

# Buldog Ready CAREER GUIDE



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



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## Fall 2021 ·

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2021-2022 SGA Executive Board (L-R) Lance Joyce, Executive Secretary; Kennedy Lewis, Vice President; Austin Smith, Executive President; Michael Jackson, Constitutional Advisor; Mike Davis, Jr., Executive Treasurer

#### Message from **Career Development Services (CDS)**





#### Greetings!

Welcome to Alabama A&M University's Fall 2021 Career Week! As we continue to pivot and adjust to the new normal, Career Development Services (CDS) is excited about hosting an inperson and a two-day virtual career fair this semester. It has been more than a year since we welcomed, or welcomed back, employers to Alabama A&M University. We look forward to doing so, even as we mask up.

Career Development Services is excited about the new partnerships we have established this semester. We welcome and extend special thanks to our new Silver sponsors, which are also Industry and Government Cluster members: AllianceBernstein, Caterpillar Financial, Medtronic and Norfolk Southern.

We also thank American Cast Iron Pipe Company, Chime, Dunn Building Company, Enterprise Holdings, Leonardo DRS, Rocket Companies and RS&H for being our Bronze sponsors. Last, but not least, we welcome **Diageo** as an ad sponsor.

The CDS team created this virtual guide to help more Bulldogs become successful in their search for co-ops, internships and career opportunities. Thanks to the AAMU faculty, staff, administrators, alumni and family members for helping us to underscore the importance of attending events hosted by CDS throughout the year.

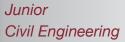
This is the last semester that Dr. Andrew Hugine, Jr. will serve as president of Alabama A&M University. During his twelve-year tenure, President Hugine made it a priority to visit every career fair that he could; he walked every aisle to personally thank each employer for their support in hiring our Bulldogs. To show our respect and appreciation for President Hugine's leadership, this Career Guide is dedicated to him.

To each and every employer participating in the Fall 2021 career fairs, thank you for your support! We look forward to receiving updates on the Bulldogs you have hired.

Best. Unette S. Ca

**Ž**vette S. Clayton Director, Career Development Services

Congratulations! **1st Place Ayanna Williams** 





**3rd Place Chynna Gross** Graduate Student Food Science













### **Fall 2021 Elevator Pitch Contest Winners!**





**3rd Place Shemaiah Mbetwa** Freshman Electrical Engineering



Thanks to Our Sponsors!

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# areer Week

9/14 | 12p-2p New School of Business, Clyde Foster Multipurpose Room AAMU Cluster + Event Sponsors Meet & Greet

9/14 | 3p-5p Ernest Knight Center, Reception Room **Speed Networking** | **Reception** (5:30p-7p)

9/15 | 10a-2p Student Health and Wellness Center Gym **Career Fair** 

9/16 8a-3p Student Health and Wellness Center Gym **Interview Day** (By invitation only)

#### CAREER WEEK [Virtual] 9/28 | 3p-5p Whova Speed Networking

9/29 | 10a-2p Handshake Career Fair (Day 1) Click <u>Here</u> to sign up for 1:1 and group sessions

9/30 | 10a-2p Handshake Career Fair (Day 2) Click <u>Here</u> to sign up for 1:1 and group sessions



[ Click Here to see the Cluster's Video ]

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#### [ Click Here to see the Sponsors' Video ]



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### BUILD YOUR CAREER MTH CAT FINANCIAL

9 WEEKS

MAY-JULY

FOUNDATION PROGRAMS

#### WHO YOU COULD BECOME

#### INTERNSHIP OPPORTUNITIES

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

\*Minimum of 3.0 cumulative GPA in 4.0 scale

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

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Submit your application online: Business CatFinancial.com/careers Telecommunications Sys	stems
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of **Events** 

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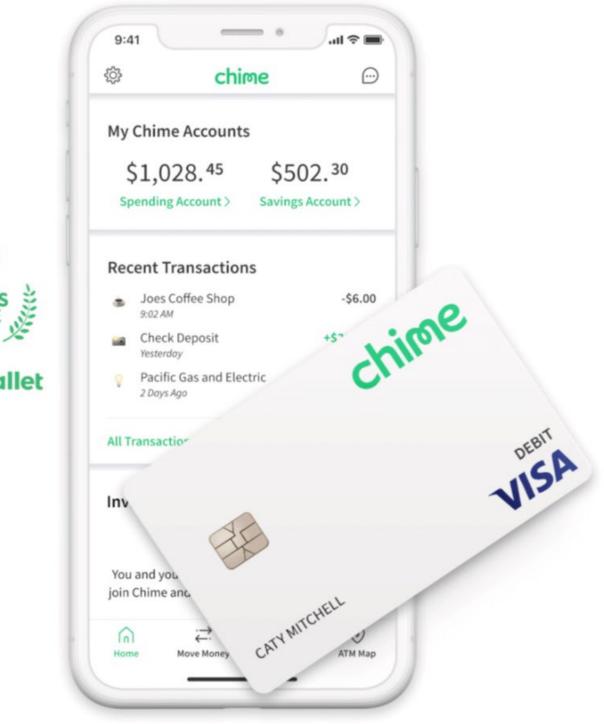


### **Medtronic**





## Banking Made Awesome.



CAREER PREPAREDNESS WEEK [In-person + virtual] In partnership with Industry & Government Cluster and Sponsors

9/1 11a-2p Ernest Knight Center, Reception Room Part-time Job Fair

9/1 11a-3p Ernest Knight Center, Reception Room Free Graduation + Handshake + LinkedIn Headshots

9/1 | 4p-5p Zoom **Resume Writing Workshop** Register online

**September** 

#### 9/2 | 11a-1p Zoom **30-Second Elevator Pitch Competition** Prizes: 1st: \$300 | 2nd: \$200 | 3rd: \$100 Register online

(All pitches will be recorded. Winners' videos will be shared publicly, including on social media.)

#### 9/3 | 10a-2p Zoom (Drop in for 15-minutes or more) **Resume Reviews + Mock Interviews** Register online

#### CAREER WEEK - [In Person] 9/14 12p-2p New School of Business, Clyde Foster Multipurpose Room

AAMU Cluster + Event Sponsors Meet & Greet

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## ober

WORK-IT WEDNESDAY WORKSHOP

10/13 | 4p-5p Zoom Job Announcements + How to Apply

GRADUATE & PROFESSIONAL SCHOOLS DAY EXPO (GPSD) 10/19 | 10a-2p Career Fair Plus, virtual

WORK-IT WEDNESDAY WORKSHOP 10/27 | 4p-5p Zoom Ready, Set, Go: What a Manager Wishes You Knew

## lovember

- WORK-IT WEDNESDAY WORKSHOP 11/3 | 4p-5p Zoom **Imposter Syndrome**
- FEDERAL EMPLOYMENT PREPARATION WEEK - [In-person + virtual] 11/9 | 11a-2p

New School of Business, Clyde Foster Multipurpose Room **Federal Employer Information Tables** 

11/10 | 12p-1p New School of Business, Clyde Foster Multipurpose Room Navigating USAJobs.gov

11/10 | 4p-5p Zoom How to Create a Federal Resumes

11/11 | 12:30p-2p **Veterans Day Keynote Speaker** In partnership with the Office of Veteran Affairs and Disability Services

11/12 | 10p-2p Zoom **Resume Reviews + Mock Interviews** 

WORK-IT WEDNESDAY WORKSHOP 11/17 | 4p-5p Zoom Salary Negotiation: How to Get the Best Offer

Note: Events and Venues are Subject to Change.

AAMU\_CDS () AAMUCDS









## 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.

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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.



#### **Common Behavioral Interview Questions and** suggestions for answering them:

Please share a time when you set a goal for yourself and achieved it

Outline your motivation and process for setting goals and reaching objectives. Examples include earning a certain GPA or grade in a class, being chosen to join a team, winning an award, and joining an organization. Your example should show that you are ambitious, dedicated and determined.

#### Tell me about a difficult problem you solved at school or work and how you came to a resolution

Walk through your process for recognizing a problem and developing a solution. Conflict could be difficulty getting everyone to meet at the same time, so developing a tailored schedule; working on a project with someone who didn't pull their weight; suggesting to your dean how xxx would streamline a process.

#### Tell me about a time when you made a mistake and how you handled it

Be sure to take responsibility for your actions. Share what you learned from your mistake to ensure it doesn't happen again. Don't get too personal in your response.





#### Share a time when you faced and overcame an unexpected challenge

Your answer should show your flexibility and how you react to unforeseen circumstances either at work or in other aspects of their life. Employers want staff who can quickly shift their attention and reprioritize tasks. Situations related to the pandemic could be great examples: class, work, location.

#### Tell me about a time when you worked on something that failed

Your answer can be about a class project, a sports competition, an exam, running for an officer's role in high school or college.

#### Tell me about a time when you experienced conflict at school or work. How did you overcome it

Your answer should demonstrate your ability to stay calm under pressure, professionalism, interpersonal communication skills.

#### Tell me about a time when you were under a lot of stress and how you handled the situation

Your answer will help the employer determine how well you're equipped to perform their job in a variety of stress-inducing conditions, such as when the team is understaffed, or a timeline is reduced.

At the end of the interview, employers ask if you have any questions for them.

#### Always, Always, Always

have questions for the Interviewer.

Choose 1-3 of the following questions based on the flow of your interview. Take notes. Choose different types of questions.

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

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

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

How would you describe the workplace environment?

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

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

Have I sufficiently answered all of your questions?

What type of training opportunities are available for new employees?

What do you like most about working here? What opportunities for advancement do you have for high-performing employees?

How long have you worked here, and what made you accept the offer?

May I contact you if I have further questions?

What are the next steps in the process?

Need more help? YouTube has helpful videos.

**AVOID** saying *anything* negative.

#### **HELPFUL TIPS:**

- >>> Get the employer's email address.
- >>> Send a thank you note within 24 hours.
- >>> Look up the employer in LinkedIn.
- >> Send an invitation to connect with a brief, error-free note: It was great meeting you at the AAMU Career Fair. I hope we can keep in touch.



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# Your Brand

#### Do I really need to dress up for every virtual event? Sometimes you can't even see the speaker.

Career Development Services will host virtual employer events throughout the semester. The Spring 2021 Career Fair will be comprised of virtual 1:1 sessions with employers, set up in ten-minute intervals, and 30-minute group sessions, which will be comparable to information sessions.

#### You only get one chance to make a first impression.

When in doubt, dress to be seen.

#### Do I always have to wear business attire?

**No.** However, employers recognize when you take the time to present yourself in a professional manner; 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)



# Your \*\*

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# **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.



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Meryle has provided examples of what **NOT** to do on <u>any</u> Zoom call with an employer.







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# Find your calling.





# 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, **Click Here** to use one that has been provided by AAMU.

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# H() W D()SIGNUP 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! •

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### FOLLOW THESE EASY STEPS...

**1. Log in to Handshake** 

2. Click on Career Center

#### 3. Click AAMU Fall 2021 Career Week

H	Jobs	Events	Employers			
F	al	120		tual Sep		
A STAND			A&M Universit eer Center	y		

#### 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



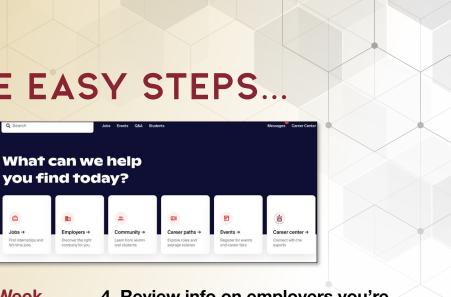
#### You're registered! What's next?

Sign up for session View available group and 1:1 sessions with employers you're interested in. Sign up before they fill up!

View employer sessions

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.

H	Jobs	Events	Q&A	Students		
					usiness + Creative, on, Social + Behavio	ra
	S	cie	en	ce	s Talent   Feb. 3-4	
	Thu, F	eb 4, 1:0	0pm - !	5:00pm C	ST	
	Availab	le session	s You	r schedule	Career fair details	
	1:00pr	n - 5:00p	im CST			



#### 4. Review info on employers you're interested in







**There aren't many** employers recruiting for my major.

# What Should I Do?



#### Surf the Net

host summer programs. You can search for them online or reach out to your CDS career counselor for assistance.

-	ALCO BAR	0		Asso				-	(205) 9 (100) (205) 9 (205) 9	79-1234
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	Prelaw Un Prelaw Undergradu Out of concern for situation, the 2021 contact PLUS@law	ate Scholars I the health a I PLUS progra	PLUS) Program   P	rogram Schedule	Application			9		

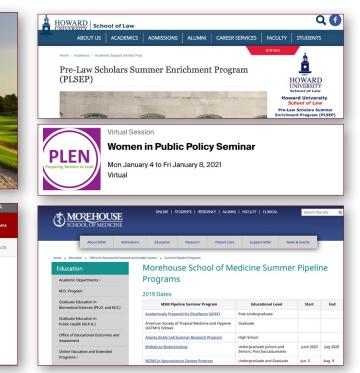
#### Search Handshake

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.

Jobs Events Q&A Students	
Thu February 4, 2021 Virtual	
MAYO CLINIC Thu February 11, 2021 Virtual	ers Webinar
MAYO CLINIC Virtual Session Mayo Clinic Caree	nrs Webinar
Jobs Events Q&A Students	Messages Career Cente
Jobs Saved Applications Employers	
Q, criminal justice Q Location	Full-time job Internship Part-time On-campus
Notes found IP Relevance - ull-time - Internatiop DO21 HEQCU Summer Difent Advocate Intern Scholarship Program Dress Pablic Detenders Office tew Orleans, LA	Full-Time - Internation <b>2021 HBCU Summer Client</b> <b>Advocate Intern Scholarship</b> <b>Program</b> Orleans Public Detenders Office New Orleans, LA
Full-time - Job Deputy Sheriff	About the role
Hampton Sheriff's Office	Application deadline Posted date Seasonal role

#### Meet with your CDS Career Counselor

## Many universities with professional programs, and industry-related organizations





# handshake VS. Linked in

# Which one do I need? **Answer: BOTH**











Beatriz Gutierrez Cerezo - 1st Engineer at FCI Constructors, Inc. FCI Constructors, Inc. - Alabama Agricultural and Mechanical University lenver, Colorado, United States



#### Highlights 256 mutual connections and Beatriz both know Nicole White, Dr nibezi, and 254 other







Jamaal Jude

Incoming GF&BM Analyst at J.P. Morgan Chase & Co. Bank (New York) | Finance Student at Alabama A&M University | TMCF SCHOLAR | NSLS Member | SFE&PD Ambassador

JPMorgan Chase & Co. · Alabama Agricultural and Mechanical University Huntsville, Alabama, United States

#### 485 connections



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 <u>Tip #1</u> and <u>Tip #2</u> Info showing how to use Handshake's Mobile App



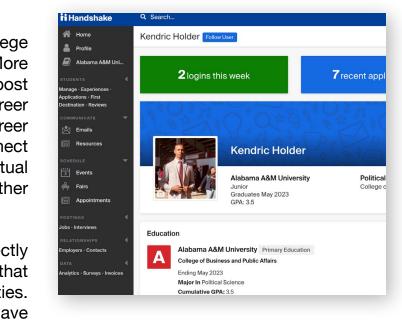
LinkedIn is the world's largest virtual professional virtual network. Use LinkedIn to:

- · 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









# DRKNG

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.

- completed *two internships* in my field. It's nice 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 charitable cause are you passionate about?
- What do you see as the major issues/ trends in the field today?
- What books would you recommend that I read?
- Can you recommend any classes that I take?
- May I keep in contact with you?

>> 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?

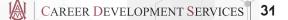
>> Good afternoon! My name is *Bull Dog*. I am a *junior* majoring in *Food Science* at Alabama A&M University. I am president of the The Food Science Club and have

>> 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.

What type of professional and personal skills does it take to succeed in this field?

What do you wish you had known about your profession before you started?

What suggestions do you have for students regarding their job search strategy?



#### 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



 $\mathbf{O}$ Monique Ryan **Career Support Specialist** monique.ryan@aamu.edu

**Vvette S. Clayton** 

**Assistant Director** 

angel.lee@aamu.edu

**Tangela Rutledge-Gale** 

Iris Glover-Robinson

Career Counselor/Recruiter

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**Career Information Specialist** 

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Director

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#### **INTERNS / CO-OPS**



Year		Monthly Rai
Freshman	1	\$2,500
Sophomore	- È	\$2,800
Junior	1	\$ 3,000
Senior	1	\$3,300
Postgraduate	1	\$3.666

## 2022 Medtronic | TMCF Internship Program

TMCF, in partnership with Medtronic, is proud to announce the 2022 Medtronic | TMCF Internship Program. The program provides talented HBCU juniors and MBA candidates 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 juniors, seniors (5-year track), and MBA candidates with a minimum cumulative GPA of 3.0 are encouraged to apply.

Offers are given on a rolling basis.

#### Application Deadline is October 15, 2021.

#### WE ARE LOOKING FOR STUDENTS WITH THE FOLLOWING MAJORS:

**Communications, Public Relations, Marketing** 

Engineering: Biomedical, Computer/Software, Electrical, Mechanical

> Finance/Accounting Information Systems & Information Technology

**Supply Chain Management** 

MBA Candidates



### Apply Now!





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