State of Career Services
Welcome!
Introducing the Career Services Team

- **Julie Way** – Assistant Director of Career Development Education
- **Kirsti Arko** – Assistant Director for Experiential Learning and Center Development
- **Jim Desrochers** – Associate Director for Employer Relations
- **Gina Goudge** – Manager of Business Operations and Student Employment
- **Shelley Farrey** – Coordinator for Career Development and Corporate Event Promotions
- **J.R. Repp** – Career Advisor
- **Adam Griffis** – Office Assistant for On-campus Recruiting and Employer Relations
- **Stacey Donnelly** – Office Assistant for Experiential Learning

Career Services | 487-2313 | [www.mtu.edu/career](http://www.mtu.edu/career)
External Review Team

- Deborah Chereck – Emeritus Director, Career Center – University of Oregon
- Andrew Ceperley – Higher Education Consultant, Interim Associate Provost – Loyola Marymount University
- O. Ray Angle – Director, University Career Services – The University of North Carolina at Chapel Hill
Recommendations

- Redesign the Career Services website to better articulate a broader array of services and resources
  - Include parent & faculty/staff tab
- Develop more ‘campus collaborative’ programming
  - Include IPS & grad student specific
- Increase opportunities for co-ops and internships
- Develop partnerships with academic departments in order to coordinate, market and report employer activities
- Capitalize on regional or in-house, cost-effective graduate assistantships to increase service capacity
- Create a campus-wide plan for collecting first destination and experiential education data
- Develop and assess student learning outcomes of Career Services programs and services
Career Service Mission

- Create innovative “hands on” student/corporate engagement experiences that creates a student ‘corporate comfort zone’
- Implement collaborative programming that develops ‘career skills’ in each student that will serve them throughout their professional journey
- Help students/graduates discover ‘which career fits them best’
Recruiting Is Challenging!

“I’ll order lots of pizza.”
“I want your best students.”
“Why didn’t anyone come to my Info Session?”
“I told them about our stock performance for the last 30 years!”

“I’m tired of free pizza!”
“Information Sessions are so boring!”
“Not another PowerPoint!”

Campus Events
Classroom Involvement
Volunteer Opportunities
Communications / Networking
Industry Days
Diversity Efforts
Career Services Store

- Pay with Credit Card
- Simplify Invoicing
- Consistent Location to Find Events
## Contribution Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Your Contribution</th>
<th>CSSSA Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>$20,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Gold</td>
<td>$10,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Silver</td>
<td>$5,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Copper</td>
<td>$2,500</td>
<td>$500</td>
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</table>
A series of fun, informal, interactive events where students and company reps can gather for networking opportunities

- Held under the CareerFEST tent and around campus throughout the month of September & October
- Coordinated by Career Services in collaboration with various academic departments, Student Affairs departments, student orgs, enterprises and companies visiting campus

An opportunity to
Interact
Explore
Communicate
Collaborate

Career Services  487-2313  www.mtu.edu/career
FALL 2015 Industry Days & Events

Foundry Day – September 3
Automotive Day – September 10
Petroleum/Energy Day – September 16
Career Success Days sponsored by PCA (Presidential Council of Alumnae) – September 17 & 18
Steel Day – September 23
Information Technology Day – September 26
Tailgate Party – September 26
Career Fair Cookout – September 28
Mining Day – October 7
Careers in Business & Economics Day – October 8
Leaders in Communication Day – October 20

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Opportunities for companies to come on campus more than once to interact with our crazy smart students

Lots of interaction in both conversation and hands-on activities
- Opportunities for students to explore the many different industries they can work in within their major

- Gives students the chance to explore what they like (and what they don’t) by obtaining internships & co-ops
Communication is key..students have the opportunity to learn “how” to communicate in an informal setting with professionals who have the power to give them a job

Opens the lines of communication between departments on campus to work together to support our students
Brings everyone together in a collaborative effort to make Michigan Tech an innovative campus
The New HuskyJOBS Powered by Handshake

• One-stop shopping for companies
  • Post a job once, to many universities
  • Facebook-like targeted “advertising” to students
  • MTU gets exposure to many new companies
Handshake Usage

• 485+ unique logins this week
• 200+ Jobs posted in the past 7 days
• 1200+ Companies connected to MTU
• 250+ small “start-up” sized
• Larger representation from east and west coast
• Larger representation from non-engineering industries
• Financial Services
  • Cantor Fitzgerald
  • Citi
  • BMO Harris
  • Goldman Sachs

• Aerospace
  • FAA
  • SpaceX

• Broadcast Media, etc...
Career Fair Statistics

Career Fair Employer Participation
Academic Years 2010-11 - 2014-15

<table>
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<tr>
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<th></th>
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<tr>
<td>Fall Career</td>
<td>186</td>
<td>243</td>
<td>280</td>
<td>266</td>
<td>341</td>
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<tr>
<td>Fair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Career</td>
<td>154</td>
<td>178</td>
<td>229</td>
<td>219</td>
<td>242</td>
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<tr>
<td>Fair</td>
<td></td>
<td></td>
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2015 Fall Career Fair
Company Registrations - Comparision as of August 18, 2015

<table>
<thead>
<tr>
<th></th>
<th>2015 Fall Career Fair</th>
<th>2014 Fall Career Fair*</th>
<th>* As of August 18, 2014</th>
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<tbody>
<tr>
<td>2015 Fall Career Fair</td>
<td>300</td>
<td>280</td>
<td>7%</td>
</tr>
<tr>
<td>Percentage Increase</td>
<td>7%</td>
<td></td>
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</table>

* As of August 18, 2014
Recently added

• Printed name tags
• Increased wireless coverage and added technical support
• After Hours Recruiter Reception
New for the fall fair

• Career Fair App – students can search
  ✓ by booth location
  ✓ by majors
  ✓ go directly to a company’s website

• Employers will have access to the App
  ✓ Important announcements
  ✓ Data – how many students flagged their company as a favorite
On Campus Recruiting

• 2014 Fall Career Fair: 364 interview schedules the week of Career Fair – 4,100+ interviews

• 2015 Fall Career Fair: 203 requests already
Co-ops and Student Services

Kirsti Arko
• Assistant Director for Experiential Learning and Career Development
• Myers Briggs Certified

J.R. Repp
• Career Advisor
• Myers Briggs Certified
Co-op Goals

• Allow students to move through the course sequence during their semesters on co-op
• To reach a deeper level of reflection, building each semester on the previous
• To ensure the assignments are not repeated each semester
• To engage with peers who are also in their first/second/third semester of co-op
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>UN 3002</td>
<td>Undergraduate Cooperative I</td>
</tr>
<tr>
<td>UN 3003</td>
<td>Undergraduate Cooperative Education II</td>
</tr>
<tr>
<td>UN 3004</td>
<td>Undergraduate Cooperative Education III</td>
</tr>
<tr>
<td>UN 3005</td>
<td>Undergraduate Cooperative Education IV</td>
</tr>
<tr>
<td>UN 5000</td>
<td>Graduate Cooperative Education I</td>
</tr>
<tr>
<td>UN 5002</td>
<td>Graduate Cooperative Education II</td>
</tr>
<tr>
<td>UN 5003</td>
<td>Graduate Cooperative Education III</td>
</tr>
<tr>
<td>UN 5004</td>
<td>Graduate Cooperative Education IV</td>
</tr>
</tbody>
</table>

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Still Considering…

Co-op Technical Report
- Content Requirements – Confidentiality Issues
- Grading by Career Services vs. Advisor

Evaluation
- Distribution and collection
• Myers Briggs interpretations from certified practitioners

• Assessment explains basic patterns in how people take in information and how they make decisions

• Help determine personality preferences and guide students towards careers in which they can utilize those preferences

http://www.mtu.edu/career/students/guidance/myplan/
• **Collaboration** between Student Disability Services and Career Services
  • Partnership with Christy Oslund and Laura Bulleit

• **Specialized** career development programming to a small cohort of students who are identified within the *autism spectrum* to assist them with developing skills necessary to participate in *career services networking* events
  
  • Approximately **15%** of students on campus...
C2C Guidebook and New Website Launch

Julie Way
Assistant Director for Career Development Education
“It’s not always the most talented student who gets the job... it’s the most talented job searcher who gets the job.”
Build Your Toolbox

Tell your story

You've done a lot of really great things—especially as a Michigan Tech student. It's difficult to know exactly what to include on your resume. Include what's most important to employers in a concise way, for example:

- **Hands-on experience**—technical and problem-solving skills
- **Communication skills**—teamwork, interpersonal, writing, and presentation skills
- **Leadership**—co-curricular, on and off campus

Create a clean and compelling resume that gets attention. Employers spend less than 10 seconds reviewing your resume before placing it in the 'yes' or 'no' pile. Make a great first impression.

**Content**

Your resume content is important because it has the potential to convince an employer that you should be considered for the job.

Michigan Tech students are known for their hands-on experience and ability to apply that knowledge. This is why companies target Tech students.

Provide numerous and specific details of how you've already thought and acted like an engineer, accountant, technical writer, psychologist, data analyst, chemist, anthropologist, biologist, librarian, or physicist.
Be prepared to ask questions, too

It’s critical that you prepare these to find questions to ask. It’s easy to write them down and bring them with you. Here are examples of questions you might ask at the end of the interview:

- What are your immediate needs?
- Can you tell me more about the team I might be working with?
- What is the biggest challenge for the company/department/team right now?
- Can you tell me more about the work you’d like me to do? What will be my priority?
- What does a typical day look like? Is there a typical day?
- Can you tell me more about the projects I might be working on?

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**STAR—Situation, Task, Action, Result**

<table>
<thead>
<tr>
<th>S</th>
<th>INTRODUCE THE SCENARIO</th>
<th>WHERE</th>
<th>WHAT</th>
<th>WHEN</th>
<th>WHY</th>
</tr>
</thead>
</table>

| T | STATE WHAT YOU WERE ASKED TO DESCRIBE | A problem you solved | A goal you accomplished | A challenge you overcame | A conflict or leadership experience |

| A | TELL WHAT YOU DID TO SOLVE YOUR PROBLEM | Take action | First action you took | What you didn’t need | Steps after that |

| R | GOOD, OR NOT SO GOOD | Sometimes not so good results or mistakes are our greatest lessons. Be sure to explain what you learned and how you might apply that lesson in your future work. |
Your Name

Home School Address: jstudent@mtu.edu
City, State, Zip Code: 123-456-7890
Current Address: City, State, Zip Code

OBJECTIVE
To obtain a summer 2018 internship within the [your degree] field

EDUCATION
Michigan Technological University
BS Mechanical Engineering
GPA 3.0; Department GPA 3.5

INTERNSHIP/CO-OP EXPERIENCE
ABC Company
Anytown, MI
Engineering Design Intern
May-August 2015
Project: Design and create parts for 2017 Tesla vehicles (European, Chinese, and American models)
- Analyzed performance and customer feedback, company design rules, material properties, optimal interference, supplier input, assembly features, visual appeal, and usability
- Designed and tested new components using CATIA
- Collaborated with console engineers and modified designs to adapt to projected design changes

PROJECT EXPERIENCE
Project: With a team of eight, designed and produced a prototype for a charcoal kiln to be used in a manufacturing facility for mass production and distribution in Illinois.
- Ran several regional materials to construct one kiln, which demonstrated success in biomass production.
- Calculated production times based on thermal properties of biomass options to inform design
- Designed and fabricated prototype using Unigraphics NX 3D modeling software
- Created a crowdfunding campaign and drafted promotional literature to progress project

COMPUTER/TECHNICAL SKILLS
- CAD
- Matlab
- Ingenuity
- SolidWorks
- CATIA
- NI LabVIEW
- Powder Metallurgy
- Tension/Compression Testing
- Mig and Tig Welding
- MS Office, Excel

LEADERSHIP
President, ABC Sorority, September 2016–present (-15 hours/week)
- Raised membership by 10% with campus-wide promotional campaign
- Increased community service hours by 200% over two years

CO-CURRICULAR
- Cancer Services Cancer Ambassador, September 2016–present (-8 hours per week)
- Provided support for first-year CancerFEST
- IM Basketball team member, November 2015–March 2016 (-10 hours/week)
- Won class B season championship

WORK HISTORY
Cancer Services Learning Center Coach, September 2016–present (-8 hours per week)
- Provided first-year students with resume help, interview skills, and Cancer Fair prep guidance
- Server at The Beef Restaurant, Hometown, MI, May 2014-August 2015
- Lifeguard, YMCA, Hometown, MI, May 2013-August 2014

INTERESTS/HOBBIES
- Mountain biking
- Ballroom dancing
- Thai cooking
- Guitar
GOLD PARTNERS

At Ford, we go further to make our products better, our employees happier and our planet a better place to be.

www.careers.ford.com

“"My internship at DTE Energy was the critical factor in securing employment, and was an invaluable part of my overall educational experience.”

Ving Subramaniam, Materials Engineer, 2016 Fuel Supply Intern, DTE Energy

The science to your success.

How can water rebuild a city?

"At Nucor, you are in the driver’s seat. There’s no limits on what you can learn or where your career can go."

Mike Frierson, Mechanical Engineering ’14

NUCOR
Graduate Students

Career development during graduate school is similar to the undergraduate process. As an MS or PhD student, your resume can be very much the same as your undergraduate resume. Focus on details about the work you’ve done that translates to the work your potential employer wants you to do. This includes professional experience, internships and co-ops, research and hands-on projects. Because you’ve done more than an undergraduate student, it’s perfectly acceptable that your resume become two pages.

Doctoral students interested in working in academia will develop a curriculum vitae, or CV, highlighting previous academic experience (research, publications, and teaching experience). Curriculum vitae are typically much longer than resumes.

<table>
<thead>
<tr>
<th>RESUME</th>
<th>CURRICULUM VITAE (CV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for jobs in professions outside of academia</td>
<td>Used for academic positions</td>
</tr>
<tr>
<td>Establish a professional identity</td>
<td>Establishes a scholarly identity</td>
</tr>
<tr>
<td>Summary of skills and experiences that directly relate to industry work</td>
<td>Detailed overview of your academic work and accomplishments</td>
</tr>
<tr>
<td>1-2 pages in length</td>
<td>No limit in length (typically 3-5 pages)</td>
</tr>
<tr>
<td>Applicable for the specific position you apply for</td>
<td>Stays consistent, but can be organized depending on position (research, teaching, or administrative)</td>
</tr>
<tr>
<td>Name and contact information</td>
<td>Name and contact information</td>
</tr>
<tr>
<td>Education</td>
<td>Academic interests and expertise</td>
</tr>
<tr>
<td>Professional experience (in field, including co-ops and internships)</td>
<td>Education, including thesis and dissertation titles</td>
</tr>
<tr>
<td>Other work experience</td>
<td>Grants, honors, and awards</td>
</tr>
<tr>
<td>Leadership</td>
<td>Publications and presentations</td>
</tr>
<tr>
<td>Awards and honors</td>
<td>Academic and related employment (teaching, editorial, administrative)</td>
</tr>
<tr>
<td>Research details</td>
<td>Professional development</td>
</tr>
<tr>
<td>Professional development</td>
<td>Departmental and community service</td>
</tr>
<tr>
<td>Scholarly and professional memberships</td>
<td>References (optional)</td>
</tr>
</tbody>
</table>
Experiential Learning

What is Experiential Learning?

I hear and I forget, I see and I remember, I do and I understand.
—Confucius

Tell me and I forget, teach me and I remember, involve me and I will learn.
—Benjamin Franklin

There is an intimate and necessary relationship between the process of actual experience and education.
—John Dewey

Experiential learning is learning by doing. It’s active learning through hands-on experience on and off campus. Experiential learning includes direct, relevant, real-world experiences to increase your knowledge about your field.

Develop technical, interpersonal, and professional skills that are in such high demand through internships, co-ops, research, coursework projects, study abroad, and professional development.

Use Experiential Learning to Try Out a Career

One of the best ways to determine if a major is right for you is to give it a try. Experiential learning is the most valuable strategy for career exploration. You find out what you like, and just as important, you find out what you don’t like.

The Enterprise Program, undergraduate research, and project experience provides experiential learning right on campus.

url to come?
NEW! Career Services Website

More information (and more relevant)
More user friendly (navigation & organization)
More visual (story telling)
Co-ops and Internships

Hear about Justin’s real-world work experience. Are you longing to break out into the workforce? How would you like to test the waters of your chosen field before graduation? We can help you do both.

Gain Real-World Experience with a Co-op or an Internship

Career Services offers support for students seeking a co-op or an internship. We provide resources to help you find a position that fits into your college schedule and career plan. You can search postings and apply using MyKTX. Once you find a position, we will guide you throughout your experience, and serve as your on-campus point of contact.

What is an internship?

An internship is a work experience that is NOT for academic credit. Because an internship is NOT for academic credit, the student does not have to pay tuition, conduct evaluations, or complete any assignments. Typically, students perform an internship during the summer semester as academic credit is not earned during this time. Internships are continuously enrolled (status). Note: Students can not become due and students can remain on a guardian’s health insurance. It is important to understand that the income earned during an internship may affect a student’s financial aid eligibility.

What is a co-op?

Cooperative Education is a joint venture between the University, a selected employer, and the student. The Co-op student will work for an employer and earn academic credit in the process. Work assignments are intended to be related to your major and are designed to provide a range of experience and training. Employers must provide

+ How do I find an internship or co-op?
+ Co-op Eligibility
Career Advising
A big part of Career Development

Education

Julie | Shelley | Kirsti | J.R.

One-on-One Career Advising
personal introduction | resume | cover letters | interview | career fair prep | HuskyJOBS | grad/med school application materials and interview | CV | career exploration | MyPlan | specialized job search | networking | LinkedIn | offer/salary evaluation & negotiation | follow-up correspondence | phone meetings with alumni | international students |

Campus-Wide Presentations
UN 2525 | classroom | residence halls | fraternities & sororities | student orgs | UN classes | ExSEL | Orientation | master student athlete | GSG | IPS | CDI | Van Pelt Library | Multiliteracies Center |

Career Services Learning Center sponsored by DTE Energy
open to serve 132 students per week = 1848 students per semester

Career Services Career Ambassadors sponsored by…
6 team leaders and 25 members (and counting!)
providing campus-wide career development programming and CareerFEST logistical support

Career Services | 487-2313 | www.mtu.edu/career
Recap

- New Partner Model – encourages multiple corporate/student engagements
- CareerFEST – brands career exploration, networking, and developing ‘career skills’
- Handshake – Increase breadth and depth of employment opportunities
- Career Fair – The ‘Superbowl of Recruiting’ continues to grow
- New Co-op Course Content – better captures students unique story, compare them with other co-ops allowing them to compare industries and company cultures
- C2C – provides students and their parents a career road map
- Website – Student centered, served companies, parents, and campus community
Career Focused Campus Culture

- Multiple opportunities to informally engage with different companies in different industries
- “Hands-on” career exploration led by industry professionals
- “Career Culture” starts with engagement before they arrive on campus
- Opportunities to ‘take your knowledge for a test drive’ through internships & co-ops, and other on-campus corporate collaborative programming
- Company friendly campus – multiple student touchpoints across campus
Fact

“More than 70% percent of people land jobs through networking.”

- U.S. News & World Report
“It take a village to raise a child”
- African Proverb

Each of you contribute the unique experiences students experience on our campus. Your collaboration is vital to the efforts of Career Services to prepare our students for successful and prosperous careers!