
Career Exploration Night

TEMPE CAMPUS | October 16, 2019, 4:30–8 p.m. | Memorial Union, second floor

POLYTECHNIC CAMPUS | October 22, 2019, 4:30–7 p.m. | Cooley ballrooms

Major-specific panels
Aviation
   November 5, 2019, 6–8 p.m. | Cooley ballrooms, Polytechnic campus

Graphic Information Technology
   September 25, 2019, 4:30–6:30 p.m. | Cooley ballrooms, Polytechnic campus

career.engineering.asu.edu
Fulton Schools Career Exploration Nights and the major-specific panels are fun, informal events for you — our first-year students — to speak with experienced professionals and student leaders about how best to make use of your time at ASU.

You might be curious about what their day-to-day schedule is like, what they enjoy most about their jobs, or what career path got them to where they are today. Maybe you want to know the advice they'd give their 18-year-old selves? Which clubs, organizations, projects, electives or internships do they think made the most impact?

These professionals and student leaders have each volunteered to be here to share their insights with you. They are excited about what they do and want you to share their passion. They also remember what it's like to be a first-year student and many have told us they wish they'd 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. Someone you meet at Fulton Schools Career Exploration Nights and panels could be instrumental in helping guide your career path.

During and after the event, use this workbook to write down what you've learned and what is important to you. As you will discover, there are a wide range of careers, even within a given discipline. That's why there are so many paths to a rewarding career built on the foundation of your Fulton Schools degree.

Whether you're a first-year student just learning the ropes or a practicing engineer looking to collaborate, we are here to help you be successful. So as you work toward your goals, take advantage of the Fulton Schools resources and support available to you.

Enjoy the panels and networking. And remember, the only bad question is the question you don't ask!

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

Career Exploration Nights and panels are unique opportunities for you to meet a variety of technical professionals and student 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
What do you do?
What have you learned?
Do you have advice for me?

Consider
different things you would like to try
discoveries about your interests and preferences
new ideas and potential activities

Explore
opportunities available to you at ASU and the Fulton Schools
to take your next steps and get started now
What can you expect at Career Exploration Nights at Polytechnic and Tempe?

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. Some neighborhoods will host multiple schools.

At the Polytechnic campus, the Cooley ballrooms will host the engineering, information technology, technological entrepreneurship and management and the environmental and resource management programs offered by the Polytechnic School.

Industry professionals and student 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 all Career Exploration Nights events and explore neighborhoods beyond your major. Technical professionals often work in crossdisciplinary 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.

What are the major-specific panels?

Career panels and networking mixers are offered for aviation and graphic information technology students, instead of on Career Exploration Nights. Panelists chosen by faculty present on a variety of career options and issues. Like Career Exploration Nights, you will gain first-hand career information and meet with industry professionals and student leaders in a fun and informal environment. The panels are open for all students to attend, so you can meet other students who may share your major or are interested in the topics.

Bring your ASU Sun Card to check-in to your major’s panel and your workbook to take notes.

Listen to questions the audience asks — they can be very insightful.

Ask questions from pages 7 and 8 in the workbook or those that are important to you.

You can also attend the other panels and Career Exploration Nights to speak to people in other majors.
What you need to know

It is not a job fair. You don't need a résumé.
It is an opportunity to meet with industry professionals and student leaders in a fun, informal environment.
You can ask about what they did in college, the decisions they made and the challenges they faced to get to where they are today.
It is your chance to start thinking 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.

How you should prepare

Your assignment is to talk with the professionals and student leaders. Be prepared to share your findings with your ASU 101 classmates.
Speak with several people to get different opinions and hear about a variety of experiences.
Be ready to ask questions. Refer to pages 7 and 8 in this workbook for ideas.
Bring your workbook and a pen to take notes.
There is no formal dress code. It is your choice — dress up or go casual.
Go alone or with a group of friends.

Who you will meet

Engineers and other technical professionals who:
• are excited about the work that they do
• are willing to share what they have learned
• faced similar challenges when they were in college
• remember having questions when they were students
• have work experiences that reflect the degrees you are seeking
Professionals often work in cross-disciplinary teams. Many guests have considerable knowledge in areas outside of their primary roles.

What else

Be curious. Be open to new ideas. Make it personal. Make it valuable.
In addition to the event required by your ASU 101 class, you are welcome at both Career Exploration Nights and all major panels/mixers.
Explore Career Exploration Nights rooms to speak with professionals from other majors.
Attend a panel because it sounds interesting.
Take advantage of opportunities to learn about industries and professions.
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 attentively to their answers. Ask a related follow-up question or a different question. It may turn into a more natural conversation.
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 student leaders with a friend or join an existing group discussion 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 nearby to assist you.
Snacks and beverages will be available.
Your ASU 101 instructor may have given you a specific assignment. 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?
☐ Is there pressure at 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 your specific duties?
☐ Are there cybersecurity elements or do you have to be cyber aware in your job?
☐ 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?
☐ Do you travel frequently?
☐ 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 student 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 an intern or 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 does your company look for when hiring interns?
☐ Does your company offer tours and job shadow programs?
☐ What types of positions are most appropriate for new college graduates?
☐ What are the advantages of the PE certification?
☐ What are the current trends you see in your industry?
☐ 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 do you still want to know:

____________________________________________________

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____________________________________________________

____________________________________________________

List some organizations, events and/or activities that you want to explore:

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Your assignment:

☐ Complete your Handshake profile at asu.joinhandshake.com.
☐ Complete the post-event survey for Career Exploration Night or panel.
☐ Create your four-year career plan to customize your own Fulton Experience. Refer to page 12.
☐ Create an account at mentorship.asu.edu to start meeting professionals.
Stay on track to become employment ready!

The National Association of Colleges and Employers (NACE) conducted extensive research with employers and identified the competencies sought by industry when hiring new college graduates. Incorporate opportunities to develop these skills into your four-year career plan and your résumé.

“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

Consider: Skills recruiters seek

- **Critical thinking and problem solving**
  You are able to obtain, interpret and use knowledge, facts and data.

- **Oral and written communication**
  You have public speaking skills and can clearly write memos and complex technical reports.

- **Teamwork and collaboration**
  You can effectively work in diverse teams and are able to negotiate and manage conflict.

- **Digital technology**
  You are able to adapt effectively to new and emerging technologies.

- **Leadership**
  You are able to guide and motivate others as well as organize, prioritize and delegate work.

- **Professionalism and work ethic**
  You act responsibly with the interests of the larger community in mind.

- **Global intercultural fluency**
  You have the ability to interact respectfully with all people and understand individuals’ differences.

- **Career management**
  You can identify and demonstrate your skills and know how to find and evaluate opportunities.
Develop your skills with the Fulton Difference

- Fulton Schools and Barrett Honors
- Grand Challenge Scholars Program
- EPICS: Engineering Projects in Community Service
- Student organizations and teams
  fso.engineering.asu.edu
- 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 Counselors
- Peer Mentors
- Peer Career Coaches
- Undergraduate Teaching Assistants
eProjects program and capstones
Accelerated bachelor’s + master's programs
- Order of the Engineer
- Entrepreneurship + Innovation @ Fulton

Check out customize.engineering.asu.edu

Start now to build and hone the skills and experience employers seek. Get involved and customize your Fulton Experience!
**My four-year career plan**

Every technical professional needs a strong academic foundation. Form good study habits now. Then continue to reassess, adjust and improve as you progress through college. Work with a peer career coach every semester to update your individualized plan — selecting the activities, developing the strategies and setting the pace, which will work best for you.

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**First year, first semester (including transfer students)**

### Get set for success

- Concentrate on adjusting to college.
- Meet people, make new friends and try new things.
- Develop good study skills and do well in your classes.
- Take advantage of campus resources like tutoring, Sun Devil Fitness Center, academic advising and student health.
- Explore student organizations, events and activities at ASU and the Fulton Schools of Engineering.
- Complete your profile in Handshake.
- Apply to campus leadership positions for next year.

**First year, second semester**

- Continue building a solid academic foundation and gaining confidence in your major.
- Select one or two major-related organizations and events and get involved.
- Attend Fulton Schools Career Center seminars for first year students.
  - Creating your first technical résumé
  - Prepare for a Fulton Schools Career Fair
  - Demystifying interviewing
  - Talking about internships (student panel)
  - What we look for when hiring interns (employer panel)
  - Networking and using LinkedIn
- Attend the spring Career Fair.
- Engage with companies at information sessions, talks at student organization meetings, company sponsored competitions, and other events to increase your awareness of careers and to practice professional networking.
- Apply for campus leadership roles for summer and student organizational leadership roles for next year.
- Plan summer activities that will enrich your professional development.

**Outcomes**

- Increased confidence in your major
- Think of yourself as a future professional
- Have a résumé that represents your technical skills and personal accomplishments
- Become visible to employers through your Handshake and LinkedIn profiles
Sophomore

Get involved

• Focus on academic excellence.
• Update your résumé, Handshake and LinkedIn profiles.
• Attend workshops and “prep sessions” sponsored by the Fulton Schools Career Center.
• Practice your “pitch” (how to introduce yourself to employers) and interviewing.
• Attend Fulton Schools fall and spring career fairs.
• Build your résumé: demonstrate job skills through employment, class and personal projects and/or community activities.
• Apply for internships, co-ops and research positions.
• Become familiar with hiring methods and deadlines for positions of interest; learn how and when those companies are hiring.
• Take on a leadership role in a student organization.
• Attend company information sessions to refine your knowledge of professions and industries.
• Use LinkedIn to identify people, groups, industries and companies of interest.
• Master cyber-networking to connect with and learn from targeted professionals.
• Learn about job search resources beyond campus recruiting.

Outcomes

• Continue building your résumé and network of professionals
• Know how to find and use resources for career information and networking
• Secure a career-related experience

Peak Recruiting Seasons

September/October for the majority of the summer internships and jobs for December and May graduates.

February/March for the remaining summer internships and jobs for May graduates.

Junior

Get an internship

• Continue, repeat and refine activities from previous year.
• Focus your career/internship options by developing an “A-list” of industries and companies.
• Expand your job search skills.
• If you are interested in and eligible for Fulton’s 4+1, meet with your academic advisor.
• If you are planning to attend graduate, law or medical school, start preparing now.
• 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.

Outcomes

• Secure internship or career related part-time employment

Senior

Graduate with a great career

• Review this list to ensure that job search activities have been completed.
• 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.
• Take the Fundamentals of Engineering Exam, if applicable.
• Make your decision regarding post-baccalaureate education.
• 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.

Outcomes

• Secure a professional employment, graduate or professional school admission or military assignment
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 career 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

Meet with a peer career coach to learn about FINISH.
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 asu.joinhandshake.com/login
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
Read Joyce’s career tip of the week in Inner Circle
innercircle.engineering.asu.edu

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.

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 Canvas site and the Fulton Schools Career Center website for dates and locations.

Check out the Fulton Schools Career Center website
Get started now with online tutorials and more. Review the pathways for each year 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

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.

Your future is our full-time job