Bulldog Ready

C A R E E R  G U I D E

Fall 2021

Navigate the In-Person + Virtual Career Fairs with Bulldog Confidence
Emerging Talent
Campus Programs

We are fully invested in the
next generation of young professionals.

We want to empower you – that’s why we offer training, development and a culture of mentorship and mobility. The goal is to help you cultivate the tools needed to build your career.

Learn more about our openings at
https://abglobal.wd1.myworkdayjobs.com/abcampuscareers
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 in-person 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,

Yvette S. Clayton
Director, Career Development Services
Fall 2021 Career Week

CAREER WEEK [In Person]
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)
9/28 | 3p-5p
Whoa Speed Networking
9/29 | 10a-2p
Handshake Career Fair (Day 1)
Click Here to sign up for 1:1 and group sessions
9/30 | 10a-2p
Handshake Career Fair (Day 2)
Click Here to sign up for 1:1 and group sessions

CAREER WEEK [Virtual]
9/28 | 3p-5p
Whoa Speed Networking
9/29 | 10a-2p
Handshake Career Fair (Day 1)
Click Here to sign up for 1:1 and group sessions
9/30 | 10a-2p
Handshake Career Fair (Day 2)
Click Here to sign up for 1:1 and group sessions

WHO WE ARE
We have provided finance and extended protection services to help Caterpillar customers make progress possible, every day.

INFORMATION SERVICES
CATERPILLAR RANKS #44
FORTUNE'S WORLD'S MOST ADMIRE COMPANY FOR 2020
(24th year in the Top 50)

CATERPILLAR RANKS

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

REQUIREMENTS

FINANCE

MAJORS INCLUDE

FINANCE

INFORMATION SERVICES

COUNTRIES

EMPLOYEES

https://www.catfinancial.com
September

- **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

- **WORK-IT WEDNESDAY WORKSHOP**
  - 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.)

- **CAREER WEEK - [ In person ]**
  - 9/9-14
  - 12p-2p
  - New School of Business, Clyde Foster Multipurpose Room
  - AAMU Cluster + Event Sponsors Meet & Greet

- **CAREER WEEK - [ Virtual ]**
  - 9/9-15
  - 3p-5p - Ernest Knight Center, Reception Room
  - Speed Networking | Reception (5:30p-7p)

- **CAREER WEEK - [ Virtual ]**
  - 9/15
  - 10a-2p - Student Health and Wellness Center Gym
  - Career Fair

- **CAREER WEEK - [ Virtual ]**
  - 9/16
  - 8a-3p - Student Health and Wellness Center Gym
  - Interview Day

October

- **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

November

- **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

- **FEDERAL EMPLOYMENT PREPARATION WEEK - [ Virtual ]**
  - 11/10 | 12p-1p
  - New School of Business, Clyde Foster Multipurpose Room
  - Navigating USAJobs.gov

- **FEDERAL EMPLOYMENT PREPARATION WEEK - [ Virtual ]**
  - 11/10 | 4p-5p - Zoom
  - How to Create a Federal Resumes

- **FEDERAL EMPLOYMENT PREPARATION WEEK - [ Virtual ]**
  - 11/11 | 12:30p-2p
  - Veterans Day Keynote Speaker
  - In partnership with the Office of Veterans Affairs and Disability Services

- **FEDERAL EMPLOYMENT PREPARATION WEEK - [ Virtual ]**
  - 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.

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, 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.

Congrats!

Are you passionate?
Do you want to be an expert on all things bourbon? Start your career with DIAGEO LEBANON DISTILLERY

Now hiring for Bourbon Production Experts!
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.

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.

Tell me about 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.

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.
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?

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.

Since 1878, Dunn has been a construction leader throughout the Southeast. Dunn Building Company is the leader in design-build construction for national and international industrial companies throughout Alabama and the Southeast.

Dunn Building Company’s elite team of experienced construction professionals deliver excellence in design-build, design assist and specialty contracting for metal buildings/structures, heavy concrete foundations/walls and metal siding/roofing.

**Design-Build**
**General Contracting**
**Industrial Services**
**Concrete**
**Metal Roofing/Siding**
**Steel Buildings**

Looking to Grow Your Career?

**DO IT RIGHT. CONSIDER IT DUNN.**

Visit our website (Career Tab) for our latest openings and to apply online.
dunnbuildingcompany.com

Birmingham    ●    Mobile    ●    Athens    ●    Columbiana
Do I really need to dress up for every virtual event? Sometimes you can’t even see the speaker.

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

You only get one chance to make a first impression. When in doubt, dress to be seen.

Do I always have to wear business attire?
No. However, employers recognize when you take the time to present yourself in a professional manner; make time to dress appropriately and be well groomed. Note: webinars do not have video.

What’s appropriate attire?

For Employer Information sessions
Business and business casual attire are both acceptable.

For Career Fairs, Interviews, 1:1 meetings
Professional business attire is expected.

<table>
<thead>
<tr>
<th>Attire</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Casual</td>
<td>Casual blazer&lt;br&gt;Polo or button-down shirt, sweater set, or blouse&lt;br&gt;Khakis, dress pants, or skirt&lt;br&gt;Simple jewelry&lt;br&gt;Comfortable shoes (will not be visible)</td>
</tr>
<tr>
<td>Business Attire</td>
<td>Dark suit with a light shirt or tailored dress&lt;br&gt;Conservative tie&lt;br&gt;Simple jewelry&lt;br&gt;Comfortable shoes (will not be visible)</td>
</tr>
</tbody>
</table>

Your Brand

Grow it faster with us

The future of Enterprise is fueled by our Management Training Program. Become one of our future leaders and learn first-hand what it takes to run a multi-million dollar business. From day one you will enjoy excellent training and real responsibility to help you build the skills you will need to succeed in your career.

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

Find your calling.

The greatest work of your career will happen here. Why are we so sure? You’ll be empowered with all the resources you need to build the career you’ve always dreamed of. If you’re looking to join a supportive team that will push you to become your very best, then this is it.

Learn more about us at MyRocketCareer.com.

Follow us: @RocketCareers
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.

Life is Short, Work Somewhere Awesome

rsandh.com
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!

1. Log in to Handshake
2. Click on Career Center
3. Click AAMU Fall 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.

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!
There aren’t many employers recruiting for my major.

What Should I Do?

Surf the Net
Many universities with professional programs, and industry-related organizations host summer programs. You can search for them online or reach out to your CDS career counselor for assistance.

Search Handshake
Many employers that don’t attend career fairs post positions in Handshake. The system will provide posts based on your profile. Please take time to create and complete your Handshake profile.

Meet with your CDS Career Counselor
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

Answer: BOTH
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?
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

Yvette S. Clayton
Director
yvette.clayton@aamu.edu

Angel Lee
Assistant Director
angel.lee@aamu.edu

Tangela Rutledge-Gale
Career Counselor/Recruiter
tangela.rutledge@aamu.edu

Iris Glover-Robinson
Career Information Specialist
iris.gloverrobinson@aamu.edu

Monique Ryan
Career Support Specialist
monique.ryan@aamu.edu
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.