on’t forget you can use CareerNetwork.msu.edu to get times, locations, and links to see the list of who’s attending and sign up to be a student ambassador. Attendee lists and ambassador sign-up are coordinated through Handshake.

If you didn’t already, check out why it’s a good idea for freshmen and sophomores to attend career events on page 17. And don’t miss “How to Get Results at a Career Fair” on pages 66-67. CareerNetwork.msu.edu/handshake for days and times of Career Fair Prep workshops.

career exposure series
presented by the SpartanLinks group on LinkedIn

Ever wondered what it’s really like to work in a particular field? Are you looking for ways to meet MSU alumni who have created rewarding careers in your areas of interest? Here’s your chance to connect with alumni who are out there working and want to share their experiences, insight, and advice with you!

Check CareerNetwork.msu.edu and MSU.joinHandshake.com often for new events, dates and details. Most events require registration in Handshake so move quickly if you find something of interest!

Tobacco products are prohibited on MSU grounds. Learn more at TobaccoFree.msu.edu
fall 2018

SEPTEMBER 5
local job & internship fair
Local businesses, along with on-campus employers, will talk about part-time jobs and internships during fall/spring semesters.

SEPTEMBER 12
accounting & information systems career exchange
Meet with over 40 employers offering internships and full-time roles!

SEPTEMBER 13
business analytics & marketing research career fair
Meet with employers to explore career opportunities in the growing fields of big data analytics and consumer insights - and how these are shaping the future.

SEPTEMBER 18
finance association career fair
Connect with recruiters who are specifically looking for MSU students interested in the field of finance.

SEPTEMBER 20
sales leadership career fair
Did you know that 80% of entry-level careers begin in the field of sales? This event is for all majors and all levels!

SEPTEMBER 24-27
MSU fall career days
The largest career fair of the year- a four day event! More than 300 employers and 5,000 students get together in the Breslin Center.

▶ Engineering Co-op & Intern Exchange (Sept. 24)
▶ Careers in Engineering & Technology (Sept. 25)
▶ Careers in Agriculture, Food, Health, Packaging & Science (Sept. 26)
▶ Careers in Business (Sept. 27)

OCTOBER 4
construction management career fair
More than 60 employers attend to talk with students about full-time jobs and internships.

OCTOBER 11
college of veterinary medicine career fair NEW!
More than 30 employers attend to talk with students about full-time jobs and internships.

OCTOBER 18
international student career & resource fair
This event focuses on home country opportunities (full-time, part-time, and internship) plus OPT, CPT, or sponsorship opportunities in the U.S.

OCTOBER 23
graduate school fair (with law school fair)
Meet with reps from close to 100 graduate programs in health, business, social science, public affairs, education & more!

OCTOBER 23
law school fair (with graduate school fair)
Meet with reps from close to 50 law schools from around the country!

OCTOBER 25
nursing career fair
This event attracts 30-40 health organizations offering full-time positions, externships, and volunteer opportunities.

OCTOBER 26
nonprofit career fair
Learn about working at a nonprofit plus talk with nonprofit representatives about internships, volunteering and careers.

spring 2019

JANUARY (TO BE ANNOUNCED)
diversity career fair
This inclusive event attracts over 2,000 students and 200 employers representing a variety of industries.

FEBRUARY 1
ComArtSci connect
This event connects employers looking for students interested in the fields of advertising, public relations communications, media information, sales communications, telecommunications, and more.

FEBRUARY (TO BE ANNOUNCED)
environmental, natural resources & sustainability fair
For students interested in environment, conservation and the out-of-doors.

FEBRUARY 19 & 21
engineering expo
Come to gain knowledge of companies, interact with alumni, network with professional engineers, and get “insider” info. Coordinated by The Center for Spartan Engineering, egr.msu.edu/thecenter.

MARCH (TO BE ANNOUNCED)
summer job & internship fair
Over 130 employers attend to meet students looking for full- or part-time seasonal jobs or internships.

MARCH (TO BE ANNOUNCED)
a taste for careers in wines & beers
Network with 30+ employers in the beer, wine and spirits industry.

APRIL 8
teacher & administrator fair
This annual MSU event attracts over 180 school districts nationwide seeking to recruit new teachers and staff.
Getting results at a career fair

What to **wear** to the fair

- **It's best to err on the side of more formal:** We recommend business professional. Dress for the most conservative company on your list. Don’t be remembered as “the extremely under dressed one!” (Refer to pages 60-61 for more.)

- **Men**
  - Suit – matching jacket + pants in gray or navy
  - Shirt – light colored or lightly patterned oxford
  - Tie – a little style is okay, but nothing too flashy
  - Shoes – polished black or brown dress and a belt!

- **Women**
  - Suit - two piece suit; if skirt, hemline near the knee
  - Shirt - oxford, sweater or sleeveless with modest neckline
  - Shoes - heels under 3 inches (no strappy shoes or sandals)
  - Jewelry - small earrings, necklace and wristwatch (a classic look!)

- **Notes for everyone**
  - Don’t bring a backpack to lug around - opt for a messenger bag or purse
  - Bring a pad folio with resumes and paper/pen to take notes about employers
  - Visit CareerNetwork.msu.edu and click “Jobs + Internships” then “Appearance and Attire”
before the fair . . .

- **Know who will be attending.** Before the fair begins, know which organizations will attend and what positions they are hiring for currently. Get this information through Handshake. Make a ranked list of employers that interest you.
- **Research employers of interest.** If you want to stand apart, be able to talk to the recruiter about what the organization does and how your skill set fits. At a minimum, go to their website, learn about products, services, or clients, and read the annual report. See pages 52-54 for more ideas.
- **Prepare your resume(s).** Make sure your resume effectively reflects your knowledge, skills, and abilities. You can have a general resume to hand out, but if you really want to make a great impression, make different versions of your resume that target the specific industry or job that interests you. Make sure you give the right resume to the right organization! (See pages 32-39.)
- **Develop your elevator pitch.** You only have about 30 seconds to make an impression with a recruiter, so you need to be able to quickly introduce yourself and let them know your interests and qualifications. Practice a short 30-second to one-minute story that you can present easily while still sounding natural. Things to include:
  - Your name
  - Your MSU program/major (optional)
  - When you’re graduating
  - What you’re looking for (more information, full-time employment, an internship or co-op, etc.)
  - Your area of interest within the organization and how your skills (or personal qualities or experience) relate to that area.

. . . at the fair . . .

- **Get organized.** Pick up a map showing where organization booths are. You might also want to take a quick walk through the space to get a feel for the layout of the fair. Then what? . . .
- **They’re watching you!** Keep in mind that the moment you enter the fair, recruiters are watching you. They take note of how you dress, how you behave, and how you interact with your friends and with other recruiters.
- **Approach an organization.** It can be intimidating to approach and introduce yourself to a recruiter. Students often say introductions at career fairs are “weird,” “unnatural,” or “forced.” It helps if you remember the recruiter wants to meet you, so don’t be shy! Offer a firm handshake, and then share your elevator pitch. Remember, be direct. If you’re interested in a certain position, let them know.
- **Tip:** Depending on time and crowds, you might want to consider approaching an employer towards the bottom of your list to start off. This gives you an opportunity to actually use your prepared introduction with a real recruiter and work out any nervousness before you visit the employers you’re most interested in, when you want to be relaxed and confident.
- **Talk to the recruiter.** Don’t look over their shoulder or at the free stuff that they’re giving away! Make eye contact and don’t be afraid to let your enthusiasm show. Being truly passionate about the employer and the opportunities they have to offer can make all the difference.
- **Gather information and be respectful of the recruiter’s time.** The truth is that most people at career fairs use them as an opportunity to gather information. This is perfectly fine and a great reason to go if you’re not looking for a full-time job or internship. Remember, career fairs are all about networking, and recruiters love to see 1st- and 2nd-year students at fairs asking questions. It shows that the student is thinking about and making connections for the future!

- **If you’re at the fair to try to land a job, recruiters need to know you’ve done your research and are ready to go.** While speaking with recruiters, be courteous to them and your fellow students by keeping your conversations short and purposeful.
- **Finally, make sure that you get the names of the recruiters you talk to and, if possible, get their business cards.**

. . . after the fair . . .

- **Follow up.** If, during your conversation with a recruiter, you promised to follow up with more information (website link, portfolio, writing sample, etc.) then make sure that you get the information out right away.
- **Send thank-you notes.** Send a thank-you note within 24 hours to everyone you talked to. This is a little thing that really makes a difference! Almost everyone has the intention, but very few actually get around to it.

- **Don’t know what to write?** See information on thank-you letters on page 44 or at CareerNetwork.msu.edu/thank you. It doesn’t have to be fancy—the point is to let them know you’re serious about your job search.
You’ve got an interview! Now what?

The PARK method

P - the PROBLEM or situation
A - the ACTIONS you took
R - the RESULTS or outcomes
K - the KNOWLEDGE you gained or applied ("What did you learn?")

OR

The STAR technique

S - the SITUATION or setting
T - the TASK (your goals)
A - your ACTIONS taken
R - the RESULTS or your actions (plus what you LEARNED)

Q: “Tell me about a time when you had to deal with conflict in a group.”

A: ✓ “Last semester, I was part of a student advisory board to my academic department. We had each developed recommendations to improve faculty-student communication. It was difficult to get the board members to agree on which recommendations to choose, because everyone argued for their own.”

✓ “My goal was to reach a group consensus.”

✓ “I focused on helping us look for common elements between each recommendation. Using Post-It notes, I had each member break down their recommendation into smaller parts for easier comparisons.”

✓ “The result was a faculty-student retreat where most of our recommendations were used.”

✓ “I learned how important it is to really look at things from the perspective of each team member.”
Interview Basics

What’s the Point of an Interview?

The purpose of an interview is to exchange information. The employer evaluates your ability to do the job. You look for how well your interests/skills are a match with the work/organization.

What’s a Behavioral Interview?

Behavioral interview questions assume that your past experiences are good indicators of your future abilities. You’ll be asked to tell stories about your past so that the employer can assess your skills and behavior. There may not be a right or wrong answer. Your responses may reveal something about your qualities to the employer.

“Tell me about a time when you...”

Being able to briefly talk about your experiences in a way that helps employers identify your skills and qualities is a challenge. You can organize your experience stories by using the P.A.R.K. or S.T.A.R. methods described on page 68. Both methods will help you focus on relevant aspects of your experience and give structure to your story for the employer.

Be Prepared!

Being prepared for the interview is very important. The employer has already agreed to meet with you based on your resume and cover letter—you’ve made it this far. Now to be confident in your interview, you need to be prepared. The following things will help you:

- **Research.** Find out everything you can about the organization and the position. The interviewer will be able to tell if you’ve done your homework. The more you know, the more you’ll be able to connect your experiences and skills to the needs of the employer. This will also help you to create a list of good questions to ask at the interview.

- **Make a list of skills.** Before the interview, make a list of your skills and abilities. These are what will make you an asset to your future employer; use the list to put yourself in a positive frame of mind and help you sell yourself to the interviewer. Your portfolio and resume are great starting points for this list, since they both sum up your experience and interests.

Virtual Interviews!

Phone Interviews

It’s common for first interviews to take place over the phone. This approach can help an organization pre-screen candidates quickly and without much expense. A successful phone interview can lead to an in-person interview. Tips to help you succeed:

- Set up in a quiet space with a great phone connection
- Smile when talking to sound enthusiastic and confident
- Have your notes in front of you to help with succinct responses
- Try to avoid “yes” or “no” answers and have a list of questions ready if time allows

Video Interviews

Some employers are using Skype and FaceTime for cost-effective interviewing. Prepare like you would for a phone interview, and then take it a few steps further!

- Double-check your audio, video, and internet connection
- Make sure you have good lighting (and a distraction-free background)
- Dress for success – your video image should be from the waist up
- Remember to smile and look at the interviewer(s) as if you are in the room together

Interview Tips

- Arrive early and appear relaxed and organized
- Seem interested and alert
- Connect your skills, background, or experience to the job
- Only say positive things about past employers or co-workers
- Ask questions that you don’t know the answers to
- Realistically present your qualities
- Ask about salary and benefits after you have a solid job offer
- Allow for “quiet time” for the interviewer to think and take notes
before you get a job offer, or as a condition of your offer, you will likely have to go through one or more of the following:

▶ Pre-employment testing can include drug/alcohol, agility, genetic, personality, honesty, skills, loyalty, and leadership tests.

▶ Background screening can include a credit check, criminal records investigation, driver’s license check, academic credentials verification, and reference checks.

While students and job applicants may think of these tests and investigations as an “invasion of privacy” or “offensive,” there is nothing illegal about employers seeking this information.

the most important question to ask yourself is: are you excited about this job and the salary? If you are not happy, you will not be a great employee, and you aren’t likely to have a good experience with the organization. But it’s also important to balance your excitement and passion for the field you’re entering with a realistic expectation for financial rewards.

you don’t have to accept the first salary you’re offered. you have the ability to negotiate for better benefits, training, or pay.

feel free to ask for time to adequately examine your total offer. get all of the elements in writing, including benefit options, stock options, and wages.

the strongest tools to negotiate with are salary information for your industry and the value of the unique skills that you bring to the table.

the industry’s economic climate and the location of your position will both have a major influence on your salary offer, even when compared to other candidates within the same company. new york city is not the same as lansing in cost of living.

use our online career tools (see page 12) to find salary and cost-of-living information.

careernetwork.msu.edu/search

careernetwork.msu.edu
**Playing by the Rules**

**Professionalism, honesty, ethics**

**Expectations**

We expect you to follow certain policies and practices, and to honor your commitments—and to do this with a high degree of integrity.

Keep in mind that your actions are not isolated and many constituencies will in some manner be affected by your decisions.

**Performing with integrity means:**

- **Accepting responsibility** for your actions, including your mistakes.
- **Keeping your word** and following through.
- **Making principled decisions** based on personal and professional ethics.
- **Following the Golden Rule**—treating others as you would like to be treated.
- **Acting consistently** and transparently in all your dealings.

**Off to a strong start!**

**Before your first day...**

- Connect with your recruiter and new supervisor on LinkedIn to move ahead on your professional relationship
- Keep reading industry or trade publications so you arrive ready to chat about news relevant to your employer
- Shop for work clothes after reaching out to your on-site contact about office dress code
- Know the commute by planning and “test driving” your route and parking before your first day
- Prepare for New Hire paperwork by pulling together your driver’s license, social security card, emergency contacts, and other relevant information

**Your first week...**

- Be enthusiastic and tackle every task with a positive attitude!
- Ask clarifying questions about assignments up front to avoid missing the mark down the line
- Volunteer your time and skills, offer to help with smaller tasks, or take an extra assignment. Show that you’re a hard worker, willing to go above and beyond
- Get to know your new colleagues. Identify people you might want to connect with on LinkedIn and reach out to in person

**Policies** (see CareerNetwork.msu.edu/Handshake)

- **Falsification of information**
  
  Students and alumni registering and submitting their resume and data are certifying that the information is truthful and accurate. Those found providing false information in any way risk becoming ineligible for on-campus interviewing and Career Network services.
  
  » see CareerNetwork.msu.edu/Handshake

- **Interview cancellation**

  You are expected to accept the responsibility for keeping every interview appointment scheduled. Canceling late or not showing up may result in becoming ineligible for on-campus interviewing. For these situations, you will be blocked from Handshake (for the first incident) and will be required to follow a process to reinstate your access.

  » **Late cancellation.** See handshake for important information.
  
  » **No-show.** A “no-show” for an interview is professionally unacceptable and demonstrates a lack of respect and responsibility. Even in an emergency situation, you should contact and inform the Career Center.
  
  » see CareerNetwork.msu.edu/Handshake

- **Acceptance of job offer**

  If you’ve accepted a job offer, you should not continue to interview with employers. Notify employers whom you may have upcoming interviews with and withdraw your application.

- **Reneging**

  Reneging is accepting a job offer and then changing your mind in order to accept an offer with another employer. Reneging can damage your reputation forever—and may make you ineligible for on-campus interviewing and Career Network services. The university does not sanction reneging on your part for any reason.

  » see CareerNetwork.msu.edu/Handshake
MAKE AN IMPACT IN YOUR COMMUNITY

When you’re a Spartan, you’re part of something far bigger than campus’ 5,200 acres. We’re a global community more than 600,000 strong, and we’re passionate about making the world a better place. Spartans have a proud tradition of service — students and alumni are inspired to serve in their personal and professional lives. This extends to our alumni clubs who are actively involved in their communities.

Proudly coordinated through our network of MSU Alumni Association regional clubs and dedicated campus partners, these service initiatives annually attract thousands of volunteers, averaging thousands of hours of service donated by people in hundreds of locations throughout the world.

Go online now and find out how you can make an impact in your community no matter where your career takes you.