Making the Most of the Fall Career & Internship Fairs

Welcome!

- Your mic is muted.
- Check your sound--make sure your speakers are working.
- This session will be recorded & posted.
- Presentation then Q&A. Use the Q&A box to post questions. Jeffrey Yeung is monitoring.
Making the Most of the Fall Career & Internship Fair

2019-2020

Dr. Susan Martin
Program Director – Professional and Career Development

UNIVERSITY CAREER CENTER & THE PRESIDENT’S PROMISE

Advancing graduate education. Enhancing the graduate student experience.
Our mission
To empower all Maryland students and postdocs to reach their full career potential

Our goal
To educate and motivate you to actively engage in career planning and professional development from DAY 1

How will you maximize your training to be ready for a career in academia, industry, government, non-profit organizations or entrepreneurial ventures?

Dr. Susan Martin
Program Director

Jeffrey Yeung
Graduate Assistant

15 Minute Overview of Services YouTube Video:
https://youtu.be/7lxDl5DbNDk
Graduate Pathways

Set Your Goals
Become An Expert
Manage Your Career
Communicate and Lead
Engage, Thrive, and Connect
Individual Development Plan (IDP) Templates

- Create a plan for this year; and every year through graduation
- Start with academic milestones
- add career goals
- discuss with “mentors”
- review & update in December and June
Know and use your career center!
Take the Career Development Survey

<table>
<thead>
<tr>
<th>PHD Career Development Assessment</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Recognize your or no to each item. Complete this inventory as part of the annual IOP process.</td>
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<tr>
<td>Have a clear picture of my job &amp; interests and what motivates me to work.</td>
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<td>Can name the top 5 skills that I want to use regularly in my work and the benefit these bring to me as an employee.</td>
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<td>Have clearly identified my core values and what is important to me in life and my next job.</td>
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<tr>
<td>Have completed self-assessment questionnaires such as the Strong. Identify my interests, skills and values.</td>
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<tr>
<td>Have identified at least two possible career paths that are aligned with my interests, skills and values.</td>
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<tr>
<td>Have thoroughly researched multiple career options: qualifications, skills requirements, industry trends, day-to-day tasks, knowledge of career progression, typical salaries, key professional groups.</td>
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<tr>
<td>Have talked with an advisor to learn more about the career path or employers of interest to me.</td>
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<td>I know and have used the career resources available through national associations and conferences.</td>
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<tr>
<td>Have attended regional professional association meetings related to careers of interest to me.</td>
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<tr>
<td>Have compared a number of career options side-by-side in my interests, skills, and values and decided on at least two specific target jobs or careers to prepare for and pursue immediately after graduation.</td>
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<td>Have clearly stated my long-term goals (professional, personal, financial, health, spiritual, etc.)</td>
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<td>Consistently practice techniques for setting and working toward long-term, short-term and daily goals.</td>
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<td>Have written individual Development Plan (IDP) for the remaining years of my PhD or Postdoc.</td>
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<td>Have made the specific job titles I am considering a search for (internship or post-graduation).</td>
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<td>Have a list of at least 10 target organizations that have the types of positions I seek in regions of interest.</td>
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<td>Set up search agents to receive open positions from at least 3 job sources. I read these postings weekly.</td>
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<td>Have an updated resume that has been reviewed by career services within the past six months.</td>
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<td>Have an updated CV that has been reviewed by faculty mentors.</td>
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<td>Have a well-written cover letter that I am adept for specific job postings.</td>
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<td>Have practiced effective responses to common interview and behavioral-based questions.</td>
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<td>Have completed a mock interview and received feedback from career services or employer interviewers.</td>
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<td>Have developed a set of criteria that are important to me to which I will compare job offers.</td>
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<td>I know how to determine a target salary range based on my qualifications, market trends, and location.</td>
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<td>I am prepared to negotiate salary/benefits and respond appropriately in a job offer.</td>
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<td>Persons with Disabilities: I am able to effectively discuss necessary accommodations with employers.</td>
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<td>International students: I am able to effectively discuss my work authorization with employers.</td>
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Career Self-Management Competencies

1. Accept responsibility for ongoing career and professional development. Maintains positive mindset and demonstrates resilience.

2. Know yourself (interests, skills, and values). Communicate convincingly about your transferable skills and strengths.

3. Able to name the specific type of jobs you are looking for within specific industries and understand the qualifications and typical career paths.

4. Keep up with discipline/industry trends. Continue to develop required skills.

5. Effectively build, maintain and utilize your professional network at all stages of your career. Use it for gaining information, job search assistance, and identifying opportunities.

6. Manage a professionally branded and effective online presence.


8. Able to draft, edit and tailor documents (CV, resume, cover letters, email correspondence, letters of acceptance and decline...).

9. Master the art of effective interviewing.

10. Able to effectively negotiate and accept/decline offers.
2019-2020 career development workshops

FALL
RESUMES, CVs & COVER LETTERS
Friday, August 23 | Noon-1 p.m.
Virtual via WebEx

NAVIGATING TO YOUR DREAM CAREER
Friday, August 30 | Noon-1 p.m.
Virtual via WebEx

MAKING THE MOST OF THE FALL CAREER FAIR
Tuesday, September 3 | Noon-1 p.m.
Virtual via WebEx

HOW TO BE CAREER READY - TIPS FOR INTERNATIONAL DOCTORAL STUDENTS
Friday, September 6 | Noon-1 p.m.
Virtual via WebEx

ACADEMIC JOB SEARCH OVERVIEW
Tuesday, September 10 | Noon-1 p.m.
Virtual via WebEx

NATURAL-LANGUAGE INTERVIEWING & INTERVIEW STRATEGIES: ADVICE FROM A FORMER RECRUITER
Friday, September 13 | Noon-1 p.m.
Virtual via WebEx

INDUSTRY JOB SEARCH OVERVIEW
Friday, September 27 | Noon-1 p.m.
Virtual via WebEx

WINTER
EVALUATING JOB OFFERS
Thursday, January 16 | Noon-1 p.m.
Room 2124, Lee Building

CAREER EXPLORATION BOOT CAMP
January 2020 | 9 a.m.-3 p.m.

SPRING
NAVIGATING TO YOUR DREAM CAREER
Friday, January 24 | Noon-1 p.m.
Virtual via WebEx

ACADEMIC JOB SEARCH OVERVIEW
Thursday, March 12 | Noon-1 p.m.
Virtual via WebEx

LEVERAGING LINKEDIN FOR NETWORKING & JOB SEARCH
April 2020 | TBD
Virtual via WebEx

EVALUATING JOB OFFERS
April 2020 | TBD
Virtual via WebEx

CAREER EXPLORATION BOOT CAMP
May 2020 | 9 a.m.-3 p.m.

SUMMER
PHD JOB SEARCH BOOTCAMP
May 2020 | 9 a.m.-3 p.m.

Limited space. Pre-registration required. go.umd.edu/uccevents
FALL 2019
PROFESSIONAL PREPARATION
INTERVIEW WORKSHOP SERIES

Tuesdays, 4:30 p.m. – 5:30 p.m.
University Career Center & The President’s Promise
3rd Floor, Hornbake South

TECHNICAL INTERVIEWS
September 10

CASE INTERVIEWS
September 24

BEHAVIORAL INTERVIEWS
October 8

VIDEO/VIRTUAL INTERVIEWS
October 15

MORE INFO:
GO.UMD.EDU/PPWIS

Advancing graduate education. Enhancing the graduate student experience.
Today’s Session

1. Why go to the Fall Career & Internship Fair?

2. What can you expect as a PhD?

3. How should you prepare?

4. What should you do at the fair?

5. What should you do after the fair?
The Hidden Job Market

- 25% Job Postings
- 15% Headhunters
- 45% Networking
- 15% Internal
5 Job Search Strategies That Work

1. Stop “applying.” Start “targeting.”
2. Include small + medium sized businesses.
3. Spend 80% of time off line; 20% online.
4. Customize your resume + cover letter.
5. Master your LinkedIn + online presence.

Not all Postings are Equal

- Postings on Indeed, Idealist, other meta sites
- Postings on Association, Discipline Related sites, LinkedIn Postings
- **Maryland Postings in C4T, C4E, UMD Policy Jobs, HireSmith (and Career Fairs)**
- Posting where you have connection with a UMD alumnus
- Posting where you had an internship
Upcoming Fairs

- Intelligence Community Virtual Fair Wednesday 9/4, 1-7 pm
- Computer Science Career & Internship Fair, Monday 9/16, 3-8 pm, The Hotel
- Fall Career & Internship Fair, Tues.-Thurs. 9/17/19-9/19/19, Stamp Union
- Federal Asian Pacific American Council Student Career Fair (APAC), Friday, 9/27/19, 10am-2pm, MC
- Language Career & Internship Fair, 10/16/19, 10am-3 pm
- Geographical Sciences Fair, 10/25/19, 9:30 am-12:30 pm
Why go to the Fall Career & Internship Fair?

- Connect with specific organizations
- Identify specific opportunities and apply
- Discover unexpected opportunities
- Develop industry network-initial contacts

- PRACTICE
  - introduction and presenting your skills
  - professional conversation skills
Managing Expectations: What can you expect as a PhD?

- May only be a few organizations of interest to you.
- Lots of undergrad job seekers there.
- Recruiters there may not be those that recruit graduate level talent.
- Some technical managers who are Terps.
- You can leverage this into great conversations and being memorable!
You can also expect:

- Practice in a new culture--business!
- Opportunity to present yourself as a serious job seeker with **TRANSFERABLE SKILLS**
- Opportunity to make an **initial connection** and opportunity for follow up conversation, info interview
- **Serendipity**--new information, contacts
How should you prepare?

- Get organized. (file folder)
- Update resume. Print some copies
- Review employers (and days they will be there) Make a list.
- Visit the employer website
  - learn more about them
  - review openings and apply
  - print out postings of interest
  - jot down specific questions
- Prepare your introduction
JCPenney
SUIT-UP EVENT

SUNDAY, SEP. 8
7:00 PM - 9:00 PM

JCPENNEY @ MALL @ PRINCE GEORGES
3500 EAST WEST HWY, HYATTSVILLE, MD 20782

UNIVERSITY CAREER CENTER
& THE PRESIDENT’S PROMISE
CHECK-IN / COUPON PICK-UP
BEGIN AT 6:30 PM

UP TO 60% OFF*
select men’s & women’s career
dress apparel, shoes & accessories
*When you use the extra 30% off Suit-Up Coupon available at
event. Student ID required.

SHOP CAREER DRESS APPAREL
Shop everything you need to finish your look
for that next career fair, interview or new job.
Check out new items added this semester
including men’s khaki’s, men’s basics, fashion
jewelry, handbags, luggage & more.

SEPHORA INSIDE JCPENNEY
Stop by for a FREE mini makeover
and sample.

SALON
FREE hair consultation or schedule an
appointment.

JCPENNEY MOBILE APP
Download ahead of time and start
earning $10 Rewards!

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What to Wear continued

- Clean, ironed, professional attire
- Simple jewelry, comfortable shoes
- No heavy perfume or cologne
- Attire contributes to confidence
- Check out our [Pinterest Boards](https://www.pinterest.com)

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Drop In Hours

Doctoral Students and Postdocs
3100 Hornbake Library, South Wing

- Monday, September 9: 1 p.m.–5 p.m.
- Thursday, September 12:
  - 9 a.m.–11 a.m. & 2 p.m.–4 p.m.
- Monday, September 16: 9 a.m.–11 a.m.
Demo: Reviewing Employers

- Searchable list of employers
- Review their website
  - about them
  - current news
  - openings
- Postings in C4T? C4E?
- Possible questions
What should you do at the fair?

- Check-in, get & review map. Come up with your strategy for time allotted. Review notes.
- Warm up at a booth or two without fewer students.
- Walk-up, introduce yourself, ask a question. Let them know if you applied.
- Listen, ask questions. Listen. Converse
- Wrap up. Restate person’s name.
- Step away and make notes and action items.
What should you do after the fair?

- Send follow connect request in LinkedIn followed by brief message about meeting and request for (info interview, referral to graduate level recruiter, advice?)
- Follow up with UMD alumni at employers of interest for info interviews
- Reflect and make a list of next steps
Consider....

Stay open minded. Things aren't always what they seem to be.

Sometimes you win, sometimes you learn.

The only way you are going to have success is to have lots of failures first.
What are your next steps?

Some suggestions:

- set up your C4T, C4E, UMD Policy Jobs, HireSmith accounts
- update resume; drop in hours
- review employer list
- create & research targeted list of employers
- create & practice introduction

Q&A

go.umd.edu/phdcareerinfo

all webinar materials at:
go.umd.edu/phdwebinars2019-2020