Career Exploration Night

TEMPE CAMPUS | October 17, 2017, 4:30–8 p.m. | Memorial Union, second floor

POLYTECHNIC CAMPUS | October 25, 2017, 4:30–7 p.m. | Sun Devil Fitness Complex
Fulton Schools Career Exploration Night is a fun, informal event for you — our first year students — to speak with experienced professionals to learn more about their careers and how best to make use of your time at ASU.

You might be curious about what someone's day-to-day work is like, what they like most about their job, or what they did in college and along their career path to get where they are today. What advice would they give their 18-year-old selves knowing what they know today? Ask them what they did in college — clubs, organizations, projects, electives, internships — so that you can get an idea of what prepared them for success on the job. Gather as much information as you can and remember, there are no bad questions.

These professionals and Fulton leaders volunteered to be here to share their insights with you. They are excited about what they do. They also remember what it was like to be a freshman. Many have told us that they wish they had this type of event early in their college careers.

You can also use this experience to add to the networking skills we practiced at E2. Talking with professionals about their careers is a great way to make contacts in your field. You might find that a contact you make at Fulton Schools Career Exploration Night is helpful in making decisions about the types of activities to pursue outside the classroom to improve as a professional, which elective courses you might take, seeking internships or preparing for interviews.

After the event, use this workbook to write down what you learned and what is important to you. These thoughts can help guide your path while at ASU. As you will discover, there are a lot of different types of careers, even within a given discipline. That's why there are so many paths to rewarding careers built on Fulton Schools degrees.

Today is just one of the first steps on the path that you are creating. Remember that this is a team sport and so as you work toward your goals, take advantage of the Fulton Schools resources and support available to you. We are here to help you be successful.

**Have a great time at Fulton Schools Career Exploration Night!**

Kyle D. Squires, Ph.D.
Dean
Ira A. Fulton Schools of Engineering
Managing your career is like running a marathon, and you get to set your own PACE.

Career Exploration Night is a unique opportunity for you to meet a variety of technical professionals and Fulton leaders, ask questions about the work they do, and learn about different career choices early in your college career.

Prepare

Be curious and open-minded
Make a list of questions
What do you want to know?

Ask

Questions about what people do and what they've learned
What advice they have for you
The questions that are the most important to you

Consider

New ideas and potential activities
What you know and are discovering about your interests and preferences
What new things would you like to try

Explore

The many opportunities available to you at ASU and the Fulton Schools of Engineering
The options you have to take your next steps and get started NOW!
What do you need to know and do?

It is an opportunity to meet with industry professionals and Fulton leaders in a fun, informal environment.

It is not a job fair.

You can ask about what they did in college, the decisions they made and the challenges they faced to get where they are today.

It is your chance to start to think about your own career path and what matters to you.

It can be so much more than a homework assignment if you plan to make the most of this opportunity.

Make it personal.
Make it valuable.
Approach the event with enthusiasm.

Who will you meet?

Engineers and other technical professionals who earned the same degrees that you are seeking, who are excited about the work that they do, want to share their experience with you, remember having questions when they were students, and are willing to share the answers they’ve learned.

How should you prepare?

Your assignment is to talk to the professionals and Fulton leaders and be prepared to share your findings with classmates in your next ASU 101 class.

Be ready to ask questions! This workbook offers tips and tools to make the most of the event.

Plan to take notes.

There is no formal dress code. It is your choice – dress up or go casual.

Speak with several people to get different opinions and hear about a variety of experiences.
What can you expect?

Bring your ASU Sun Card to register just once at any of several check-in points. This records attendance for your ASU 101 class.

On the Tempe campus, the second floor of the Memorial Union will be organized into neighborhoods reflecting the five Tempe-based Fulton Schools of Engineering. Some neighborhoods will host multiple Schools.

At the Polytechnic Campus, the Sun Devil Fitness Complex will host all of the Fulton Schools programs housed on the Polytechnic Campus.

Industry professionals and Fulton leaders whose academic or career experience match the majors will be available in each of the neighborhoods.

Visiting professionals will be wearing colored ribbons on their name tags that represent academic disciplines. Some may have more than one ribbon if they have multiple degrees or experience in more than one field. Some of our visitors may have taken a nontraditional career path.

Feel free to attend both events and explore neighborhoods beyond your major. Technical professionals often work in cross-disciplinary teams. Many of our guests will have considerable knowledge about areas outside of their primary roles. A person of interest to you might be located in a neighborhood different from your major.

Some guests will bring exhibits. Start a discussion by asking about them!

The open format makes it easy to find someone to speak with and ask your questions.
Networking tips for beginners

Smile and introduce yourself.

Shake hands confidently.

Briefly, say something about yourself like your major or interest.

Listen to their introduction, or ask their name.

Ask the questions you prepared.

Listen to their answers and ask a related follow-up question, or a different question.

Pay attention for cues that the conversation is ending and excuse yourself by thanking them for their time.

Ask for a business card if you think you might have more questions or would like to follow up after the event.

You can talk to professionals and Fulton leaders with a friend or with a small group unless your instructor tells you otherwise.

Come and have fun!

This event is a great way to explore future career possibilities with professionals who are coming to talk with you.

There will be peer career coaches in each neighborhood to assist you.

Snacks and beverages will be available.
Your ASU 101 instructor may have given you a specific assignment for Fulton Schools Career Exploration Night. Be sure to complete that assignment as well as conduct informational interviews with several professionals.

Questions to ask any professional:

- Are there any courses, outside of my program, that you would recommend?
- What types of activities, outside of classes, can give students the skills needed for success in the workforce?
- What do you like best about your career/current position?
- What are some of the frustrations that may characterize this type of work?
- To what extent do you feel that your experiences are typical of others?
- Are you wearing different colored ribbons because of several academic degrees or changes in career direction?
- To what degree is there pressure on your job? How can that pressure be described?
- How many hours do you typically work in a week?
- What advice would you offer to someone planning to enter this career?
- What are the most important things that a college student should focus on and accomplish while attending college?
- How did you build your skills and self-confidence?
- Since hindsight is 20/20, what do you wish that you had done differently when you were a student or at any point in your career?
- How related is your academic major to your job?
- How important are teamwork and communication skills?
- How important are internships?
- What skills are most important for this kind of work? What abilities and personal qualities are most important in this occupation?
- What are the educational requirements for this career?
- Would you recommend graduate or professional school immediately after graduation?
- What technology and programs are used by your company?
- What are the primary responsibilities of your current position?
- What are the specific duties performed?
- How do you spend 80 percent of your day/week?
- How do you stay current with the new skills required for your profession?
- Do you work mostly alone or as part of a team?
- Does the position require frequent travel?
- What are some of the major changes you have seen in your field?
- What industry changes do you anticipate in the future?
Questions to ask recent graduates and current Fulton leaders:

- How did you decide on your major?
- How did you know that your choice of major was “the right one” for you?
- What strategies did you use to be successful in your classes?
- How important are the introductory classes taken by freshmen and sophomores?
- Which of your major courses did you find most helpful as a new professional?
- How did you get involved in extra-curricular activities?
- How did you find internships and your first job?
- What was your biggest challenge in your first professional position?
- What was your career path from college to present?
- Did you take the EIT exam or seek additional certifications?

Questions to ask hiring managers, seasoned employees and retirees:

- What types of positions are most appropriate for new college graduates?
- What are the current trends you see in your industry?
- What are the advantages of the PE certification?
- Is it possible to project future needs for workers in this field? What factors might determine these needs?
- What are some of the major changes you’ve seen in your field?
- What changes do you anticipate in the future?
List the people and things that interest you the most:

What you learned about your preferences:

What you will share with your ASU 101 classmates:

Your assignment:
- Create an account in Handshake.
- Complete the post-event survey for Career Exploration Night.
- Create your four year plan to customize your own Fulton Experience. Refer to page 12.
What do employers look for on résumés when hiring interns and new college graduates?

- Ability to work in a team
- Problem solving
- Communication skills (written)
- Strong work ethic
- Leadership
- Communication skills (verbal)
- Initiative
- Analytical/quantitative skills
- Flexibility/adaptability
- Detail-oriented
- Technical skills
- Interpersonal skills (relates well to others)
- Computer skills
- Organizational ability
- Strategic planning skills
- Tactfulness
- Creativity
- Friendly/outgoing personality
- Entrepreneurial skills/risk taker
- Fluency in a foreign language

Attributes sought on a candidate's résumé based on the companies hiring Engineering and Computer Science majors, National Association of Colleges and Employers, Employer Survey Spring 2017.

“Your technical skills will get you hired. Your lack of people skills will get you fired. Your leadership and management skills will get you promoted.”

William Badger, Professor Emeritus, Ira A. Fulton Schools of Engineering
Start now to build and hone the skills and experience employers seek. Get involved and customize your Fulton Experience!

- Fulton Schools and Barrett Honors
- Grand Challenge Scholars Program
- EPICS: Engineering Projects in Community Service
- Student organizations and teams
- Student Council
- Academic Bowl
- FURI: Fulton Undergraduate Research Initiative
- Fulton Ambassadors
- Summer camp counselors
- Tutoring
- Career Fairs Volunteer/Employer Liaison
- K-12 Outreach
- Study Abroad
- Internship and Cooperative Education experiences
- E2 Camp Counselors (E2C2s)
- Peer Mentors
- Peer Career Coaches
- Undergraduate Teaching Assistants
- Fulton Schools Startup Center
- Fulton Leadership Institute
- Fulton Diversity Initiatives
- eProjects program and capstones
- Accelerated bachelor’s + master’s programs
- Order of the Engineer

Check out customize.engineering.asu.edu
MY 4-YEAR COLLEGE PLAN

Every technical professional needs a strong academic foundation. Form good study habits now; and, continue to reassess, adjust and improve as you progress through college.

In addition to your classes, ASU and the Fulton Schools of Engineering offer a multitude of opportunities for experiential learning and professional development. Schedule an appointment with the Fulton Schools Career Center every semester.

First Year First Semester

• With help from student leaders, faculty and staff, create your personalized 4-year College Plan and discover campus resources
• Meet people, make new friends and try new things
• Explore student organizations and other opportunities at ASU and the Fulton Schools
• Discover and use campus resources for technical projects
• Complete your profile in Handshake
• Apply for campus leadership positions for next year

First Year Second Semester

• Select one or two campus activities and get involved
• Attend Fulton Schools Career Center seminars for first year students
  * Employer panel – What they look for when hiring interns
  * Use the FINISH method to find an internship
  * Develop your first technical résumé
  * Prepare for your first ASU career fair
  * Make the most of LinkedIn
  * Student panel – Talk about their internships
  * Create your summer opportunity
• Update your Handshake profile
• Attend the Fulton Schools of Engineering Spring Career Fair
• Apply for summer and fall campus leadership positions
• Find summer career related activities
  * Informational interviews
  * Job shadowing
  * Summer job

Plan to be internship ready after 4 semesters
Prepare to graduate into the career you want

MY 4-YEAR COLLEGE PLAN

Sophomore Year

- Get your résumé reviewed by a peer career coach
- Update your Handshake profile
- Attend workshops and “prep sessions” sponsored by the Fulton Schools Career Center
- Practice your pitch (how to introduce yourself to an employer)
- Attend Fulton Schools of Engineering Fall and Spring Career Fairs
- Attend company-sponsored events
- Apply for research positions, internships and co-ops
- Create independent projects to apply what you have learned in classes
- Take on a leadership role in a student organization
- Use LinkedIn to identify people, groups, industries and companies of interest
- Master cyber-networking to identify and connect with and learn from targeted professionals
- Learn about job search resources beyond campus recruiting

Junior Year

Continue, repeat and refine activities from second year

- Focus your career/internship options by developing an "A-list" of industries and companies
- Become familiar with hiring methods and deadlines for positions of interest; learn how and when those companies are hiring
- Find a summer opportunity that best fits your chosen career path
- If you are interested in and eligible for Fulton’s 4+1, meet with your academic advisor
- If you are planning to attend graduate school, check out www.GRE.org to register for the GRE. It is given nearly every day of the year.
  * Study for the GRE, contact recommendation letter writers, visit targeted schools and work on personal statement
- If you are planning to attend Law School, check out www.LSAC.org to register for June LSAT
  * Prepare to take LSAT, visit law schools and contact recommendation writers
- If you are planning to attend Medical School, register for April MCAT
- Consider your personal life goals, career interests and preferences in order to be prepared to accept or decline a job offer after a summer internship

Senior Year

Continue, repeat and refine activities from the third year

- Communicate with your network and let everyone know what kind of position you are seeking
- Attend all relevant campus career fairs and other recruiting events
- Attend the Salary Negotiation workshop
- Evaluate and compare job offers carefully
- Accept the position that best fits your goals and notify all other employers with whom you have interviewed that you are withdrawing from further consideration
Who are the peer career coaches?
Fulton Schools students who were where you are now, and not that long ago. They have met and mastered challenges and discovered strategies for success.

What can they do for you?
Coaches can listen to your concerns, help you to find answers to your questions, share their experiences and encourage you, when necessary. You’ll set goals to bring out your best performance.

Peer career coaches receive extensive training on career information and job search resources. They can help you discover careers related to your major, create a résumé, use Handshake and find employment opportunities.

They know how to translate your skills and experiences into résumé bullets that will be of interest to recruiters and hiring managers.

Schedule a time to meet with a coach for résumé and internship search tips. Learn about career choices related to your major, completing your four year plan and the FINISH method to ensure a job after graduation.*

Where are they located?
Fulton Peer Career Coaches at Tempe work in several locations across campus, including the Fulton Schools Career Center at Centerpoint. Schedule an appointment through Handshake.

Peer Career Coaches at Polytechnic are located in the Career Preparation Center in the Academic Center Building, CNTR, Suite 110. You can drop in or schedule an appointment through Handshake.

* The Fulton Schools Career Center uses job search guru David DeLong’s FINISH, a six-step process to finding employment. He is also the author of Graduate to a Great Job: Make your College Degree Pay Off in Today’s Market. graduatetoagreatjob.com

Attend a FINISH presentation: career.engineering.asu.edu/events-calendar
Notes:
Your future is our full-time job

With the Fulton Schools Career Center, you can:

Explore all Fulton Schools majors.
Discover careers that match your skills and passion.
Make industry connections.
Create a résumé that highlights your accomplishments.
Talk with us in person and virtually—appointments are available year round.

Meet with a peer career coach
We’d love to meet you and discuss your goals and how to get there!

Make an appointment via Handshake

Like us on Facebook
Like the Fulton Schools Career Center–Arizona State University Facebook page to get internship and job search tips, the latest information on career events and workshops and more:

facebook.com/fultoncareercenter

Check out the Fulton Schools of Engineering Career Center website
Get started now with online tutorials and more

Review the Guides Along the Way for tips to stay on track as you develop your skills and enrich your marketability for employers. You’ll also find advice and tools for creating résumés, searching for internships and events on campus that you should attend:

career.engineering.asu.edu

Read Joyce’s career tip of the week in Inner Circle

Attend workshops
Prepare for success. Learn how getting involved in organizations builds important skills companies want in their interns. Check Inner Circle, your ASU 101 Blackboard site and the Fulton Schools of Engineering Career Center website for dates and locations.

The staff and peer coaches at the Ira A. Fulton Schools of Engineering Career Center see all of the effort and dedication that you put into your professional future.

We are eager to help you build your path to a bright future. Let us help put it all together.