Conduct an Effective Internship/Job Search
Spring 2023
https://career.engineering.asu.edu/resumesandresources/internship-job-search/

FULTON SCHOOLS
OF ENGINEERING

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Make sure to be mindful of the recruiting cycles. Start early! And if you are still an underclassman: start learning about jobs and companies now.
When do I look? NOW

• Fulton Schools Spring 2023 Career Fairs:
  – In person: Feb 14, Feb 15, Feb 16
  – Online: Mar 24
Prepare: Update Your Résumé

- Use the sample format
  https://career.engineering.asu.edu/resumesandresources/resumes/

- Check the job posting: use the same words, phrases, and acronyms as the job description
This example is from an actual student profile – this student was hired into the desired industry and role. It’s not a perfect example, but is validated by the fact that the student achieved the desired position.

Make sure your “message” comes through – use the “About” section to highlight your key qualifications and that the whole profile captures the “why you” answers.
What’s wrong with this profile?
• No photo
• My Journey: Missing a description of “what you are looking for” – not really “passion”: show off you professional you.
• Profile is hidden – employers can’t find you

Note, employers may seek students in Handshake by searching for majors, keywords, and other criteria – and invite those students to networking events.

OK, so you have your “advertising” in order – let’s move on to using your pitch.
Prepare for Interviewing

- Learn about interviewing now, while you are organizing your search
Finding a job is a Full-time job, and it can be overwhelming, so you want to make sure you are setting aside time each week. Also, track the positions you have applied for weekly.

**Dedicate Time**

- Each week:
  - Clear plan: how much time, which days

- Expect to spend time:
  - Researching
  - Applying
  - Attending info sessions
  - Interviewing
Keep Track

- Applications:
  - Create a spreadsheet to track companies, positions, dates applied, status

- Job Search:
  - Track actual time you spend searching and applying
Finding jobs

• Decisions:
  • Location: Where do you want to work?
  • Position: What type of work do you want/don’t want?
  • Industries: What industries interest you/don’t interest you?

• Research companies, jobs, and locations
  • Identify a wide range of options
Create Your Search Strategy

- Sort those options: “A”, “B” and “C” that match your decisions:
  - Location
  - Have opportunities
  - Interest you

- Apply to all relevant “A” companies and jobs
- Expand your search by applying to your “B” companies
- Then go to your “C” companies, then back to “A” and “B”

Not getting results? *Widen your criteria*
Need to learn more? Employer events

- Attend employer events:
  - Info sessions
  - Workshops

- Find these in Handshake (“Events”)

- Attend lots of these!
  - Learn about different industries and roles
Where do I look for a job?

- Handshake
- Company Websites
- LinkedIn, Indeed, GoinGlobal, …
- Career Fairs: virtual and in-person

Apply through multiple job search websites. Handshake – most likely to have recent college grad postings.
Why virtual career fairs?

Companies want them
- Connect with on-campus and on-line students in one event
- Can put many reps on the platform at once
- Allows hiring managers to attend

More opportunities for students
- Less waiting = speak with more companies
- May speak with different company reps (not only recruiters)
- Use time before, between, and after classes

Why?
Companies want on-line career fairs. They love the in-person, but they also tell us they are fully committed to the virtual events. They find all the students in one place
No restrictions – they can have many more reps at the fairs
No travel – hiring managers are more likely to attend themselves, in addition to HR reps

This means that you can speak with more companies at a virtual event than you might at an in-person fair.
Many times, we are broadcasting: “No waiting for Company A”
Students may end up talking to more company reps and may talk to the hiring manager
Use your time better – click in and out, no need to walk back and forth
Make sure to have your profile complete, customize your resume, and set-up saved job searches so you are notified when jobs are posted. Make your profiles visible and NETWORK!
Know Yourself, Your Skills, and Your Job Search Goals. Try to be as targeted as you can. A high match on relevant skills and experience may get your application through the company filters and may lead to interviews.
So, you are looking NOW, or will in the future.

**From your network person:** Hey, how’s your day going?

**You:** I’m having a great day! I’m graduating in May with a degree in Information Technology. I’ve worked full time while getting my degree and looking forward to starting my career. We just finished presenting our capstone project to our faculty, and won “Best Presentation”! I’m starting to apply to jobs this week.

Make sure you talk to everyone and let them know you are looking.
Other students: graduates who are working; students who have a contact at a company
Industry contacts: people you met at industry or student events
Customers: really? Where do you work? Do you meet customers who can help you locate opportunities? Think about it – if you work at Starbucks, or a restaurant, or ....

Anyone else!
As one industry rep put it: “Network from where you are”.
In the previous example, Karen Adams took the opportunity to tell the group that she was looking for an internship.
Where do I find information?

- **Glassdoor**: find information about companies, jobs, interviewing
- **Handshake**: companies that attended other career fairs
  - Example: Fall 2022: go to “Fairs” and select “Include Past Fairs” – select that fair to see employers who attended

Many more!
If you need more options…. Tips

• Cast a wider net:
  – Use different search criteria: “engineering”, not “biomedical engineering”

• Read any job in Handshake from your target companies:
  – “Majors Requested” may not be correctly set in the search

• Check company websites for other openings:
  – Companies hiring for one position may have other jobs on their websites

• Be sure to customize your resume:
  – Make it align with different types of jobs

Cast a wider net: Be open to different industries and types of jobs.
Research openings in Handshake: Skim over ALL recent postings in Handshake that are from companies where you might be able to work. Read the descriptions carefully: the company may have skipped over your major, but the description shows that they are hiring similar majors. Apply.
Check company websites: especially if you see postings on job sites, like Handshake, that are for other jobs. Companies hiring for one position are more likely to have other jobs on their websites. Apply.
Use other job sites: Use all the job sites that will have positions for you: Glassdoor, LinkedIn, company websites. Look first at recent postings. Older postings may have been cancelled.

Customize: Be ready to customize your résumé to align with different types of jobs. Don’t apply to 100 jobs with a résumé that doesn’t look like a fit for 99 of them.
**Additional Information**

• **Schedule a 1:1 appointment: Handshake** [https://asu.joinhandshake.com/login](https://asu.joinhandshake.com/login)
  - Schedule an appointment with the career center

• **Offline resume reviews: SkillsFirst** [https://skillsfirst.com/organizations/asu-engineering](https://skillsfirst.com/organizations/asu-engineering)

• **“Advice From Industry Professionals:...”:**
  [https://career.engineering.asu.edu/resumesandresources/internship-job-search/](https://career.engineering.asu.edu/resumesandresources/internship-job-search/)

• **Fulton Schools Career Center website:** [https://career.engineering.asu.edu/](https://career.engineering.asu.edu/)
  - 24/7 access to presentations and tools
When researching companies, look for the ones that allow you to pursue your interests, technical skills and knowledge base. Learn the company’s business operations and organizational structure. Remember to network!
When do I look? Recruiting Cycles

• Full time jobs – Fall and Spring graduates:
  – More employers at FALL career fairs
  – Fulton Schools Spring 2023 Career Fairs:
    • Feb 14, Feb 15, Feb 16
• Summer interns:
  – Many offers at FALL career fairs
• When do these jobs get posted?
  – Postings on Handshake: begin July-August-September

Make sure to be mindful of the recruiting cycles. Start early!
Spring is very important too for employers which just had their budgets approved and/or have additional openings
Career Spots are 3-4 minute short videos that will coach you on different career development topics. Click on the link for more information on Networking etc.
Here are some additional ways to search for positions: professional orgs. Be careful about who contacts you - everyone is not who they present themselves to be on the internet.
What companies recruited this year?

career.engineering.asu.edu

Here is information that has been collected on the companies that have recruited at ASU.