



Bulldog Ready

CAREER GUIDE

Fall 2024



Bulldog Strong!



A man with a beard and glasses, wearing a grey sweater, is leaning over a desk in a laboratory or workshop. He is holding a small red object in his right hand and has his left hand on a computer mouse. On the desk, there are two computer keyboards, a white bottle, and a blue container. To the right of the man is a large computer monitor displaying a blue square with a black border and a grid of small squares. Below the monitor is a microscope with a yellow coiled cable. In the background, there are various pieces of equipment, including a rack of electronic components and a blue container. The scene is lit with a mix of warm and cool lights, creating a professional and technical atmosphere.

NGT

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Office of The Vice President
for Student Affairs

October 2024

Thank you for participating in the Fall 2024 Career Week at Alabama A&M University (AAMU). We appreciate your partnership with the university and Career Development Services (CDS).

Students at Alabama A&M University are receiving an excellent education. The 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. We have accredited academic programs that prepare our students to hit the ground running in all sectors.

Students at Alabama A&M University are also being prepared for workplace success. This guide, coupled with workshops, programs, and events like Career Week that are hosted by CDS, help to ensure that students have the guidance and support needed to secure and succeed in internships, co-ops, and career opportunities.

Special thanks to the Career Week sponsors and Industry and Government Cluster members for investing time and resources to support our students. Thank you to the Career Development Services team for your hard work and commitment to hosting Career Week and many other events throughout the semester.

In the Division of Student Affairs, we aim to meet students where they are and to help them exceed expectations. We genuinely believe that students who enroll at Alabama A&M University can Start Here. Go Anywhere.

Yours in the pursuit of excellence,

Braque M. Talley, Sr., Ph.D.

Vice President for Student Affairs



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Bulldog Ready

CAREER GUIDE

Fall 2024

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CAREER DEVELOPMENT SERVICES



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Greetings!

Welcome to the Fall 2024 Career Week at Alabama A&M University (AAMU)! The Career Development Services (CDS) team is delighted to welcome you to The Hill in person and virtually. The in-person career fair is sold out again! We are honored that employers have deemed Alabama A&M University to be a university of choice.

The CDS team will host more than 50 events this semester. The majority of them collaborate with employers. Those events, coupled with this virtual guide, help our Bulldogs prepare to be successful in their search for internships, co-ops, research opportunities, and career opportunities.

To every employer participating in the Fall 2024 Career Week and other events this semester, thank you for your support!

To our SPONSORS and Industry and Government Cluster Members, thank you for your partnership. We sincerely appreciate your willingness to go above and beyond to support our Bulldogs.

To our Bulldogs, we encourage you to seize every opportunity. It warms our hearts to see alumni on the other side of the employer booths recruiting Bulldogs! We look forward to receiving updates on the students that you hire.

If there is anything that anyone on the CDS team or I can do to support you, please do not hesitate to let us know. I can be reached at 256.372.8220 or angel.lee@aamu.edu.

Start Here. Go Anywhere.

Angel Lee
Interim Director, Career Development Services



Thank You

Career Development Services thanks the FALL 2024 Career Week sponsors for their commitment, partnership and support.

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MAROON & WHITE





Fall 2024 CAREER WEEK

OCTOBER

Tuesday 10 • 1 // 10a-3:30p

**Sponsors + Industry
+ Government Cluster Day**

Ernest Knight Center
Reception Room & VIP Dining Room

Tuesday 10 • 1 // 4p-7p

Legacy Bulldogs

Ernest Knight Center, Reception Room

Wednesday 10 • 2 // 11a-2p

Resume Reviews

Student Health & Wellness Center, Gym

IN-PERSON CAREER WEEK

Wednesday 10 • 2 // 4p-5:30p

**Speed Networking Event & Reception
hosted by Platinum & Gold Sponsors****

Event Center, Concourse (2nd Floor)

Thursday 10 • 3 // 10a-2p

Career Fair*

Event Center, Arena & Concourse

Friday 10 • 4 // 8a-3p

Interview Day*

Student Health & Wellness Center, Gym



How to Prepare for a Career Fair

Understand the Assignment: Ten Tips to “Crush It” at Career Fairs

- 1 Create/Update your resume; bring lots of copies.
- 2 Create/Update your LinkedIn profile - it's an extension of your resume.
- 3 Attend pre-fair workshops and other events hosted by CDS.
- 4 Research participating employers. Hint: Use Google, Handshake or LinkedIn.
- 5 Practice your Bulldog Introduction/Elevator Pitch (20 seconds or less).
- 6 Get comfortable with networking by talking to yourself in the mirror or speaking to a CDS counselor.
- 7 Create a game-day plan. Advice: Keep an open mind about different industries.
- 8 Prepare questions and bring a notepad and pen.
- 9 Dress for Success: +Business attire wins.
- 10 Request business cards or names for LinkedIn; follow up and keep in touch.

Bottom line: the goal is to network, secure internships, co-ops, and career opportunities, and make a lasting impression. Preparation, presentation, and a positive attitude will set you apart.

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RA Statement: We value inclusion and access for all participants. If you need reasonable accommodation to attend this event, please contact Angel Lee, Interim Director, at 256-372-8220/angel.lee@aamu.edu.

All reasonable accommodation requests should be made no less than "2 weeks" before the event.

How Do I Sign Up for the Virtual Career Fair?

1

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



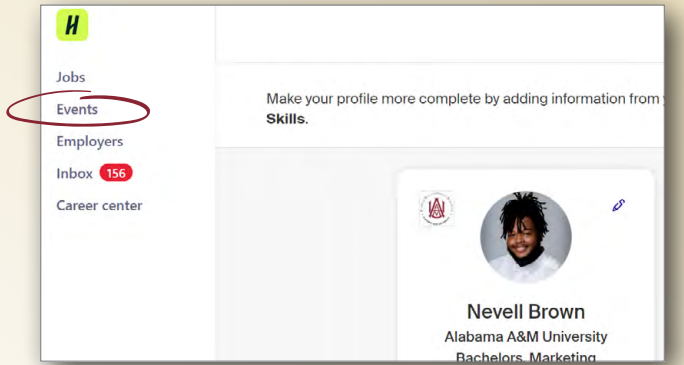
2

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

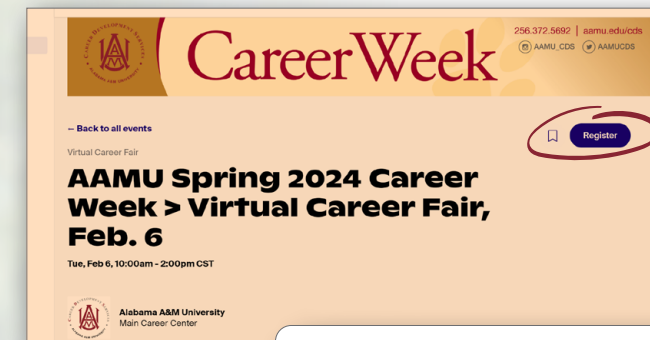
- Click on the events to see the employers participating in the career fairs
- Follow employers and start your research early!



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

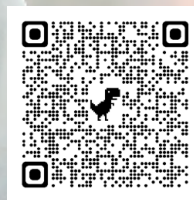
On the day of the Virtual Career Fair, click on the links provided by employers



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.



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.



Spring 2024 Winners



1st place:
Chance **Williams**
Computer Science



2nd place:
McKelton **Johnson**
Business Administration



3rd place:
Kylee **Cambric**
Electrical Engineering



3rd place:
Thabo **Traore**
Computer Science

REGISTER TODAY!

Deadline to sign up is September 6th at 11:59pm.

Shoot your SHOT

Showcase Your Bulldog Introduction
30-second Elevator Pitch
Competition...

SEPT 12, 2024

ROUND 1 • 12:30p-2:00p Teams

Note: The deadline to sign up is September 6th @ 11:59pm

ROUND 2 • 3p-4p Teams

Finalists compete before a live, virtual audience via Teams

Register Here
for Round 1



Watch
Round 2



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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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.



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.

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With the 787 Dreamliner, our people created the world's most innovative commercial airplane family flying today. Join us and help build the future.

AAMU Students, we're hiring Intern and Entry Level positions! !

Use the links below to apply for our HBCU requisitions today!

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

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

boeing.com/careers      

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Scan here to join our Talent Network!



Fall 2024 Calendar of Events



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AUG
2024

8/27 | 11a-2p *Welcome Center, 1st Floor Conference Room*
OFF-CAMPUS PART-TIME JOB FAIR

Join Virtual
Interviews Here



SEP
2024

9/9 | 12p-2p *Patton Building, Room 101*
CDS OPEN HOUSE

9/9 | 3p-4p *Teams*
FRESHMAN & SOPHOMORE CAREER FAIR ENGAGEMENT
PANEL DISCUSSION

9/25 | 10a-3p *Teams*
EMPLOYER OFFICE HOURS:
RESUME REVIEW + COMPLETION

OCT
2024

IN-PERSON CAREER WEEK

Sponsors + Industry + Government Cluster Day
10/1 | 10a-3:30p *Event Center, Rooms 107 & 108*

Legacy Bulldogs
10/1 | 4p-7p *Ernest Knight Center, Reception Room*

Resume Reviews
10/2 | 11a-2p *Student Health & Wellness Center, Gym*

OCT
cont...

Speed Networking Event & Reception Hosted by
Platinum & Gold Sponsors**
10/2 | 4p-5:30p *Event Center, Concourse (2nd Floor)*

Career Fair*
10/3 | 10a-2p *Event Center Arena*

Interview Day*
10/4 | 8a-3p *Student Health & Wellness Center, Gym*

VIRTUAL CAREER FAIR WEEK

Resume Reviews
10/21 | 10a-4p *Teams*

Virtual Career Fair*
10/22 | 10a-2p *Handshake*

College of Education, Behavioral Sciences, &
Humanities Info Tables
10/29 | 11a-2p *Welcome Center, 1st Floor
Conference Room*

DISNEY RECRUITMENT
10/29 | 8a-5p *Campus-wide*

DISNEY RECRUITMENT
10/30 | 10a-2p *Ernest Knight Center, Reception Room*

LVMH, The World's Leading Luxury Goods
Information Session
10/31 | 12:30p-2p *Zoom*

*Professional Attire is Required

**Business Casual Attire is Encouraged



SEE YOU AT THE
**WORK-IT
WEDNESDAY**
PANEL
DISCUSSIONS

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9/11 | 4p-5p *Teams*
*Becoming a Valuable Team
Member*



9/25 | 4p-5p *Teams*
*I Think I Want to Work
Remotely*



10/23 | 4p-5p *Teams*
I Am A Boss Entrepreneur!



11/20 | 4p-5p *Teams*
*Help, I Don't Like My
Internship*

NOV
2024

FEDERAL EMPLOYMENT PREPARATION WEEK

FEDERAL & STATE Information Tables and FREE
Handshake/Linkedin Headshots

11/5 | 11a-2p Ernest Knight Center, Reception Room

Photographer provided by the Alabama Cooperative Extension Program

FEDERAL RESUME WRITING WORKSHOP

11/6 | 12p-1p Ernest Knight Center, Reception Room

NAVIGATING USAJOBS

11/6 | 4p-5p Teams

RESUME REVIEWS + MOCK INTERVIEWS**

11/7 | 11a-2p Ernest Knight Center, Reception Room & Teams

EMPLOYER OFFICE HOURS: RESUME REVIEW + COMPLETION

11/20 | 10a-3p Teams

DEC
2024

Virtual Mini Career Fair*

12/17 | 12p-2p Handshake



256.372.5692
aamu.edu/cds
Patton Building, Rm. 101



AAMU_CDS



AAMUCDS

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SAVE THE DATES ■ SPRING 2025

JAN. 14-16 | CAREER PREPAREDNESS WEEK + ELEVATOR PITCH

FEB. 4-7 | IN-PERSON CAREER WEEK

MAR. 3-4 | VIRTUAL CAREER FAIR WEEK

APR. 4-7 | YOUTH MOTIVATIONAL TASK FORCE, OUTREACH PROGRAM

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



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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.



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.

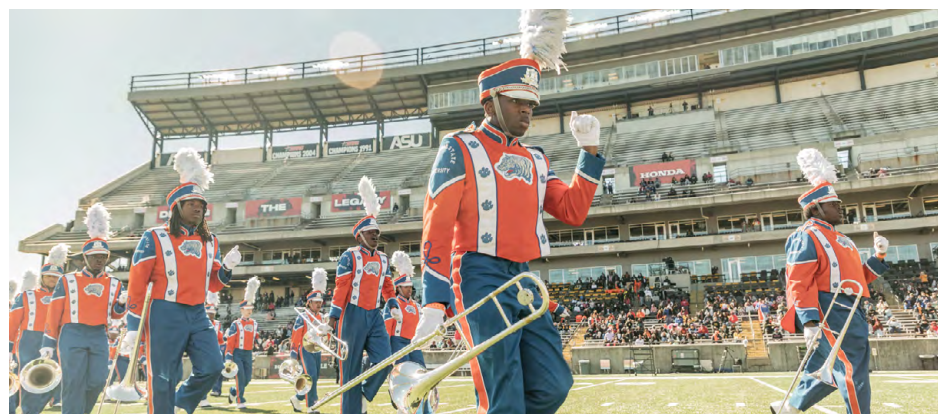
Tell me about a time when you experienced conflict at school or work. How did you overcome it

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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Information Services Foundation Program





*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.*



Fall 2024 VIRTUAL CAREER WEEK

OCTOBER

Oct. 21st // 10a-4p
Resume Reviews
Teams

Oct. 22nd // 10a-2p
Virtual Career Fair*
Handshake

**"Wear appropriate
attire for *every event!*"**

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



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INTERNSHIPS AT BLUECROSS PROVIDE MORE THAN INSURANCE EXPERIENCE.
We offer a wide range of technological, business and medically-focused roles.

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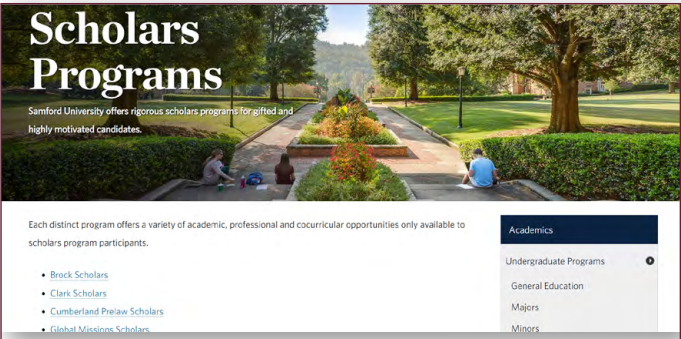
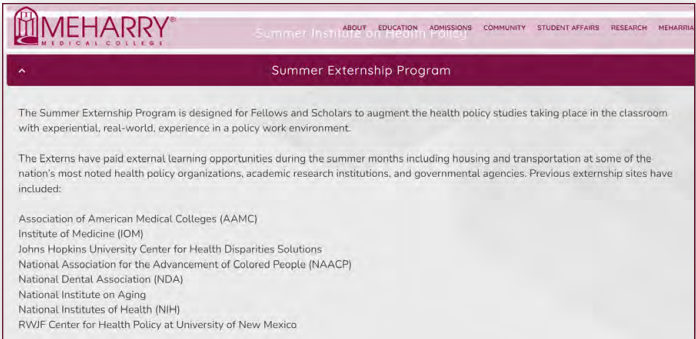


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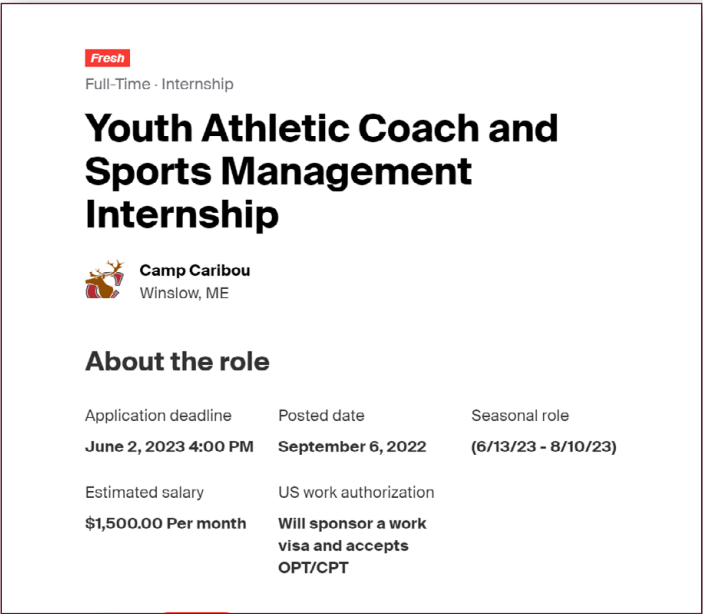
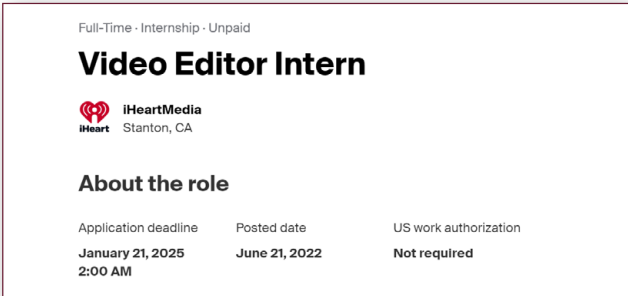
There aren't many employers recruiting for my major. *What Should I Do?!!*



- **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.

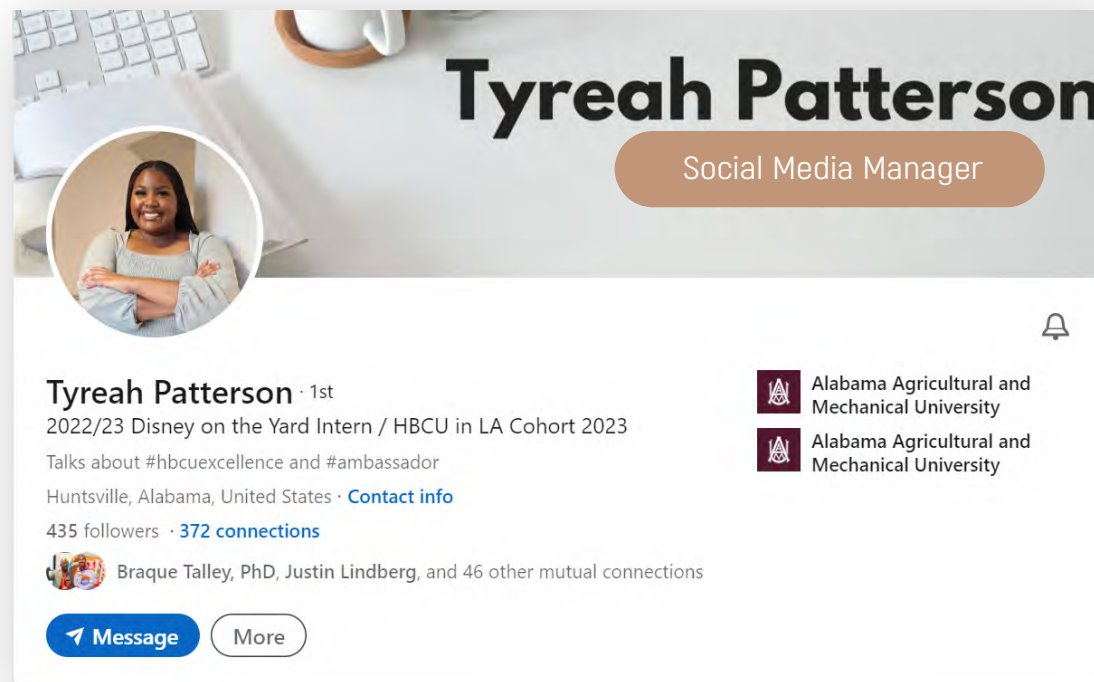


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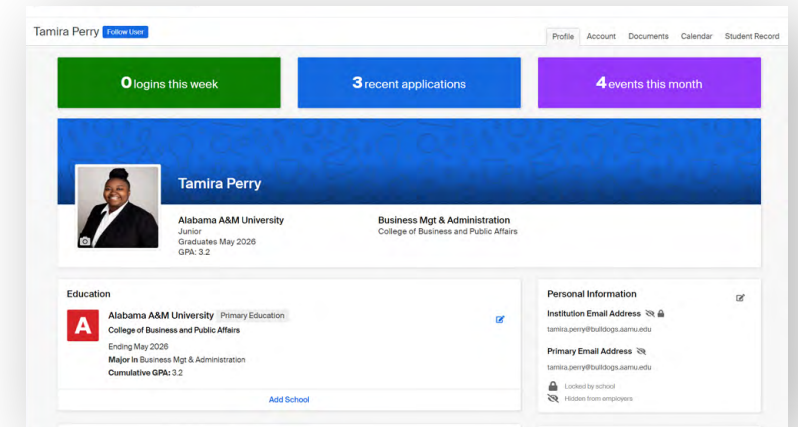


Which one do I need?

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](#)



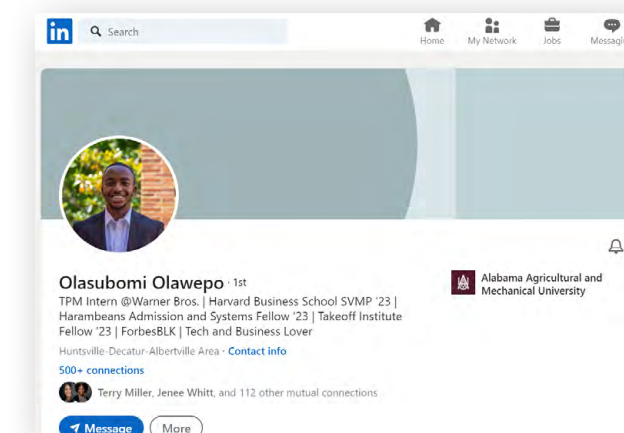
LinkedIn is the world's largest virtual professional virtual network.

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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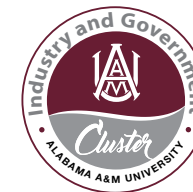
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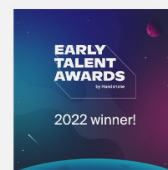


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YOUR
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GOOD**



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