Arizona State University’s Ira A. Fulton Schools of Engineering Career Center presents:

FINISH

The acrostic “FINISH” is the idea of David DeLong, author of *Graduate to a Great Job: The Myths and Realities of Post-College Job Searches Today.* <http://www.graduatetoagreatjob.com/>



Use the below descriptions to rate yourself on each of the following recommended activities:

**FINISH RATINGS**

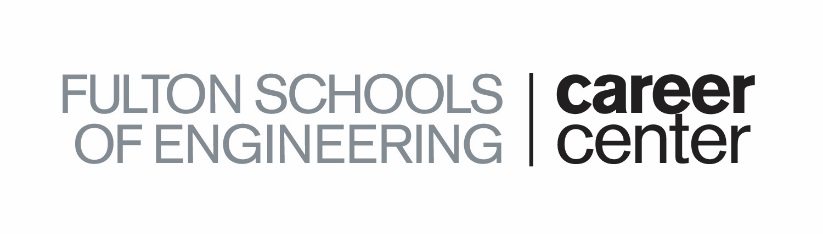
**5. I’ve pretty much done all that I can do!**

**4. I’ve done quite a bit; but, still could do more.**

**3. I’ve done a reasonable amount of these things.**

**2. I’ve made some progress; but, I feel like I’m only beginning.**

**1. I never even thought of doing these things!**



**Engineering Functions**

|  |  |
| --- | --- |
| **Research** | Explore fundamental principles of chemistry, physics, biology, and mathematics in order to overcome barriers preventing advancement in their field. Engineers are interested in the application of the breakthrough. |
| **Development** | Take the knowledge acquired by researchers and apply it to a specific product or application. |
| **Testing** | Design and implement tests to verify the integrity, reliability, and quality of products before they are introduced to the public. |
| **Design** | Provide the detailed specifications of the products society uses. |
| **Analysis** | Use mathematical models and computational tools to provide the necessary information to design, development, or research engineers to help them perform their function. |
| **Systems** | Work with the overall design, development, manufacture, and operation of a complete system or project. Ensure that the components interface properly and work as a complete unit; also identify the overall design requirements. |
| **Manufacturing and Construction** | Turn the specifications of the design engineer into a tangible reality. Develop the processes for taking raw materials and changing them into the finished pieces that the design engineers detailed. |
| **Operations and Maintenance** | Oversee the ongoing performance of a facility or operation of equipment; schedule and oversee safety inspections and repairs. |
| **Technical Support** | Serve as the link between customer and product and assist with installation and setup. |
| **Customer Support** | Perform support functions similar to technical support as a link between the manufacturer and customer with additional responsibilities in the business aspect of the customer relationship. |
| **Sales** | Have interpersonal skills conducive to effective selling and the technical background to answer customer questions and concerns. |
| **Consulting** | Provide technical expertise to a wide range of companies on a broad scope of projects and come from all disciplines. |
| **Management** | Requires technical ability, problem-solving ability and leadership skills. Responsibilities can be supervisory and/or administrative. |

*Engineering Your Future – A Comprehensive Introduction to Engineering*

*William C. Oakes, Les L. Leone, Craig J. Gunn*

**Technical Industries**

Aerospace Product and Parts Manufacturing

Agriculture, Construction, and Mining Machinery Manufacturing

All Other Electrical Equipment and Component Manufacturing

Architectural, Engineering, and Related Services

Audio and Video Equipment Manufacturing

Basic Chemical Manufacturing

Commercial and Service Industry Machinery Manufacturing

Communications Equipment Manufacturing

Computer and Office Machine Repair and Maintenance

Computer and Peripheral Equipment Manufacturing

Computer Systems Design and Related Services

Data Processing Services

Educational Support Services

Electrical Equipment Manufacturing

Engine, Turbine, and Power Transmission Equipment Manufacturing

Industrial Machinery Manufacturing

Management, Scientific, and Technical Consulting Services

Manufacturing and Reproducing Magnetic and Optical Media

Medical Equipment and Supplies Manufacturing

Motor Vehicle Body and Trailer Manufacturing

Motor Vehicle Manufacturing

Motor Vehicle Parts Manufacturing

Navigational, Measuring, Electromedical, and Control Instruments Manufacturing

On-Line Information Services

Ordnance & Accessories Manufacturing—Ammunition (except Small Arms) Manufacturing

Ordnance & Accessories Manufacturing—Other Ordnance and Accessories Manufacturing

Ordnance & Accessories Manufacturing—Small Arms Ammunition Manufacturing

Ordnance & Accessories Manufacturing—Small Arms Manufacturing

Other Chemical Product and Preparation Manufacturing

Other General Purpose Machinery Manufacturing

Paint, Coating, and Adhesive Manufacturing

Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing

Petroleum Refineries

Pharmaceutical and Medicine Manufacturing

Resin, Synthetic Rubber, and Artificial and Synthetic Fibers and Filaments Manufacturing

Scientific Research and Development Services

Semiconductor and Other Electronic Component Manufacturing

Soap, Cleaning Compound, and Toilet Preparation Manufacturing

Software Publishers

*NAICS- North American Industrial Classification System*

**Industry List**

Agriculture and Mining

Farming and Ranching

Fishing, Hunting and Forestry and Logging

Mining and Quarrying

Agriculture & Mining Other

Business Services

Accounting and Tax Preparation

Advertising, Marketing and PR

Data and Records Management

Facilities Management and Maintenance

HR and Recruiting Services

Legal Services

Management Consulting

Payroll Services

Sales Services

Security Services

Business Services Other

Computer and Electronics

Audio, Video and Photography

Computers, Parts and Repair

Consumer Electronics, Parts and Repair

IT and Network Services and Support

Instruments and Controls

Network Security Products

Networking equipment and Systems

Office Machinery and Equipment

Peripherals Manufacturing

Semiconductor and Microchip Manufacturing

Computer and Electronics Other

Consumer Services

Automotive Repair and Maintenance

Funeral Homes and Services

Laundry and Dry Cleaning

Parking Lots and Garage Management

Personal Care

Photofinishing Services

Consumer Services Other

Education

Colleges and Universities

Elementary and Secondary Schools

Libraries, Archives and Museums

Sports, Arts, and Recreation Instruction

Technical and Trade Schools

Test Preparation

Education Other

Energy and Utilities

Alternative Energy Sources

Gas and Electric Utilities

Gasoline and Oil Refineries

Sewage Treatment Facilities

Waste Management and Recycling

Water Treatment and Utilities

Energy and Utilities Other

Financial Services

Banks

Credit Cards and Related Services

Credit Unions

Insurance and Risk Management

Investment Banking and Venture Capital

Lending and Mortgage

Personal Financial Planning and Private Banking

Securities Agents and Brokers

Trust, Fiduciary, and Custody Activities

Financial Services Other

Government

International Bodies and Organizations

Local Government

National Government

State/Provincial Government

Government Other

Health, Pharmaceuticals, and Biotech

Biotechnology

Diagnostic Laboratories

Doctors and Health Care Practitioners

Hospitals

Medical Devices

Medical Supplies and Equipment

Outpatient Care Centers

Personal Health Care Products

Pharmaceuticals

Residential and Long-term Care Facilities

Veterinary Clinics and Services

Health, Pharmaceuticals, and Biotech Other

Manufacturing

Aerospace and Defense

Alcoholic Beverages

Automobiles, Boats and Motor Vehicles

Chemicals and Petrochemicals

Concrete, Glass and Building Materials

Farming and Mining Machinery and Equipment

Food and Dairy Product Manufacturing and Packaging

Furniture Manufacturing

Metals Manufacturing

Nonalcoholic Beverages

Paper and Paper Products

**Industry List continued**

Plastics and Rubber Manufacturing

Textiles, Apparel and Accessories

Tools, Hardware and Light Machinery

Manufacturing Other

Media and Entertainment

Adult Entertainment

Motion Picture Exhibitors

Motion Picture and Recording Producers

Newspapers, Books, and Periodicals

Performing Arts

Radio, Television Broadcasting

Media and Entertainment Other

Non-profit

Advocacy Organizations

Charitable Organizations and Foundations

Professional Associations

Religious Organizations

Social and Membership Organizations

Trade Groups and Labor Unions

Non-profit Other

Other

Real Estate and Construction

Architecture, Engineering and Design

Construction Equipment and Supplies

Construction and Remodeling

Property Leasing and Management

Real Estate Agents and Appraisers

Real Estate Investment and Development

Real Estate and Construction Other

Retail

Automobile Dealers

Automobile Parts and Supplies

Beer, Wine and Liquor Stores

Clothing and Shoe Stores

Department Stores

Florist

Furniture Stores

Gasoline Stations

Grocery and Specialty Stores

Hardware and Building Material Dealers

Jewelry, Luggage, and Leather Goods

Office Supplies Stores

Restaurants and Bars

Sporting Goods, Hobby, Books and Music Stores

Retail Others

Software and Internet

Data Analytics, Management, and Internet

E-Commerce and Internet Business

Games and Gaming

Software

Software and Internet Other

Telecommunications

Cable and Television Providers

Telecommunications Equipment and Accessories

Telephone Service Providers and Carriers

Video and Teleconferencing

Wireless and Mobile

Telecommunications Other

Transportation and Storage

Air Couriers and Caro Services

Airport, Harbor, and Terminal Operations

Freight Hauling (Rail and Truck)

Marine and Inland Shipping

Moving Companies and Services

Postal, Express Delivery and Couriers

Warehousing and Storage

Transportation and Storage Other

Travel Recreation and Leisure

Amusement Parks and Attractions

Cruise Ship Operations

Gambling and Gaming Lodging

Participatory Sports and Recreation

Passenger Airlines

Rental Cars

Resorts and Casinos

Spectator Sports and Teams

Taxi, Buses and Transit Systems

Travel Agents and Services

Travel, Recreations and Leisure Other

Wholesale and Distribution

Apparel Wholesalers

Automobile Parts Wholesalers

Beer, Wine and Liquor Wholesalers

Chemicals and Plastics Wholesalers

Grocery and Food Wholesalers

Lumber and Construction Materials Wholesalers

Metal and Mineral Wholesalers

Office Equipment and Suppliers Wholesalers

Petroleum Products Wholesalers

Wholesale and Distribution Other

*http://community.data.com/t5/Ask-the-Experts/Complete-List-of-Industries/td-p/100250*

**Focus**

|  |  |
| --- | --- |
| You chosen your major and know which engineering function/s interests you the most. List them below. | 1 2 3 4 5 |
| You know which industries you are targeting. List them below. | 1 2 3 4 5 |
| You have a short list of favorite employers. List them below. | 1 2 3 4 5 |
| You can cite specific examples that demonstrate the technical skills required for the positions to which you are applying. List them below. | 1 2 3 4 5 |
| You can list the engineering challenges of greatest interest to you. List them below. | 1 2 3 4 5 |
| You can list the most important personal values that will impact your career planning and job selection. List them below. | 1 2 3 4 5 |

**Internships**

|  |  |
| --- | --- |
| Describe your 1st internship: What did you do? What did you learn? | 1 2 3 4 5  N/A |
| Describe your 2nd internship: What did you do? What did you learn? | 1 2 3 4 5 N/A |
| Describe your technical skills based on class projects. | 1 2 3 4 5 |
| Describe your technical skills (related to your major) demonstrated though participation in student organizations. | 1 2 3 4 5 |
| Describe your career related experience gained through volunteering. | 1 2 3 4 5 |
| If you are seeking your first internship, you can list the specific goals you want to accomplish. List them below. | 1 2 3 4 5 |
| If you are a freshman, list the skills and accomplishments you have on your résumé that will be used for getting an internship. | 1 2 3 4 5 |

**Networking**

|  |  |
| --- | --- |
| List your mentors. (Experienced individuals who have told you that they are willing to give you help and advice) | 1 2 3 4 5 |
| List the industry professionals you know.  How well have you connected with professional organizations? | 1 2 3 4 5  1 2 3 4 5 |
| List classmates, current and former. | 1 2 3 4 5 |
| List friends, parents’ friends, friends’ parents. | 1 2 3 4 5 |
| List people you’ve met at professional conferences. | 1 2 3 4 5 |
| List recruiters you’ve met at career fairs and other campus events. | 1 2 3 4 5 |
| Rate your use of LinkedIn:  Depth and breadth of contacts  Connections made through groups | 1 2 3 4 5  1 2 3 4 5 |
| Give yourself a rating for how well you’ve communicated with and stayed connected with all of the folks listed above. Do they know what you are looking for? | 1 2 3 4 5 |
| Give yourself a rating for how often and how much you have helped people in your network. | 1 2 3 4 5 |

**Internet Job Search Tools**

|  |  |
| --- | --- |
| How well and how often do you use your college’s job search site? | 1 2 3 4 5 |
| Rate your use of LinkedIn…   * Strength of your profile * Group activity * Number of connections * Frequency of status updates | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |
| How many job boards do you use that are related to your field? | 1 2 3 4 5 |
| Do you understand applicant tracking systems and how they impact online applications on company websites? | 1 2 3 4 5 |
| Rate your “online image”. Have you Googled yourself lately? | 1 2 3 4 5 |
| Rate your use of websites for professional organizations – both the national and local chapters. | 1 2 3 4 5 |
| Are you aware of and do you use reputable sites for career and job search information?  <http://www.rileyguide.com/>  <http://www.quintcareers.com/>  <http://www.jobhuntersbible.com/> | 1 2 3 4 5 |
| Do you know how to find and compare the cost of living between two cities? | 1 2 3 4 5 |

**Sell Yourself**

|  |  |
| --- | --- |
| PRODUCT  How well do you know yourself and how well can you articulate all you can do for the employer? | 1 2 3 4 5 |
| PRICE  Do you know the range of salary for your qualifications, industry and company as well as how to find cost of living information? | 1 2 3 4 5 |
| PROMOTION  Rate the effectiveness of your promotional materials:  Résumé  Cover letters  Online image  Networking  Business cards | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |
| PLACE  Are you ready (in the right place at the right time) when companies are recruiting on your campus?  Do you know where jobs are located? | 1 2 3 4 5  1 2 3 4 5 |
| PACKAGING  Is your image professional? | 1 2 3 4 5 |
| PREPARE  How well can you answer these classic interview questions?   * Tell me about yourself * Tell me what interests you about this company and this position * Tell me why should we hire you | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |
| Are you confident without being arrogant? | 1 2 3 4 5 |

**Help From Others**

|  |  |
| --- | --- |
| How often do you utilize/attend  Your College Career Center  Career Fairs  Workshops  Employer Networking  Individual Appointment | 1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5  1 2 3 4 5 |
| How often do ask for guidance from your mentors about your career goals? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do ask for help from your professors about your career goals? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do ask keep in contact with industry professionals about their careers and your career goals? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do you ask for advice from recruiters about your career goals? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do you work with your classmates, current and former? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do you talk to your friends, parents’ friends, friends’ parents about their careers and your career goals? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do you talk with your informal, casual network? Name or develop a potential list below. | 1 2 3 4 5 |
| How often do you utilize serendipitous meetings -- random, chance meetings that can turn into opportunities? How could you be prepared when it happens? | 1 2 3 4 5 |

Start NOW

* Create an account in Sun Devil CareerLink
* Check out engineering.asu.edu/customize to find things that interest you and get involved
* Create a checklist and an early plan to customize your own Fulton Experience
* **Make an appointment with a peer career coach. Call the Engineering Career Center @ 480.965.2966**

**First Semester**

**Strategies for academic success:**

1. Adjust to college
2. Make friends
3. Find study partners
4. Use tutors and teaching assistants
5. Visit professors during office hours

**Building your résumé:**

1. Explore different student organizations and other opportunities in the Fulton Schools
2. Apply for campus leadership positions for next year

**Second Semester**

**Strategies for academic success:**

Hindsight is 20/20. Review the previous semester and make behavioral and scheduling adjustments to optimize performance.

**Building your résumé:**

Select an activity or two for campus involvement

Take advantage of Fulton Schools Career Center workshops:

1. Using the FINISH method to find an internship
2. Creating your first technical résumé
3. Preparing for your first career fair
4. Getting the most from LinkedIn
5. Networking for beginners
6. Creating your summer opportunity

Work with a peer career coach to put your accomplishments into powerful résumé bullets

