Today’s Workshop

- Engineering Career Services & Policies
- Finding an internship
  - Using Careers4Engineers
  - Other Career Resources
- U.S. Business Culture
- What to Do Now

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F-1 Employment

See ISSS website for immigration rules and regulations:
http://globalmaryland.umd.edu/offices/international-students-scholar-services/f-1-employment

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Campus Jobs

- Campus Jobs Resources: http://careerengr.umd.edu/students/campus-jobs
- Graduate Assistant Positions: http://ejobs.umd.edu

Tips:
- Do not just stop by or email offices on campus
- Create a resume/cover letter
- Careers4Engineers access not required for most

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Career Services for Students

Our Website
http://careerengr.umd.edu

- Students menu:
  - Campus Jobs
  - International Students info
  - Job Search Tips/Handouts
  - Workshops

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Student Services (Continued)

Our Office: 1131 Martin Hall
- Handouts and Workshops
- Co-op Work Reports

Career/Job Search Advice
- Advice vs. placement
- Resources for seeking internships and entry level full time jobs

Connect with Employers on Campus
- Information Sessions/Tables
- Career Fairs
- Networking Events
- Tech Talks
Student Services (Continued)

**Careers4Engineers / Careers4Terps**
- Engineering / General Internship & Job Database
- On-Campus Interview Application and Scheduling

**Resume Critiques**
- Walk-in Monday-Friday 8:30-4:15 p.m.
- Bring hard copy of updated resume
- Expect resume critique to take about 15 minutes/ person

**ENCO 099/098**
- “Co-op/Internship Work Experience” 0 credit course
- CPT - Academic component for most engineering students

**Career Fairs**
- **Fall Career & Internship Fair**
  - Xfinity Center, Tuesday & Wednesday, September 19 & 20, 12-5 p.m.
- **ECE Career Fair**
  - Kim Engineering Building, Friday, October 27, 11 a.m. – 4 p.m.
- **Spring Career & Internship Fair**
  - Stamp Student Union, February 22-24, 2017

**CAREER FAIR PREP WORKSHOPS**
Friday, September 1, 12 p.m. presented by Northrop Grumman
Friday, September 8, 11 a.m.
Monday, September 11, 2 p.m.
Tuesday, September 12, 11 a.m.

**What is Careers4Engineers?**
- Online employment search engine for Clark School students and alumni
- Database of students and jobs
- Employers seeking UMD students
- Resume sharing
- On-campus interviews
- Careers4Terps vs. Careers4Engineers

**How To Activate your C4E Account**
1. Attend Resume Basics Workshop
2. Revise your resume
3. Have resume critiqued
   1. Bring hard copy of your resume to Engineering Career Services for a critique (August 28 or later)
   2. No appointment necessary. Walk-in Monday – Friday, 8:30 – 4:15
4. Log into Careers4Engineers
   - Update My Account information

http://careerengr.umd.edu
Update your C4E Account

Policy Affirmation:
Information provided in your Careers4Engineers profile MUST be accurate. If you are dishonest, you will no longer be able to use the system and we reserve the right to report you to the University Student Judiciary for a possible violation of the Code of Student Conduct and/or the Code of Academic Integrity.

Careers4Engineers and Integrity

Resumes and Other Documents

Click Add New to upload your resume

Go here to start searching for co-op & intern jobs

Use Advanced Search and then Save your search results to get more relevant and organized results

Job Search

Employer Search

Click either of these tabs to search for employer contacts

You can directly search for employers using keyword search
On-campus Interviews

To see if you have been selected for an on-campus interview, look under Interviews, and schedule a time.

If an employer requests an interview with you, it will appear here. Select an available time, and it will become a “Scheduled Interview”.

Strategies for New Students

- Note recruiting season dates – September, February
- Read your emails
- Build your professional network
  - Join national societies and engineering organizations
  - Go to career fairs and info sessions
  - Seek advice from professors, employers, classmates
- Look for internship opportunities
  - Only free resources!
  - Check GoinGlobal
- Attend workshops, and follow us @UMDCareerENGR on social media

Improving Your Odds

- Utilize your resources
  - Career Services: job search advising, employer events
  - Friends and family
  - Professional contacts, organizations
  - Faculty
  - Get involved! Join clubs to improve communication skills.
- Create a strong resume
  - Attend a resume basics workshop
  - Adapt resume for audience (campus jobs vs. internships)
- Polish your interview skills
  - Sign up for an interview workshop
  - Practice interviewing
- Be positive, patient and open-minded
  - Be willing to commute, relocate
  - Have a parallel plan

Tips for Adjusting to U.S. Business Culture

- Motivated vs. Demanding
- Direct Communication/Eye contact/ Informality
- Cleanliness/Hygiene
- Time Consciousness
- Personal Space
- Individuality, Initiative and Self-Reliance
- Honesty/Integrity
- Achievement

The International CV vs. U.S. Resume

Do NOT include:
- Your picture
- Citizenship or marital status
- Place or date of birth
- Anything else that has no relevance to your qualifications

DO include:
- Relevant technical skills and experience

Attend a Resume Workshop then make updates.

Evaluating Job Offers

- Attend Job Offers and Salary Negotiation Workshop
- Don’t accept on the spot; take time to review your options.
- Review salary information for each major online.
- Multiple offers? Come talk to us if you need help.
- Be professional: Remember you are obligated to the offer you accept.

Reneging On Job Offers

Reneging damages not just your professional reputation, but that of the Clark School of Engineering. Your actions can jeopardize opportunities for other Clark School students.

Your Careers4Engineers/Terps account will be blocked, and you are barred from participating in campus recruiting activities until you meet with an Engineering Career Services advisor.
Social Media and your Career

- Treat your pages and profiles as a résumé.
- Be proactive - Include information about your education, work experience, skills and interests.
- Potential employers will Google you to see whether your brand aligns with who you say you are. Many younger job seekers are learning the hard way that employers pay attention to their online behavior.
- Attend Job Search 201 workshop for tips on networking, building your LinkedIn profile and using social media in your job search.

What to Do Now

- Attend a Resume Workshop
- Update your resume according to our suggestions (see your notes & handout)
- Bring your resume in for critique
  - After August 28
  - OK if new draft is more than 1 page
  - No appt. necessary – walk-in Mon-Fri 8:30-4:15
- Log into Careers4Engineers
  - enter Profile information (if you don’t, then you might not be able to apply to some jobs)
  - apply for jobs in Careers4Engineers
  - sign up for interviews if selected

Any Questions?