
Career Exploration Night

FULTON SCHOOLS OF ENGINEERING | career center
engineering.asu.edu/career

TEMPE CAMPUS | October 18, 2016, 4:30–8 p.m. | Memorial Union, second floor

POLYTECHNIC CAMPUS | October 26, 2016, 4:30–7 p.m. | Sun Devil Fitness Complex
Fulton Schools Career Exploration Night is a fun, informal event for you — our first year students — to speak with experienced professionals to learn more about their careers and how best to make use of your time at ASU.

You might be curious about what someone’s day-to-day work is like, what they like most about their job, or what they did in college and along their career path to get where they are today. What advice would they give their 18-year-old selves knowing what they know today? Ask them what they did in college — clubs, organizations, projects, electives, internships — so that you can get an idea of what prepared them for success on the job. Gather as much information as you can and remember, there are no bad questions.

These professionals volunteered to be here to share their insights with you. They are excited about what they do. They also remember what it was like to be a freshman. Many have told us that they wish they had this type of event early in their college careers.

You can also use this experience to add to the networking skills we practiced at E2. Talking with professionals about their careers is a great way to make contacts in your field. You might find that a contact you make at Fulton Schools Career Exploration Night is helpful in making decisions about the types of activities to pursue outside the classroom to improve as an engineer, which elective courses you might take, seeking internships or preparing for interviews.

After the event, you can use this workbook to write down what you learned and what is important to you. These thoughts can help guide your path while at ASU. As you will discover, there are a lot of different types of careers, even within a given discipline. That's why there are so many paths to rewarding careers built on Fulton Schools degrees.

Today is just one of the first steps on the path that you are creating. Remember that this is a team sport. As you work toward your goals, take advantage of the Fulton Schools resources and support available to you. We are here to help you be successful.

Have a great time at Fulton Schools Career Exploration Night!

Kyle D. Squires, Ph.D.
Dean
Ira A. Fulton Schools of Engineering
Managing your career is like running a marathon, and you get to set your own PACE.

Career Exploration Night is a unique opportunity for you to meet a variety of technical professionals, ask questions about the work they do and learn about different choices early in your college career.

Prepare

Be curious and open-minded
Make a list of questions
What do you want to know?

Ask

Questions about what people do and what they’ve learned
What advice they have for you
The questions that are the most important to you

Consider

New ideas and potential activities
What you know and are discovering about your interests and preferences

Explore

The many opportunities available to you at ASU and the Fulton Schools of Engineering
The options you have to take your next steps and get started NOW!
What do you need to know and do?

It is an opportunity to meet with industry professionals in a fun, informal environment.

It is not a job fair.

You can ask about what they did in college, the decisions they made and the challenges they faced to get where they are today.

It is your chance to start to think about your own career path and what matters to you.

It can be so much more than a homework assignment if you plan to make the most of this opportunity.

Make it personal.

Make it valuable.

Approach the event with enthusiasm.

Who will you meet?

Engineers and other technical professionals who earned the same degrees that you are seeking, who are excited about the work that they do, want to share their experience with you, remember having questions when they were students, and are willing to share the answers they’ve learned.

How should you prepare?

Your assignment is to talk to the professionals and be prepared to share your findings with classmates in your next ASU 101 class.

Be ready to ask questions! This workbook offers tips and tools to make the most of the event.

Plan to take notes.

There is no formal dress code. It is your choice – dress up or go casual.

Speak with several people to get different opinions and hear about a variety of experiences.
What can you expect?

Bring your ASU Sun Card to register just once at any of several check-in points. This records attendance for your ASU 101 class.

On the Tempe campus, the second floor of the Memorial Union will be organized into neighborhoods reflecting the five Tempe-based Fulton Schools of Engineering. Some neighborhoods will host multiple schools.

At the Polytechnic Campus, the Sun Devil Fitness Complex will host all of the Fulton Schools programs housed on the Polytechnic Campus.

Industry professionals whose academic or career experience match the majors will be available in each of the neighborhoods.

Visiting professionals will be wearing colored ribbons on their name tags that represent academic disciplines. Some may have more than one ribbon if they have multiple degrees or experience in more than one field. Some of our visitors may have taken a nontraditional career path.

Feel free to attend both events and explore neighborhoods beyond your major. A person of interest to you might be located in a neighborhood different from your major.

Some guests will bring exhibits. Start a discussion by asking about them!

The open format makes it easy to find someone to speak with and ask your questions.
Networking tips for beginners

Smile and introduce yourself.
Shake hands confidently.
Briefly, say something about yourself like your major or interest.
Listen to their introduction, or ask their name.
Ask the questions you prepared.
Listen to their answers and ask a related follow-up question, or a different question.
Pay attention for cues that the conversation is ending and excuse yourself by thanking them for their time.
Ask for a business card if you think you might have more questions or would like to follow up after the event.
You can talk to professionals with a friend or with a small group unless your instructor tells you otherwise.

Come and have fun!

This event is a great way to explore future career possibilities with professionals who are coming to talk with you.
There will be peer career coaches in each neighborhood to assist you.
Snacks and beverages will be available.
Your ASU 101 instructor may have given you a specific assignment for Fulton Schools Career Exploration Night. Be sure to complete that assignment as well as conduct informational interviews with several professionals.

**Questions to ask any professional:**

- Are there any courses, outside of engineering, that you would recommend?
- What types of activities, outside of classes, can give students the skills needed for success in the workforce?
- What do you like best about your career/current position?
- What are some of the frustrations that may characterize this type of work?
- To what extent do you feel that your experiences are typical of others?
- Are you wearing different colored ribbons because of several academic degrees or changes in career direction?
- To what degree is there pressure on your job? How can that pressure be described?
- How many hours do you typically work in a week?
- What advice would you offer to someone planning to enter this career?
- What are the most important things that a college student should focus on and accomplish while attending college?
- How did you build your skills and self-confidence?
- Since hindsight is 20/20, what do you wish that you had done differently when you were a student or at any point in your career?
- How related is your academic major to your job?
- How important are teamwork and communication skills?
- How important are internships?
- What skills are most important for this kind of work? What abilities and personal qualities are most important in this occupation?
- What are the educational requirements for this career?
- Would you recommend graduate or professional school immediately after graduation?
- What technology and programs are used by your company?
- What are the primary responsibilities of your current position?
- What are the specific duties performed?
- How do you spend 80 percent of your day/week?
- How do you stay current with the new skills required for your profession?
- Do you work mostly alone or as part of a team?
- Does the position require frequent travel?
- What are some of the major changes you have seen in your field?
- What changes do you anticipate in the future?
Questions to ask recent graduates:

- How did you decide on your major?
- How did you know that your choice of major was “the right one” for you?
- What strategies did you use to be successful in your classes when you were in college?
- How important are the pre-engineering classes taken by freshmen and sophomores?
- Which of your major courses did you find most helpful as a new professional?
- How did you get involved in extra-curricular activities?
- How did you find internships and your first job?
- What was your biggest challenge in your first professional position?

Questions to ask hiring managers, seasoned employees and retirees:

- What was your career path from college to present?
- What types of positions are most appropriate for new college graduates?
- What are the current trends you see in your industry?
- What are the advantages of the PE certification?
- Is it possible to project future needs for workers in this field? What factors might determine these needs?
- What are some of the major changes you’ve seen in your field?
- What changes do you anticipate in the future?
List the people and things that interest you the most:

What you learned about your preferences:

What you will share with your ASU 101 classmates:

Your assignment:

- Create an account in Sun Devil CareerLink.
- Complete the post-event survey for Career Exploration Night.
- Create a checklist and a four semester plan to customize your own Fulton Experience. Refer to page 12.
What do employers look for when they are hiring new college graduates?

- Leadership
- Ability to work in a team
- Communication skills (written)
- Problem solving
- Communication skills (verbal)
- Strong work ethic
- Initiative
- Analytical/quantitative skills
- Flexibility/adaptability
- Technical skills
- Interpersonal skills (relates well to others)
- Computer skills
- Detail orientation
- Organizational ability
- Friendly/outgoing personality
- Strategic planning skills
- Creativity
- Tactfulness
- Entrepreneurial skills/risk taker

http://www.naceweb.org/s11182015/employers-look-for-in-new-hires.aspx#sthash.6Icmnf5i.dpuf
START NOW to build and hone these skills by getting involved and customizing your Fulton Experience!

- Fulton Schools and Barrett Honors
- Grand Challenge Scholars Program
- EPICS: Engineering Projects in Community Service
- Student organizations and teams
- Student Council
- Academic Bowl
- FURI: Fulton Undergraduate Research Initiative
- Fulton Ambassadors
- eProjects program and capstones
- Summer camp counselors
- Accelerated bachelor’s + master’s programs
- Tutoring
- Career Fairs Volunteer/Employer Liaison
- Outreach
- Study Abroad
- Internships and Cooperative Education Program
- E2 Camp Counselors (E2C2s)
- Peer Mentors
- Peer Career Coaches
- Undergraduate Teaching Assistants
- Order of the Engineer
- Fulton Schools Startup Center
- Fulton Leadership Institute
- Fulton Diversity Initiatives

Check out engineering.asu.edu/customize
My plan to be internship ready after four semesters:

First Semester

Strategies for academic success:
- Adjust to college
- Make friends
- Find study partners
- Use tutors and Teaching Assistants
- Visit professors during office hours

Building your résumé:
- Explore different student organizations and other opportunities in the Fulton Schools
- Apply for campus leadership positions for next year

Second Semester

Strategies for academic success:
Hindsight is 20/20. Review the previous semester and make behavioral and scheduling adjustments to optimize performance.

Building your résumé:
Select an activity or two for campus involvement

Take advantage of Fulton Schools Career Center workshops:
- Using the FINISH method to find an internship
- Creating your first technical résumé
- Preparing for your first career fair
- Getting the most from LinkedIn
- Networking for beginners
- Creating your summer opportunity

Work with a peer career coach to put your accomplishments into powerful résumé bullets. Refer to page 13.
Third and Fourth Semesters

Strategies for academic success:
Again, review previous semesters and make the necessary adjustments in behaviors and scheduling to optimize performance.

Honing your internship and job search skills:
• Apply for research positions, internships and co-ops
• Attend workshops and “prep sessions” sponsored by the Fulton Schools Career Center
• Résumé reviews
• Practice your pitch
• Learn about and practice interviewing
• Be prepared and attend the Fulton Schools Career Fair
• Use LinkedIn to identify people, groups, industries and companies of interest
• Master cyber-networking to identify, connect with and learn from targeted professionals
• Learn about job search resources beyond campus recruiting
• Continue to complete activities listed in the FINISH workshop
Who are the peer career coaches?

Fulton Schools students who were where you are now, and not that long ago. They have met and mastered challenges and discovered strategies for success.

What can they do for you?

Coaches can listen to your concerns, help you to find answers to your questions, share their experiences and encourage you, when necessary. You'll set goals to bring out your best performance.

Peer career coaches receive extensive training on career information and job search resources. They can help you discover careers related to your major, create a résumé, use Sun Devil CareerLink and find employment opportunities.

They know how to translate your skills and experiences into résumé bullets that will be of interest to recruiters and hiring managers.

Schedule a time to meet with a coach for résumé and internship search tips. Learn about career choices related to your major and the FINISH method to ensure a job after graduation.*

Where are they located?

Fulton Peer Career Coaches at Tempe work in several locations across campus: Fulton Schools Career Center at Centerpoint, Engineering Student Center, College Avenue Commons and Vista del Sol. Call (480) 965-2966 to schedule an appointment at any of these locations.

Peer Career Coaches at Polytechnic are located in the Career Preparation Center in the Academic Center Building, CNTR, Suite 110. You can drop in or schedule an appointment online. https://eoss.asu.edu/cs/sdcl

* The Fulton Schools Career Center uses job search guru David DeLong’s FINISH, a six-step process to finding employment. He is also the author of Graduate to a Great Job: Make your College Degree Pay Off in Today’s Market. graduatetogreatjob.com

Attend a FINISH presentation: engineering.asu.edu/career/events-calendar
Your future is our full-time job

With the Fulton Schools Career Center, you can:
- Explore all Fulton Schools majors.
- Discover careers that match your skills and passion.
- Make industry connections.
- Create a résumé that highlights your accomplishments.
- Talk with us in person and on the phone—appointments are available year round.

Meet with a peer career coach
We'd love to meet you and discuss your goals and how to get there!

Call 480-965-2966 or email engineering.careers@asu.edu.

Like us on Facebook
Like the Engineering Career Center–Arizona State University Facebook page to get internship and job search tips, the latest information on career events and workshops and more:

facebook.com/fultoncareercenter

Check out the Fulton Schools of Engineering Career Center website
Get started now with online tutorials and more

Review the Guides Along the Way for tips to keep you on track as you develop your skills and enrich your marketability for employers. You'll also find advice and tools for creating résumés, searching for internships and events on campus that you should attend:

engineering.asu.edu/career

Read Joyce’s career tip of the week in Inner Circle

Attend workshops
Prepare for success. Learn how getting involved in organizations builds important skills companies want in their interns. Check Inner Circle, your ASU 101 Blackboard site and the Fulton Schools of Engineering Career Center website for dates and locations.

The staff and peer coaches at the Ira A. Fulton Schools of Engineering Career Center see all of the effort and dedication that you put into your professional future.

We are eager to help you build your path to a bright future. Let us help put it all together.