Gain Bulldog Confidence for Career Fairs, Networking Events, and Interviews
With over 90,000 employees located in more than 150 countries we are the world's largest manufacturer of Medical Technology. Through our zero barriers to equity initiative, we strive to promote a culture where all employees feel they belong, are respected, and feel valued for who they are.

We have an unwavering commitment to Inclusion, Diversity and Equity and our results speak for themselves:

- **99%** pay equity in the US
- **30%** of US Management positions held by ethnically Diverse talent by 2026
- **#10** on this year's Diversity Inc Top 50 companies for Diversity
- **100%** scored on the 2022 Disability Index, making it the best place to work for disability

We also know equity reaches beyond our workplace, and we take an active role in addressing systemic inequities in our communities. We are proud to partner with the Thurgood Marshall College Fund and support AAMU to help students on their journey for fulfilling and successful careers in STEM, Supply Chain, IT and Business. We do this through our Mentorship, Scholarship, Internship and Immersion programs and also with our R&D Engagement Program.

**2023 Medtronic TMCF Internship Program**

TMCF, in partnership with Medtronic, is proud to announce the 2023 Medtronic | TMCF Internship Program. The program provides talented HBCU sophomores and juniors with the opportunity to learn and grow within the medical device industry.

Medtronic is a global leader in medical technology. They improve the lives and health of millions of people each year with their innovative therapies, services, and solutions. High performing undergraduate sophomores and juniors with a minimum cumulative GPA of 3.0 are encouraged to apply.

We are looking for the following majors:

**Engineering:**
- Biomedical
- Bioengineering
- Computer
- Electrical
- Mechanical
- Software
- Related Engineering majors

**Finance & Accounting IT:**
- Computer Information Systems
- Business Information Systems
- Management Information Systems
- Information Technology
- Related Information Systems majors

**Supply Chain & Supply Chain Management**

**Freshman & Sophomores**

Save the Date for our TMCF | Medtronic Immersion | June 7th-9th, 2023! Scan the QR Code to check out our Immersion Experience.
The Home Depot Internship Program is an award-winning, paid 11-week internship. Our interns are challenged to complete valuable and immersive projects that directly impact the business and are part of innovative and fast-paced teams with ample opportunity to grow. At The Home Depot, interns are equipped with tools to establish the building blocks for their career and revolutionize the future of retail.

**INTERNSHIP DATES**
Mon., May 15 – Fri., July 28, 2023

**TYPES OF INTERNSHIPS**
- Accounting
- Analytics
- Communications
- Cybersecurity
- Data Science
- Engineering
- Finance
- General Business
- Human Resources
- Marketing & Creative
- Product Management
- Project Management
- Software Engineering
- UX

**REQUIREMENTS**
- Must be a full-time college student pursuing a degree
- Qualifications vary by function

**INTERNSHIP PERKS**
- Full-Time, Paid Internship
- Meaningful Project for a Fortune 25 Company
- Networking Opportunities
- Leadership Exposure
- Career Development
- Give-Back Opportunities
- Games & Social Activities

Learn more at: careers.homedepot.com/campus

**VAULT TOP INTERNSHIP – 2022 RANKINGS**

![Top Rankings 2022]

- #2 Retail & Consumer Products
- #5 Software Engineering
- #6 Overall Diversity
- #10 Overall Intern Program (Best in 100)

![Scan Me]

WE’RE POWERED BY PURPOSE TO CHAMPION HBCUs

The Retool Your School Campus Improvement Grant Program strives to give back to HBCUs. Since 2009, we have invested over $5.2M to improve HBCU campuses.
January 2023

I’d like to begin this note by saying, “thank you.” Whether you are a student, member of our faculty or staff, employer or a community leader, thank you for participating in the Spring 2023 Career Week. We appreciate your continued support of Alabama A&M University (AAMU).

AAMU has been and continues to be a leader throughout the state, region and country in preparing students for success in their chosen career path. Career Week and the Bulldog Ready Guide are additional systems that were put in place to ensure that students have the requisite support to not only prepare them to be competitive in a global marketplace but to also provide them [students] with access to employers in their chosen career field.

I’d like to give a special thank you to the sponsors of Career Week for not only recognizing the value of this event but for investing your time, resources and support into our students. I am confident that our students will be some of your best hires for this recruitment cycle.

Again, thank you for your support of Alabama A&M University.

Yours in the pursuit of excellence,

Braque M. Talley, Sr., Ph.D.
Vice President
Student Affairs
Bulldog Ready
CAREER GUIDE
Spring 2023

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2022-2023 SGA Executive Board
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Jaila Green-Mascotti, President; Michael Jackson Jr., Vice President;
Jaden Blackmon, Constitutional Adviser

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Assistant Director
Tangela Rudledge-Gale
Career Counselor/Recruiter
Monique Ryan
Career Support Specialist

Student Interns
Artie Drake
Natalia Hoffmann
Angel Owens
SaVion Smith
Greetings!

Welcome to the Spring 2023 semester at Alabama A&M University (AAMU)!

We are honored and grateful for the heightened recognition that AAMU is a go-to university for talented, diverse talent who are prepared academically, socially, and professionally to make immediate contributions. The Career Development Services (CDS) team works diligently to plan, execute, evaluate, and tweak our events to maximize their impact.

The CDS team created this guide to help our Bulldogs prepare and succeed in their search for employment opportunities. To the faculty, staff, administrators, alumni, and family members who help ensure that our students understand the importance of attending CDS events throughout the year, thank you!

To our SPONSORS and Cluster Members, thank you! Your invaluable support allows our office to provide more resources and services for our Bulldogs. I encourage everyone to learn more about our sponsors by clicking their links on the following page.

Whether you are participating in the virtual or in-person Career Fair, welcome to “The Hill.” It is our hope that each and every employer participating in Spring 2023 Career Week, and other events, recruits at least one Bulldog to their team. We look forward to receiving updates and welcome your feedback.

If there is anything that I or any member of the CDS team can do to support you, please don’t hesitate to let me know. I can be reached at yvette.clayton@aamu.edu. Angel Lee, the assistant director, can be reached at angel.lee@aamu.edu.

Start Here. Go Anywhere.

Yvette S. Clayton
Director

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

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256.372.5692 | aamu.edu/cds

Angel Lee
Assistant Director

Iris Glover-Robinson
Career Information Specialist

Tangela Rutledge-Gale
Career Counselor Recruiter

Monique Ryan
Career Support Specialist

Detronia Carson
Career Coach

Angel Lee
Assistant Director

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Career Information Specialist

Tangela Rutledge-Gale
Career Counselor Recruiter

Monique Ryan
Career Support Specialist

Detronia Carson
Career Coach
CAST IRON PIPE COMPANY
THE RIGHT WAY

1500 32nd Avenue North, Birmingham, Alabama 35207

AMERICAN – Where Education Meets Experience

At AMERICAN, co-op and internship opportunities are as diverse as our company – one of the largest iron and steel pipe manufacturers in the country. In real-world jobs from design and production engineering, to sales and marketing, to information technology and business operations, AMERICAN co-ops and interns gain practical experience while learning from top professionals in their fields. AMERICAN also offers these excellent benefits: outstanding pay, housing allowance, paid personal time off and eligibility for scholastic achievement awards. For more information about co-op and internship opportunities at AMERICAN, visit us online at www.american-usa.com.

Jan

CAREER PREPAREDNESS WEEK
In partnership with the Industry & Government Cluster and Career Fair Sponsors

CDS Open House [ In-person]
1/23 | 12p-2p Patton Building, Room 101

Meet the Cluster & Sponsors + Free Headshot photos
[ In-person] (Professional Attire is Required for Photos)
1/24 | 11a-2p Ernest Knight Center, Reception Room

Shoot Your Shot, 30-Second Elevator Pitch Competition [ Virtual]
Note: The deadline to sign up is Jan. 20, 2023 @ 11:59 pm
1/25 | ROUND 1 • 12p-1:30p Zoom
1/25 | ROUND 2 (Finals) • 3p-4p Zoom (Finalists compete before a live, virtual audience)
Prizes: 1st-$500 | 2nd-$250 | 3rd-$150

Resume Writing Workshop [ In-person]
1/25 | 4p-5p-5:45p Ernest Knight Center, Reception Room

Resume Reviews + Mock Interviews
[ Virtual + In-person]
1/26 | 4:45p-5:45p Ernest Knight Center, Reception Room

March

WORK-IT WEDNESDAY WORKSHOP
LinkedIn: Create a Stand-Out Profile [ Virtual]
2/8 | 4p-5p Zoom

Virtual Career Fair Preparation Panel Discussion
2/9 | 12:30p-1:30p Zoom

CAREER WEEK
Virtual Career Fair*
2/14 | 10a-2p Handshake

Resume Reviews [ In-person]
2/15 | 11a-2p Ernest Knight Center, Reception Room

Speed Networking [ In-person]
2/15 | 3p-5p Ernest Knight Center, Reception Room

April

YMTF - YOUTH MOTIVATION TASK FORCE OUTREACH PROGRAM
Classroom Presentations [ Virtual + In-person]
4/3 | 8a-9p Campus-Wide

Resume Reviews & Mock Interviews [ Virtual + In-person]
4/3 | 2p-4p Zoom + Hugine Living & Learning Complex

Classroom Presentations [ Virtual + In-person]
4/4 | 8a-11a Campus-Wide

Mentoring Event [ In-person]
4/4 | 5:30p-7p Hugine Living & Learning Complex

WORK-IT WEDNESDAY WORKSHOP [ Virtual]
Make Money Moves: Negotiate Your Salary
4/5 | 4p-5p Zoom

WORK-IT WEDNESDAY WORKSHOP [ Virtual]
Ask A Recruiter – Q&A
4/19 | 4p-5p Zoom

*Business Attire is Required.
**How Do I Sign Up for the Virtual Career Fair?**

**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!

**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 Alabama A&M University Career Center**

**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

**Watch the video for more information.**
Ferguson’s Early Career Programs offer:

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

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

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

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

Contact Rylee Wright (rylee.wright@ferguson.com) with questions!
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 and dress appropriately.

Note: webinars do not have video.

**What’s appropriate attire?**

For Mock Interviews and Resume Reviews
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>
</tr>
</thead>
<tbody>
<tr>
<td>Business Casual</td>
<td>Polo or button-down shirt, sweater set, or blouse</td>
</tr>
<tr>
<td></td>
<td>Khakis, dress pants, or skirt</td>
</tr>
<tr>
<td></td>
<td>Simple jewelry</td>
</tr>
<tr>
<td></td>
<td>Comfortable shoes (no gym shoes)</td>
</tr>
<tr>
<td>Business Attire</td>
<td>Dark suit with a light shirt or tailored dress</td>
</tr>
<tr>
<td></td>
<td>Conservative tie</td>
</tr>
<tr>
<td></td>
<td>Simple jewelry</td>
</tr>
<tr>
<td></td>
<td>Conservative shoes</td>
</tr>
</tbody>
</table>
We offer a full range of IT and business process services to help our clients design, implement, and operate highly effective business environments, including:

- High-end business and IT consulting
- Application and infrastructure services
- Outsourcing
- Systems integration and consulting
- Business process services
- Intellectual property-based digital accelerators

We deliver our end-to-end services to several high-growth industries, including:

- Banking and financial market
- Government
- Health and life sciences
- Insurance
- Manufacturing
- Oil and gas
- Retail and consumer services
- Telecommunications
- Transportation and logistics
- Utilities

Show your skills at the Shoot Your Shot 30-second Elevator Pitch Competition… Another way of saying your Bulldog Introduction.

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

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

Full-Time Entry-Level Roles

Summer Internships

Deadline to sign up is January 20th at 11:59pm.
I have an interview
Now what do I do?

Congrats!

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

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

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

Examples of Traditional questions are below:

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

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

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

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

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

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

Always answer Behavioral questions with the STAR Method.

Do your grades accurately reflect your ability?
Were you financially responsible for any portion of your college education?

Always answer Behavioral questions with the STAR Method.

---

Bulldog Ready Career Guide 2023

I have an interview
Now what do I do?
Make your mark and help feed families down the road and across the world.

Scan the QR code to see the variety of jobs that DFA offers.

Dairy Farmers of America is an Equal Opportunity Employer

We're a community of accountants, scientists, engineers, computer technicians, communicators and more. Whether you've stepped foot on a dairy farm or not, there's a place at DFA for you.

DFA IS MORE THAN A COOPERATIVE OF DAIRY FARM FAMILIES

Spring 2023 Career Week
[in person + virtual]

2/14 | Virtual Career Fair*
AAMU or a Plain Background is Required
10a-2p Handshake

2/15 | Resumé Reviews**
11a-2p Ernest Knight Center, Reception Room

2/15 | Speed Networking**
3p-5p Ernest Knight Center, Reception Room

2/16 | In-Person Career Fair*
10a-2p Student Health and Wellness Center, Gym

2/17 | Interview Day*
(by employer invitation only)
8a-3p Student Health and Wellness Center, Gym

*Business Attire is Required
**Business Casual Attire is Required

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macy's inc
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.

---

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 unexpected circumstances. Employers want staff who can quickly shift their attention and reprioritize tasks. Examples can include class, work or clubs.

**Tell me about a time when you worked on something that failed**
Your answer can be about things like class projects, a sports competition, an exam, or campaigning for a position 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**
Show the employer that you’re equipped to perform a job in stressful conditions, such as when a team is understaffed, or a timeline is reduced.
What do I say to Employers at the Career Fair?

Your Bulldog Introduction

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

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 position?

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 role, how would my performance be measured?

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

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?

AVOID saying anything negative.

Need more help?
YouTube has helpful videos.

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.”
Innovation without boundaries.

We understand that our future is tied to the success of diverse talents and future leaders of innovation and technology. And to develop the world’s most advanced systems, we need the contributions and talents of all employees.

Learn more at lockheedmartin.com/diversity

Lockheed Martin. Your Mission is Ours.*
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. 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 be more confident.

Be The Focal Point
Minimize background distractions. The recruiter will be taking note of everything they see. The emphasis should be on YOU, not your background. Have a clean, neutral background. Be sure to sit at a table or desk.

Your Virtual Presence

AAMU Virtual Backgrounds
If you need a clean, simple background, Click Here to use one that has been provided by AAMU.
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.
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.
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 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?