Health & Wellness Center Gym

*Professional Attire is Required **Business Casual Attire is Encouraged ^BTS will provide transportation to and from the event



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How Do I Sign Up for the Virtual Career Fair?

1

Log into SSO and type Handshake in the search bar. Open the App.



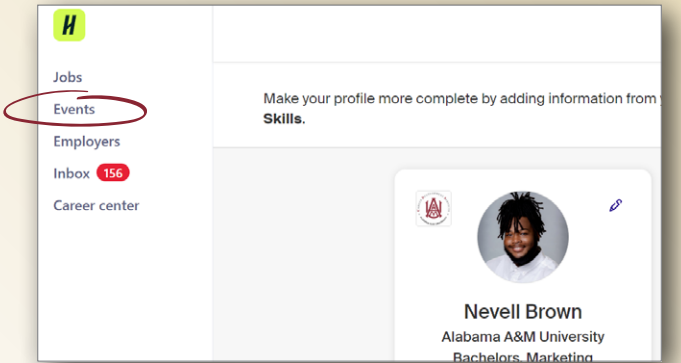
2

Customize and complete your profile

- Upload your resume
- Make your profile public
- Be sure to check your inbox; employers contact students directly

3

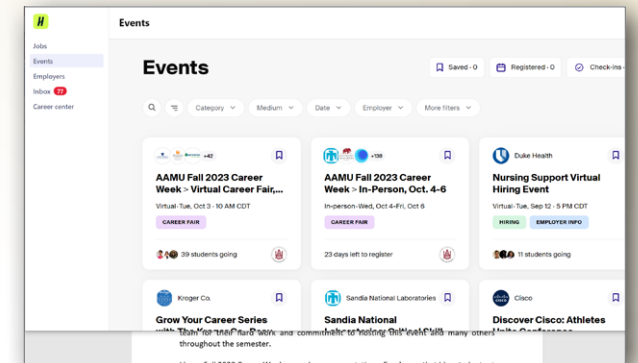
Click Events



4

Check out the Upcoming Career Fairs

- Click on the events to see the employers participating in the career fairs
- Follow employers and start your research early!



5

For the Virtual Career Fair, read the FAQs and check out the video if needed

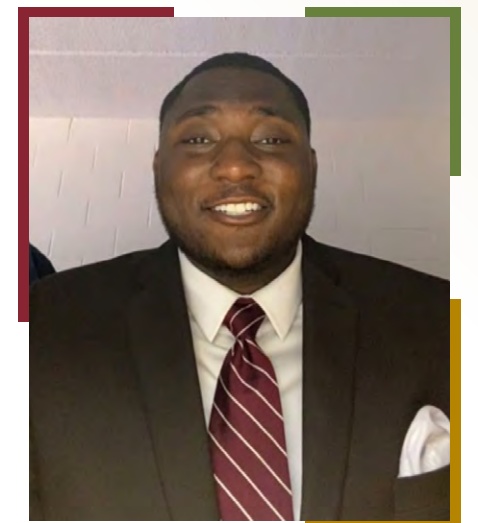
- Click REGISTER
- Review the Employer Sessions
- Select Group Sessions (30 minutes) and Individual Sessions (10 minutes) with as many employers as you can



6

Click Your Schedule to see your sessions

On the day of the Virtual Career Fair, click on the links provided by employers



First, be prepared...

- Conduct research on the employers in advance
- Practice interviewing by coming to workshops and Mock Interview events; look up the STAR Method
- Be Camera Ready
- Sit at your desk and be sure to have a plain background
- Test your internet connection
- Show up at least 5 minutes early
- You are ready, Bulldog!

Watch the video for more information.





Show Your Skills!

Shoot your
SHOT



**AUG
29th**

**30-second Elevator Pitch
Competition...**

Give Your BEST Bulldog Introduction!

Round 1
Register Here



Round 2-Finals
Register Here



ROUND 1 • 12:30p-2p Zoom

ROUND 2 (Finals) • 12:30p-2p Zoom

Finalists compete before a live, virtual audience via Zoom. Open to Public.

• **PRIZES** •

1st: \$500 | 2nd: \$250 | 3rd: \$150

Finalists' pitches will be recorded.

Winners' videos will be shared publicly, including on social media.

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1500 32nd Avenue North, Birmingham, Alabama 35207

Your Brand

What is the appropriate attire for employer events?

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 (no gym shoes)
Business Attire	Dark suit with a light shirt or tailored dress Conservative tie Simple jewelry Conservative shoes





Fall 2023 Calendar of Events



AAMU_CDS AAMUCDS

SEPT

- 5th** CDS OPEN HOUSE
12:30p-2p Patton Building, Room 101
- 6th** RECRUITER RESUME REVIEW + APPROVAL
10a-3p Zoom
WORK-IT WEDNESDAY WORKSHOP
4p-5p Zoom
Why Internships Matter to Hiring Managers
- 12th** TVA DAY
8a-5p Schedule TBA
- 14th** NORTHROP GRUMMAN DAY
8a-7p Schedule TBA
- 19th** VIRTUAL CAREER FAIR WALK-THROUGH
12:30p-2p Zoom
12:30p Patton Building, Room 101
- 20th** EMPLOYER RESUME REVIEW + APPROVAL
10a-3p Patton Building, Room 101
WORK-IT WEDNESDAY WORKSHOP
4p-5p Zoom
Is Sales the Right Role for Me?
- 21st** DISNEY ON THE YARD
INFORMATION SESSION
12:30p-2p NSB, Clyde Foster
Multipurpose Room

OCT

- CAREER WEEK**
- 3rd** Virtual Career Fair*
10a-2p Handshake
- 4th** Resume Reviews
11a-2p Student Health & Wellness Center Gym
Speed Networking & Reception**
3p-5p Event Center, Upper Concourse
- 5th** Career Fair*
10a-2p Event Center Arena
Graduate & Professional School Expo
2p-4p Ernest Knight Center, Reception Room
- 6th** Interview Day*
8a-3p Student Health & Wellness Center Gym
- 11th** WORK-IT WEDNESDAY WORKSHOP
4p-5p Zoom
Networking @ Work
- 25th** RECRUITER RESUME REVIEW + APPROVAL
10a-3p Zoom
- 25th** WORK-IT WEDNESDAY WORKSHOP
4p-5p Zoom
My First Job - What I Wish Someone Had Told Me

NOV

- FEDERAL EMPLOYMENT PREPARATION WEEK**
- 6th** Navigating USAJOBS
12p-1p Ernest Knight Center, Reception Room
- 7th** Resume Writing Workshop
12:30p-1:45p Ernest Knight Center, Reception Room
- 8th** Resume Reviews + Mock Interviews**
11a-2p Ernest Knight Center, Reception Room
WORK-IT WEDNESDAY WORKSHOP
4p-5p Zoom
Accepting Offers & Timely Responses
- 9th** Federal & State Information Tables
11a-2p Ernest Knight Center, Reception Room
Tentative: Keynote Speaker > 12:30p-1:30p

DEC

- 12th** VIRTUAL MINI CAREER FAIR*
12p-2p Handshake

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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.



Career Preparedness Week

Fall 2023

In partnership with the AAMU Cluster + Event Sponsors

In-person + Virtual



Shoot Your Shot, 30-Second Elevator Pitch Competition

Registration closes at 11:59p on 8/25

8/29 | **ROUND 1 • 12p-1:30p** Zoom
ROUND 2 (Finals) • 3p-4p Zoom

Prizes: 1st: \$500 | 2nd: \$250 | 3rd: \$150

Finalists' pitches will be recorded.

Videos will be shared publicly, including on social media.

Round 1
Register Here



Round 2-Finals
Register Here



Meet the Cluster & Sponsors and FREE Handshake + LinkedIn Headshots *(Professional attire is required for photos)*

8/30 | 11a-2p Clyde Foster Multipurpose Room, NSB

Mock Fair (Freshmen + Sophomores)

8/30 | 3p-4p Clyde Foster Multipurpose Room, NSB



Resume Reviews + Mock Interviews

8/31 | 11a-2p Zoom

8/31 | 11a-2p Ernest Knight Center, Reception Room

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Program here
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for immediate
consideration!



Contact Elizabeth McLeod(elizabeth.mcleod@ferguson.com) with questions!

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.



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*At the end of the interview,
most employers ask if you
have any questions...*



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.*

»»» *What do I say to Employers at the Career Fair?*



- › Handshake (or fist bump) - follow the employer's preference.
- › Good morning (afternoon)! My name is _____.
I am a (freshman, sophomore, junior, senior, graduate student) majoring in _____.
- › I am also (a student athlete, member of the _____, treasurer/vice president of the _____).
- › It's nice to meet you. I am interested in pursuing an internship/co-op/career opportunity with your company. May I share my resume with you?

When the conversation is over, ask if you can have an item off of their table. Please don't take anything off an employer's table without introducing yourself.



The power to do great things

Leidos is proud to partner with Alabama A&M University's Career Development Services to help students and alumni be successful in their search for co-ops, internships and career opportunities.

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[HBCU Business Intern](#)
[HBCU Supply Chain Intern](#)

[HBCU Engineering Entry Level](#)
[HBCU Finance Intern](#)
[HBCU Information Tech/Data Analytics Intern](#)



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~2,000
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WHO YOU COULD BECOME

INTERNSHIP OPPORTUNITIES

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

9 WEEKS
MAY-JULY

*Minimum of 3.0 cumulative GPA in 4.0 scale

 **FINANCE**

 **INFORMATION SERVICES**

- > 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.



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

-  > Must be authorized to work in U.S.
- > Globally mobile
- > Must be authorized to work in U.S.
- > Various technical skills

Submit your application online:
[CatFinancial.com/careers](https://www.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

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<https://www.catfinancial.com>

Be Camera-ready

» Career Development Services hosts virtual employer events throughout the semester. The Virtual Career Fair will be comprised of 1:1 sessions with employers and 30-minute group sessions, which will be comparable to information sessions.



AAMU Virtual Backgrounds

If you need a clean, simple background, [Click Here](#) to use one that has been provided by AAMU.

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.

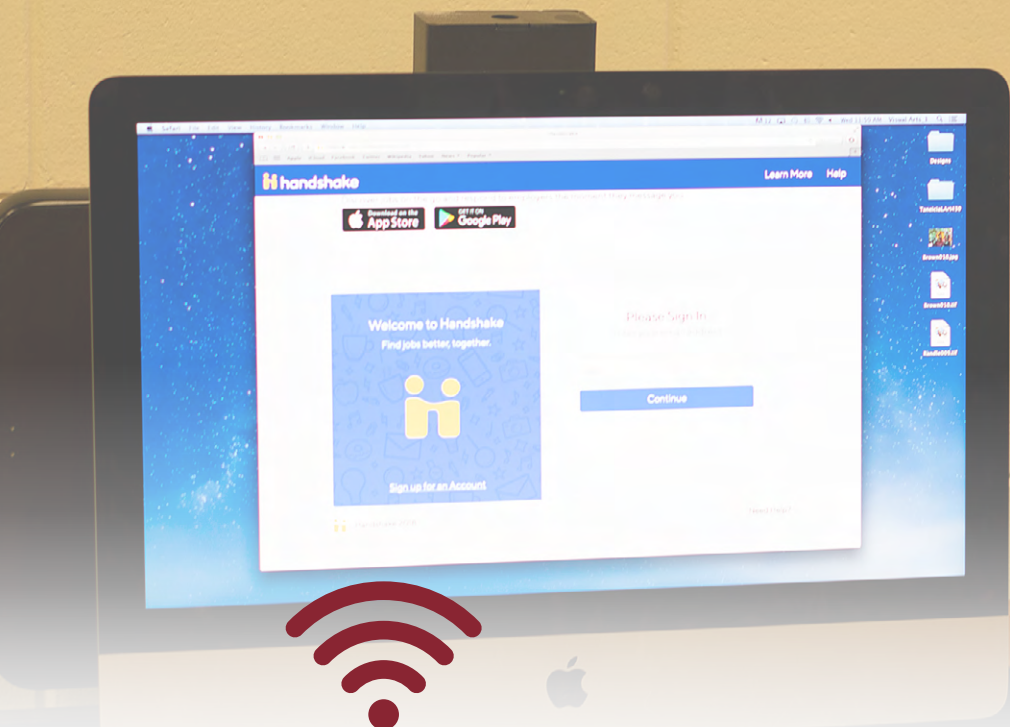
Conduct research on employers in advance. Google the company and industry, and go to the employer's website. If you have the recruiter's name, look for their LinkedIn profile. Have several questions ready in case someone asks your question or the employer provides the answer. Have a pen and paper with 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 Tech-ready

Test Your Internet + Video Connection in Advance

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.

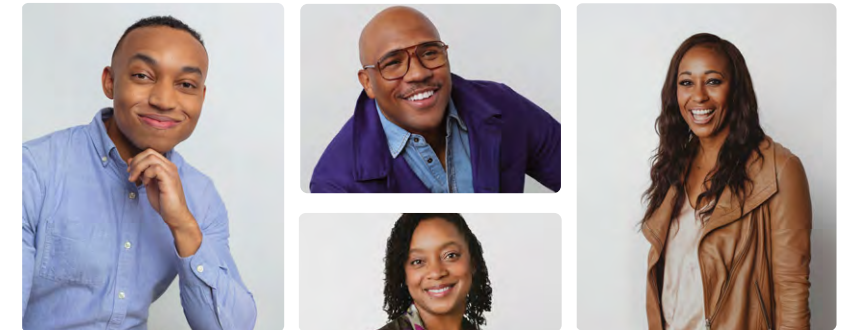
Make sure that your internet connection is functioning and that your audio and video are working properly.

servicenow

When you join ServiceNow, the world works.

At ServiceNow, our technology makes the world work for everyone, and our people make it possible. Our diverse team is changing the world with products that make a meaningful impact on people and communities. We deliver digital workflows that create great experiences and unlock productivity.

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@lifeatnow
@lifeatnow



Our People Pact

Live your best life



We welcome and celebrate you.

Do your best work



We're dedicated to helping you learn and grow.

Fulfill our purpose together



Dreaming big is what we do.

We're humbled

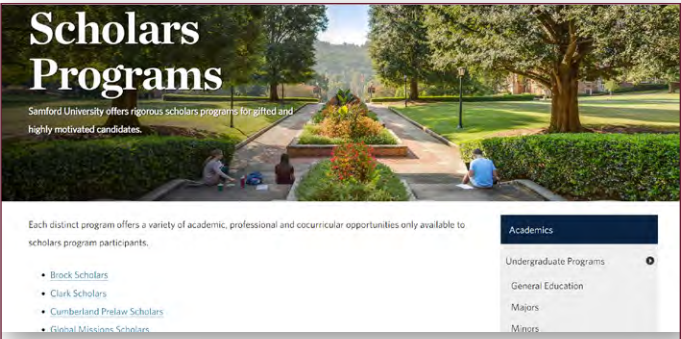
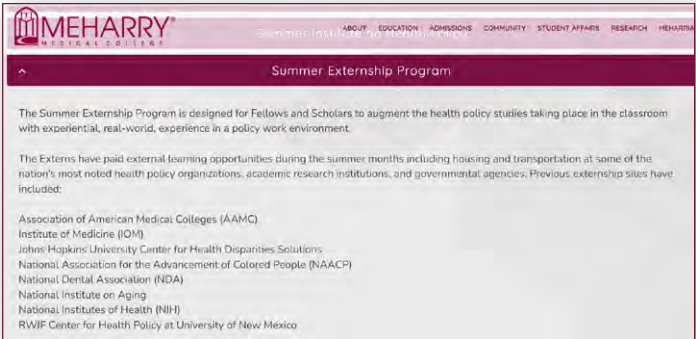


Bring your full self to work. Check out our careers page to find the find the perfect role for you.

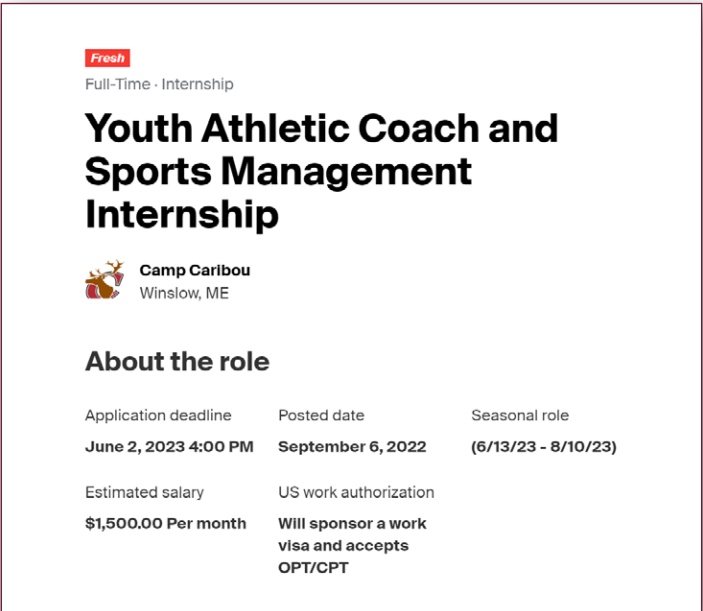
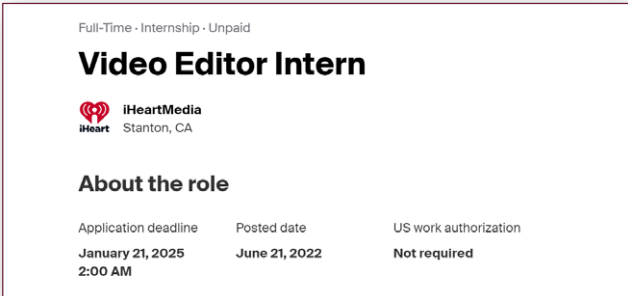
There aren't many employers recruiting for my major. *What Should I Do???*



- **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**
Some employers that don't attend career fairs post positions in Handshake. Take time to create your profile; many positions in your inbox are based on your interests.



- **Meet with your CDS Career Counselor**
We're located in the Patton Building, Room 101.

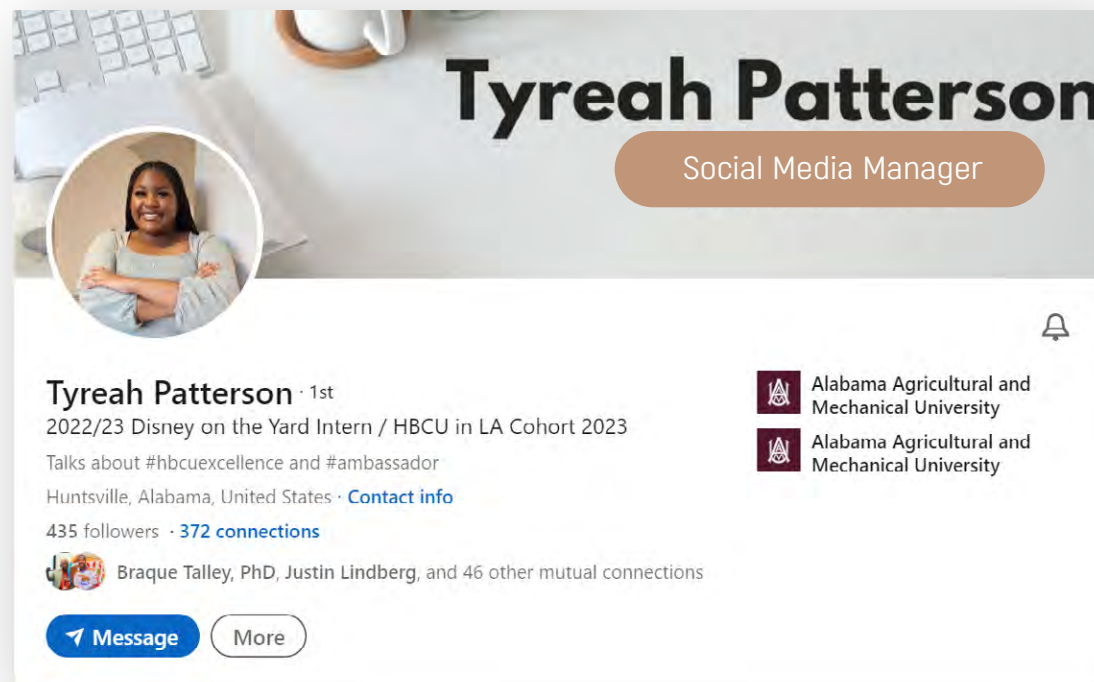


VS.

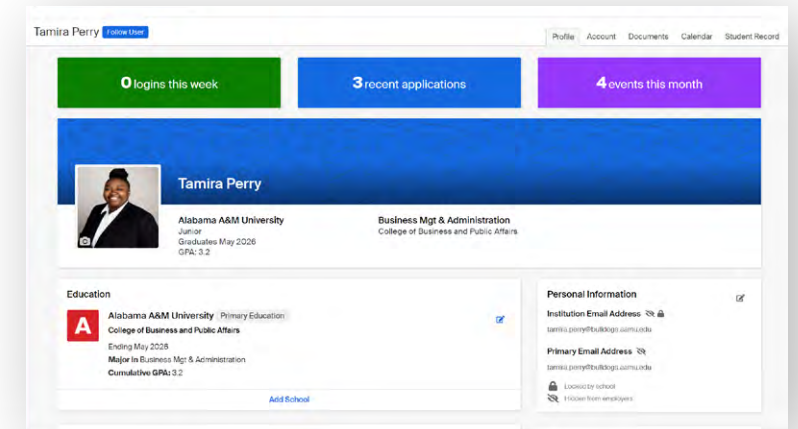


Which one do I need?

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](#)



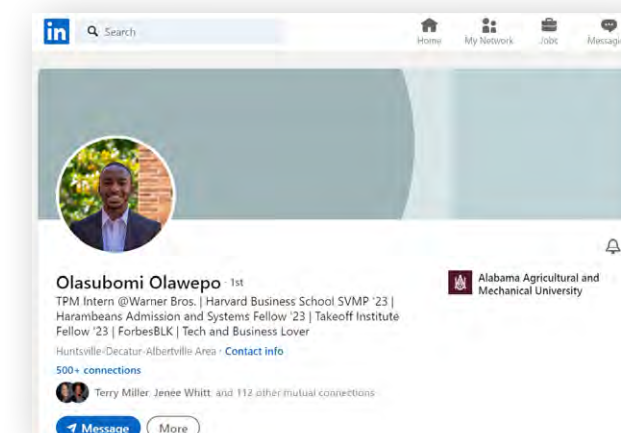
LinkedIn is the world's largest virtual professional virtual network.

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?
- 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?





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Apply today!



Thank You

