• How to Find the RIGHT Opportunities
  • The Process
  • Where the Jobs Are
• Interviews
  • Professional Dress
  • Preparation
  • During the Interview
  • Ending the Interview
THE PROCESS

Myth Busters

• Looking for an internship or job is EASY!

• Looking for an internship or job is TOO hard

• All I need to do is look on-line…A LOT
THE PROCESS

Reality of the Process

• Treat the process like a job!

• Diversify approach & time commitment
THE PROCESS

Job Search Strategies

• Focus on Relationship Building (Networking)

• Attend Panels, Career Fairs (both on and off-campus) and Other Events

• Utilize the web and follow the news for research and leads
THE PROCESS

Relationships Building (Networking)

• Identify contacts
  • Family (Example - Your Family’s Financial Advisor or Doctor)
  • Friends
  • Organizations like Fraternity or Sorority or Sports
  • Professors, Social Events or a Person You Meet on a Plane
  • Professional Organizations
    www.myperfectresume.com/how-to/career-resources/union/

• Request Information Interviews
• Ask for Referrals
THE PROCESS

• Consider what aspects of your future position are most important to you:
  • Nature of work
  • Type of organization/employer
  • Prestige of employer
  • Salary
  • Professional advancement
WHERE THE JOBS ARE

• How to Find the RIGHT Opportunities
  • Where the Jobs Are:
  • Target companies directly
  • Start a broad search with databases
RESOURCES

Databases:
• JHU Handshake
• Engineering.com/jobs
• EngineeringJobs.com
• LinkedIn.com/jobs
INTERNSHIP RESOURCES

• JHU Handshake
• Experience.com
• Internships.com
• Looksharp.com
• BaltimoreCollegetown.org/Internships
NON-ENGINEERING ROLES

- Many engineers choose to pursue roles in other industries.
- Our first destination survey indicates that consulting and finance tend to be popular choices for JHU students.
- Different industries have different timelines and recruitment processes.
  - Do your research to ensure you are familiar with the nuances of your industry of interest.
STEM & INNOVATION ACADEMY WEEK

- Coincides with E-Week
- Provides the opportunity to:
  - Explore your interests
  - Present your brand
  - Identify organizations and opportunities that interest you
  - Connect with professionals who can provide you with the insights and knowledge necessary for your career success
INTERVIEWS:
PROFESSIONAL DRESS

- Professional Attire
- What NOT to Wear
INTERVIEWS: PROFESSIONAL DRESS

- Proper fitting attire
- Matching attire
- Ironed/pressed
- Polished shoes
- Mostly conservative
- Brush teeth/Wear deodorant
- Not too much perfume/cologne
SUITS

- Match & be in a dark, neutral color
- Fit properly (may need tailoring)
- Remove “extra” stitches (jacket tails &/or jacket pockets)
- Length of sleeves should not cross your wrist

DRESSES/SKIRTS

- Knee length (calf-length preferred)
- Slits should not be too deep

PANTS

- Length should work with your shoes
SHIRTS/TOPS/BLOUSES

- Button-down shirts - light and neutral tone
- Sit well on your shoulders

SHOES

- Coordinate with your clothing
- Comfort and professionalism
- Heels - 3 inches at most
- Not open-toed
ACCESSORIES

- Ties - solid color, small patterns or stripes
- Ties should reach your belt line
- Socks should match your pants
- Handbags and briefcases - small and coordinate with your clothing
- Hosiery should be worn with dresses/skirts
MAKE-UP & JEWELRY

- Keep make-up minimal & use subtle colors
- Jewelry in conservative designs
- Keep perfume/cologne light

HAIR & GROOMING

- Hair should be neat & well-groomed
- Fingernails should be clean, neatly manicured and plain
WHAT NOT TO WEAR

- Polo shirts/T-shirts
- Jeans or Khakis
- Sundresses/Mini Skirts
- Sweat suits/Exercise wear
- Dangly clunky jewelry
- Sneakers/Flip-flops
INTERVIEWS: PREPARATION
COMPANY RESEARCH

- Mission/Values
- Products/Services/Projects
- What do you want to know?
- Contacts
- Culture
- History
- What concerns you?
WHAT TO BRING

- Pen/Paper
- Portfolio
- Resume/References
- Info/notes on the company
- Questions to ask
- Positive attitude
ARRIVING

- Early is on time!
  10-15 minutes early
- Plan out route/parking in advance
- Plan for unexpected
- Reduce stress
BUILD CONFIDENCE
REDUCE ANXIETY

- Stop the Brain Spinning
- Return to Your Best
- Breathe
- Normalize Rejection
- Humanize the Process
INTERVIEWS:
DURING THE INTERVIEW
Popular nonverbal mistakes made during job interviews:

- 21% Touching face and playing with hair
- 47% Having no information or knowledge about the company job seeker applying to
- Avoiding making an eye contact 67%
- Sullen face, no smile 38%
- Wrong posture 33%
- Crossing arms on the chest 21%
- Too intensive hand gestures 9%
- Too weak handshake 26%
- Excessive fidgeting 33%

Statistics prove that during the meeting the greatest influence has:

- 7% What applicant says
- 38% Confidence, the level of grammar and quality of voice
- 55% Clothes, behavior and the way applicant enters the door
- 70% of hirers admit that they don't want applicants to be trendy or fashionable
- 65% of employers prove that clothes can become decisive factor in choice between two candidates

Clothes:
- Bright colors distract
TOP INTERVIEW QUESTIONS ASKED

Tell me something about yourself.

What do you know about our company?

What do you know about the position you're applying for?

What are your strengths and weaknesses?

Why should we hire you?
# Behavioral Interviews

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<th><strong>S</strong></th>
<th><strong>Situation</strong></th>
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<tbody>
<tr>
<td></td>
<td>Detail the background. Provide a context. Where? When?</td>
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<tr>
<td><strong>T</strong></td>
<td><strong>Task</strong></td>
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<td></td>
<td>Describe the challenge and expectations. What needed to be done? Why?</td>
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<td><strong>A</strong></td>
<td><strong>Action</strong></td>
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<td></td>
<td>Elaborate your specific action. What did you do? How? What tools did you use?</td>
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<td><strong>R</strong></td>
<td><strong>Results</strong></td>
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<td>Explain the results: accomplishments, recognition, savings, etc. Quantify.</td>
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‘STAR’ Technique to Answer Behavioral Interview Questions
SPECIAL SITUATIONS

- Group
- Phone
- Video/Internet
- Site Visit
CASE STYLE INTERVIEWS

Hypothetical Situation:

- Thought Process/Problem-Solving Skills
- Analytical Skills
- Creativity
- Communication Skills
- Business Savvy
- Ability to Work Under Pressure
ASK QUESTIONS

- Clarify or expand upon
- Reiterate interest & qualifications
- Open-ended
- Ask about what you truly want to know
QUESTIONS YOU SHOULD ASK

What do you like most about working for this company? Tell me about the culture.

How will I be evaluated during my first three months?

Why is this position vacant?

Why do you think job applicants choose to work here rather than your competitor?

What are the next steps?
INTERVIEWS:
ENDING THE INTERVIEW

- Other Questions
- Business Cards
- Send Thank You Emails within 5-8 business hours!
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