

CAREER CENTER PRESENTATION TO

MECHANICAL
ENGINEERING &
ENGINEERING MECHANICS

NOVEMBER 15, 2016



AGENDA



- **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



- Monday, February 20, 2016 – Thursday, February 23, 2016
- 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



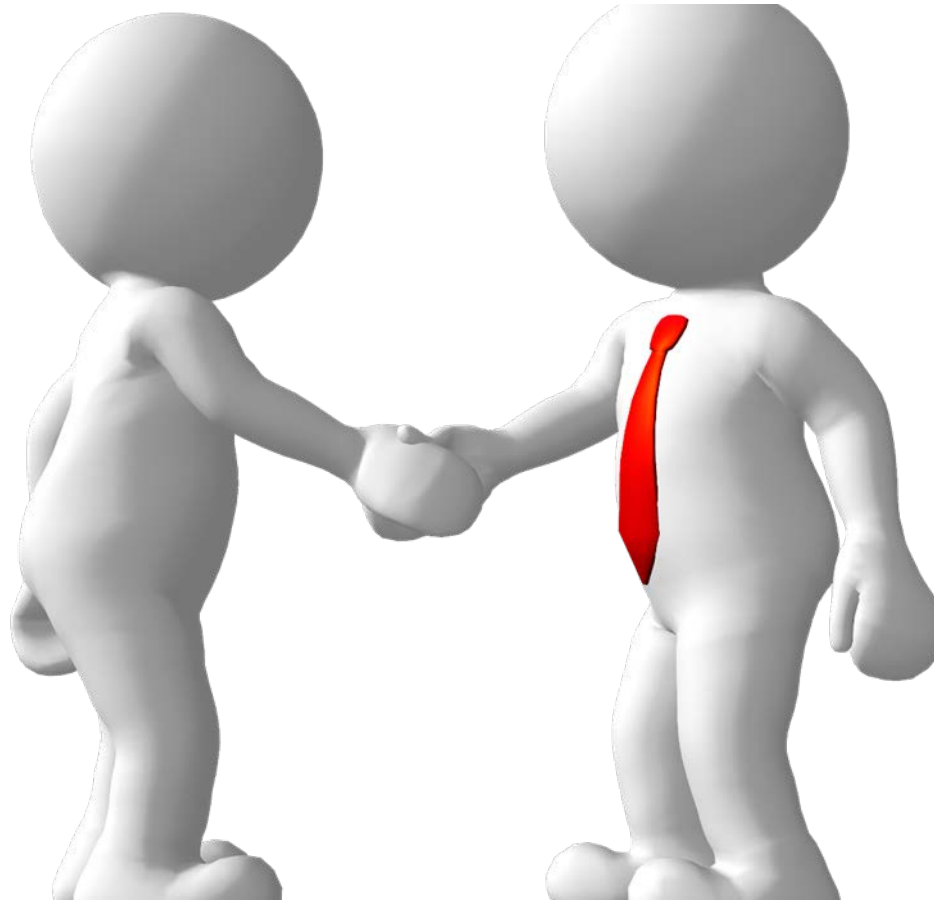
- Early is on time!
10-15 minutes early
- Plan out route/parking in advance
- Plan for unexpected
- Reduce stress

BUILD CONFIDENCE REDUCE ANXIETY



- Stop the Brain Spinning
- Return to Your Best
- Breathe
- Normalize Rejection
- Humanize the Process

INTERVIEWS: DURING THE INTERVIEW



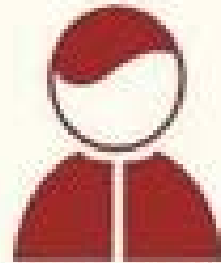


Popular nonverbal mistakes made during job interviews

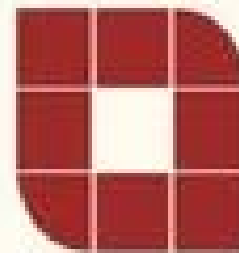
Statistics prove that during the meeting the greatest influence has



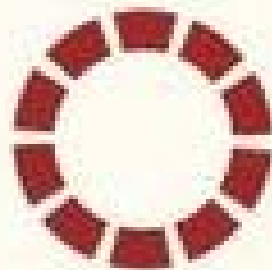
TOP INTERVIEW QUESTIONS ASKED



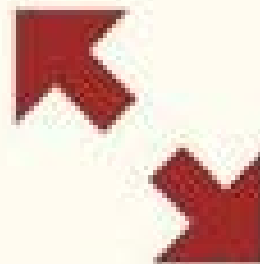
Tell me something about yourself.



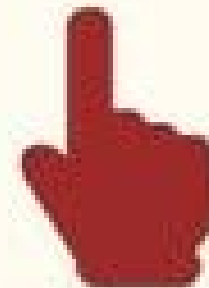
What do you know about our company?



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



What are your strengths and weaknesses?



Why should we hire you?



BEHAVIORAL INTERVIEWS

S Situation	Detail the background. Provide a context. Where? When?
T Task	Describe the challenge and expectations. What needed to be done? Why?
A Action	Elaborate your specific action. What did you do? How? What tools did you use?
R Results	Explain the results: accomplishments, recognition, savings, etc. Quantify.

'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.**



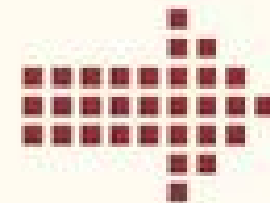
How will I be evaluated during my first three months?



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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