

# Job Search Tools

*\*There are other presentations on how to use the tools.*

# When do I look? Recruiting Cycles

- Full time jobs – Fall and Spring graduates:
  - More employers at **FALL** career fairs seeking both Fall and Spring graduates
  - Spring is very important too for employers which just had their budgets approved and/or have additional openings
- Summer interns:
  - Many offers at **FALL** career fairs because employers already know their summer hiring needs
  - Spring is very important too for employers which just had their budgets approved and/or have additional openings
- But... there are *always* companies hiring!

# What Recruiters Seek



- Technical skills
- Great communication
- Put ideas and thoughts forward for consideration
- Socially savvy – friendly
- Always in learning mode
- Show a tremendous amount of initiative and drive
- Creative, advanced analytical skills
- Tech savvy
- Interesting



# Update Your Résumé BEFORE Applying

- Invest the time to customize your résumé to the company and role
  - Objective/summary statement
- Include relevant skills based on job listing
  - Companies filter using keywords from the job description
- [Action verbs](#) - found on our résumé website
- [STAR method](#) - review our interviewing presentation to learn about STAR
- *Networking is the best way to ensure that your résumé is actually read!*

SPARKY SUNDEVIL6	
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<b>SUMMARY</b>	
BSE Biomedical engineer with internship experience in quality, product development, product test, and research seeking full time position May 2017.	
<b>EDUCATION</b>	
B.S.E., Biomedical Engineering; Business Minor Arizona State University, Tempe, AZ	Graduating May 2017 3.82 GPA
<b>TECHNICAL SKILLS</b>	
Data Analysis and Statistics: JMP, Minitab Design and Applications: SOLIDWORKS, LabVIEW, MATLAB Programming: C, C++, Java Other: Microsoft Excel, PowerPoint, Word, Project Certifications: American Society for Quality: Certified Quality Improvement Associate (CQIA)	
<b>PROFESSIONAL EXPERIENCE</b>	
<b>Stryker Sustainability Solutions, Tempe, AZ: Research &amp; Development Intern</b>	5/2016 – 8/2016
<ul style="list-style-type: none"><li>As part of cross-functional team, performed measurement systems analysis (MSA) and benchmarked testing methods to advance medical devices towards 510(k) submission</li><li>Installed packaging equipment, following IQOQPQ guides: authored three final reports to qualify new and relocated Blue M bake ovens</li></ul>	
<b>Med Apps, Scottsdale, AZ: Quality Engineering Intern</b>	6/2015 – 8/2015
<ul style="list-style-type: none"><li>Tested and documented plastic packaging material product compatibility with four medical devices</li><li>Communicated product requirements between the Quality Department and the Software Engineers</li><li>Created and delivered PowerPoint presentations to train field sales representatives on new product features</li></ul>	
<b>ACADEMIC PROJECTS</b>	
<b>ASU, Senior Capstone Design Project</b>	Spring 2017
<ul style="list-style-type: none"><li>Collaborated in a team of three to design and develop a custom-made hand cycle for a polio victim</li><li>Established cost efficient and time effective milestones using Microsoft Project</li><li>Ensured team compliance to Design Control Procedures according to the Code of Federal Regulations</li><li>Created and maintained MS Word documents for Design History File</li><li>Recognized by faculty audience as "Best Presentation" out of 15 teams</li></ul>	
<b>ASU, Applications in Bioengineering</b>	Spring 2015
<ul style="list-style-type: none"><li>Led team of three to design and develop a device to assist quadriplegic patients</li><li>Utilized motion sensor technology to control a computer mouse based on patient line of sight</li><li>Designed an EMG sensor to detect muscle flexion in neck to control the mouse click</li></ul>	
<b>OTHER WORK EXPERIENCE</b>	
<b>Kohl's, Gilbert, AZ: Cashier and Stocker</b>	8/2014 – Present
<ul style="list-style-type: none"><li>Recognized for one year of perfect attendance, August 2015 and August 2016</li></ul>	
<b>Arizona State University, Tempe, AZ: Math Tutor</b>	8/2015 – 5/2016
<ul style="list-style-type: none"><li>Tutor undergraduate engineering students in math subjects, through Calculus III</li></ul>	
<b>ACTIVITIES</b>	
<b>ASU Society of Women Engineers (SWE)</b>	8/2014 – Present
Multiple leadership roles including vice-president and industry relations chair (300 members, \$75k annual budget): <ul style="list-style-type: none"><li>Increased industry events from 3/semester to 8/semester; initiated mentoring program with professional section; organized annual conference participation, including student poster submissions</li></ul>	

# Identify Your Skills

- Create search strategies on what you do best
- Match your skills and strengths to those listed in the job description
- Clearly demonstrate your skills and context on your résumé and application materials
- A high match on relevant skills and experience may get your application through the company filters and may lead to interviews
- Avoid desperate, long-shot applications
- Nobody is a perfect match

Engineering Manager when you are looking for an internship





# Focus Your Search Strategy

- Research companies, jobs, and locations
- Create an “A”, “B” and “C” spreadsheet of companies that meet your qualifications, desired interests, and preferred locations, if important
- First focus on applying to all relevant “A” companies and jobs. Track the application date, job description, website and other relevant information on a spreadsheet
- Expand your search by applying to your “B” companies, then back to “A” to see what’s new and apply
- Expand your search to your “C” companies, then back to “A” and “B”
- Not having results? Widen your criteria after your focused searches

# Let Technology Work for You

- On Handshake, company, LinkedIn and other websites, complete your profile, upload your customized résumé, **set-up saved job searches so you are notified when jobs are posted**
- Some positions are only open for a day or two because the company knows they will get a lot of applicants
- Use the “follow” companies feature on LinkedIn- your feed will usually notify you of major announcements like new buildings and mass hiring (in addition to their postings on LinkedIn)

# Dedicate Time

- Finding a job is a full-time job  
or at least a part-time job if you are in school and if you start early in the recruiting cycle
- Set aside dedicated time each week to research and apply for positions
- Many times people spend too much time clicking to different websites and never apply





# Keep Track

- Create a spreadsheet to track companies, websites, job postings, application dates, close dates, and follow-up tasks
- Track how much time you spend searching and applying each day and where
  - Watch for black holes where you click around and never apply



# Where do I look for a job?

- Handshake
- Company Websites
- Postings on Handshake, LinkedIn, Glassdoor, Indeed, Google, etc.
- Use your network:
  - Professors
  - Peers/colleagues
  - Friends, family, community
  - Industry contacts
- \* Reach out via Handshake or LinkedIn



# Where do I find openings?

- Have a **public** profile and résumé on Handshake



- Post your résumé



- Look for openings



- Research companies





# Career Fairs

- Attend both the Fall and Spring career fairs
  - Info sessions, rapid résumé reviews, etc.
  - Apply to companies beforehand
  - Cater a résumé for each company
  - Prepare 30 second pitch and questions for employers
  - Dress for success
  - LinkedIn/email follow-up
- Virtual career fairs
  - The same advice for in-person as virtual
  - In advance, type and save questions you have for the employers and also answers to common questions you may be asked.



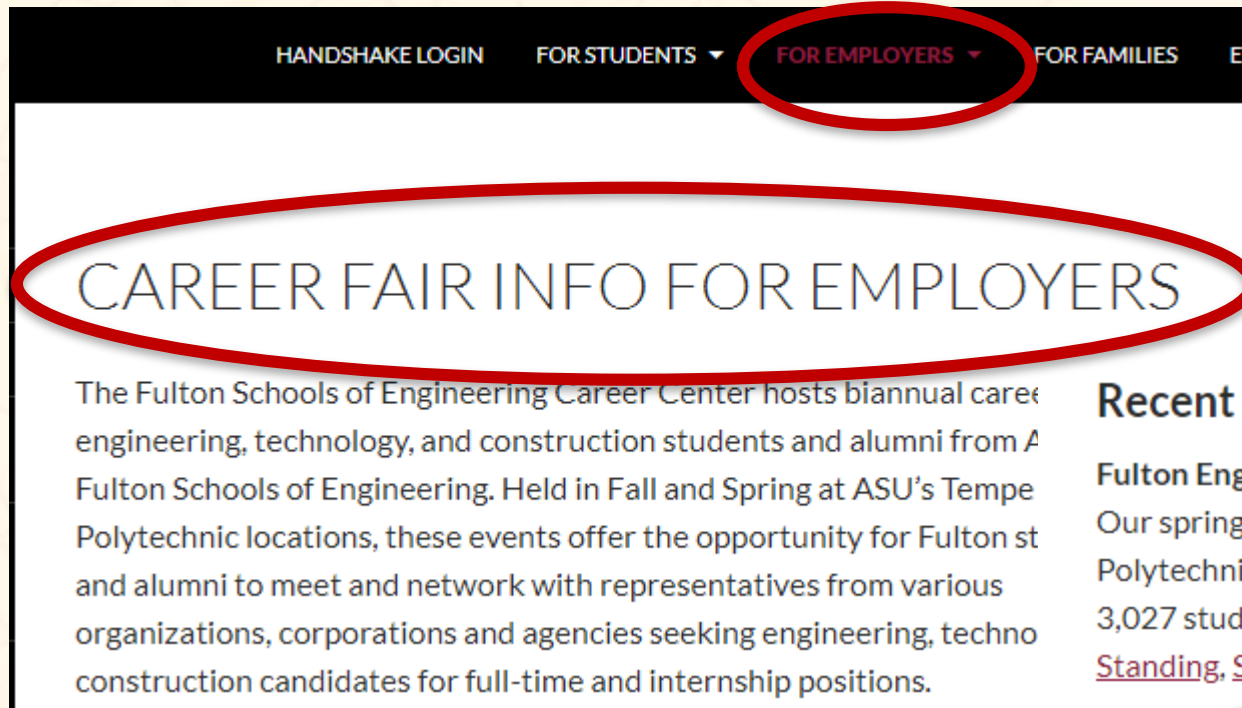
# Virtual Tips

- Reach out to alumni, recruiters and employers via LinkedIn
  - ask to set up informational interviews- not job interviews
- Reach out to alumni and recruiters through Handshake
- Dress appropriately for virtual career fairs and meetings
- Make sure to be in a quiet and distraction-free environment





# What companies recruited this year?



The screenshot shows the top navigation bar with links: HANDSHAKE LOGIN, FOR STUDENTS, FOR EMPLOYERS (circled in red), FOR FAMILIES, and EV. Below the navigation bar, the heading "CAREER FAIR INFO FOR EMPLOYERS" is circled in red. The main text describes the biannual career fair hosted by the Fulton Schools of Engineering Career Center, held in Fall and Spring at ASU's Tempe and Polytechnic locations. It mentions that the fair offers opportunities for students and alumni to meet with representatives from various organizations, corporations, and agencies seeking engineering, technology, and construction candidates for full-time and internship positions.

career.engineering.asu.edu

Lists of employers are at the bottom of the page

## Recent Fulton Schools Career Fair Data

### Fulton Engineering Career Fair, Tempe & Polytechnic, Spring 2018

Our spring 2018 career fair featured two days at Tempe and one day at Polytechnic with 138 employers, 484 recruiters/company representatives, and 3,027 students & alumni in attendance. [Spring 2018 Attendees by Major and Standing](#), [Spring 2018 Career Fair Employers](#)

### Fulton Engineering Career Fair, Tempe & Polytechnic, Fall 2017

Our fall 2017 career fair featured two days at Tempe and one day at Polytechnic with 147 employers, 500 recruiters/company representatives, and 3,556 students & alumni in attendance. [Fall 2017 Attendees by Major and Standing](#), [Fall 2017 Career Fair Employers](#)



# Job Search Advice Videos

- [Career Spots videos](#)
- Under “Job Search”:
  - Advice from Graduates
  - How do you get THAT Job?
  - Networking & Your Personal Brand



# Homework Assignment

- Update your résumé and cover letter
- Create a spreadsheet of potential internships/jobs utilizing Handshake, GoinGlobal, LinkedIn, Indeed, Glassdoor and company websites
- On Handshake and company websites, complete your profile, upload your customized résumé, set-up saved searches so you are notified when jobs are posted, invest the time to apply to the best of your ability





# Additional Information

- **Handshake** <https://asu.joinhandshake.com/login>
  - Learn about career fairs, company information sessions and other career events
  - Apply to internships and jobs
  - Schedule an appointment with the career center
- **Fulton Schools Career Center website** <https://career.engineering.asu.edu/>
  - 24/7 access to presentations and tools
- **Optimal Résumé** <https://career.engineering.asu.edu/optimal-resume/>
  - Submit your résumé for review without an appointment
- **CareerSpot videos** <https://career.engineering.asu.edu/careerspots/>
  - Short videos from recruiters and career services for quick career topics
- **GoinGlobal** <https://career.engineering.asu.edu/goingglobal/>
  - Worldwide opportunities, visa petition history from US employers
- **InnerCircle** <https://innercircle.engineering.asu.edu/category/career/>
  - Weekly enewsletter about all things Fulton, including timely career topics and events
- **Fulton Career Center on Facebook** <https://www.facebook.com/fultoncareercenter/>
  - Featured events and opportunities