

Professionalism 101

9/01/20



Sign In

Grainger Student Portal Sign-In



<http://cglink.me/c72384063004013>

Other Sign-In



Don't have access to Grainger Student Portal?
Membership Form submissions will be used to add you on the platform in a couple of weeks.

Agenda

Page 7

What is Professionalism?

Page 9

Career Fair

Page 15

Resources

Page 21

Upcoming Opportunities!

Page 25

Workshop

Our Mission



To increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Four Pillars

Academic Support

- ❑ Study tables
- ❑ NSBE Buddies
- ❑ Academic Tech Bowl

Professional Opportunities

- ❑ Company sponsored GBMs
- ❑ Resume and elevator pitch workshops
- ❑ Fall Regional Conference
- ❑ National Convention

Community Engagement

- ❑ A Walk for Education
- ❑ NSBE Jr.

Family

- ❑ Workshops
- ❑ Breakfasts
- ❑ Thanksgiving Potluck

Today's main focus

Professional Opportunities

- ❑ Company sponsored GBMs
- ❑ Resume and elevator pitch workshops
- ❑ Fall Regional Conference
- ❑ National Convention

What is Professionalism?

1: the conduct, aims, or qualities that characterize or mark a profession or a professional person

2: the following of a profession (such as athletics) for gain or livelihood

–Merriam Webster





Career Fair



I ILLINOIS

Grainger College of Engineering

FALL 2020

VIRTUAL CAREER FAIR

SEPT. 9 & 10, 2020 | 9 AM - 6 PM CT | PRESENTED BY ECS & EXPO



Career Fair: Details

- Internship Career Fair: September 9th
- Full-Time Career Fair: September 10th
- Companies:
 - BP
 - Accenture
 - Capital One
 - Caterpillar
 - PepsiCo
 - P & G
 - ...and many more!

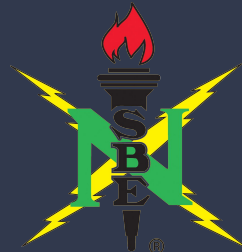


**Internship Career
Fair Registration
(9/9)**



**Full-Time Career
Fair Registration
(9/10)**

Checklist



Wear Business Attire

Dress like you're going to an interview.

Have your Resume on Hand

Make sure to have your resume pulled up on your laptop to share with recruiters.

Prepare Your Elevator Speech

Practice on friends, family, and ECS advisors before attending.

Dress Code

Basics



Color



Finished Looks





Business Professional is NOT business casual
Always wear a blazer or jacket over a dress shirt with a tie.
Avoid bare shoulders.



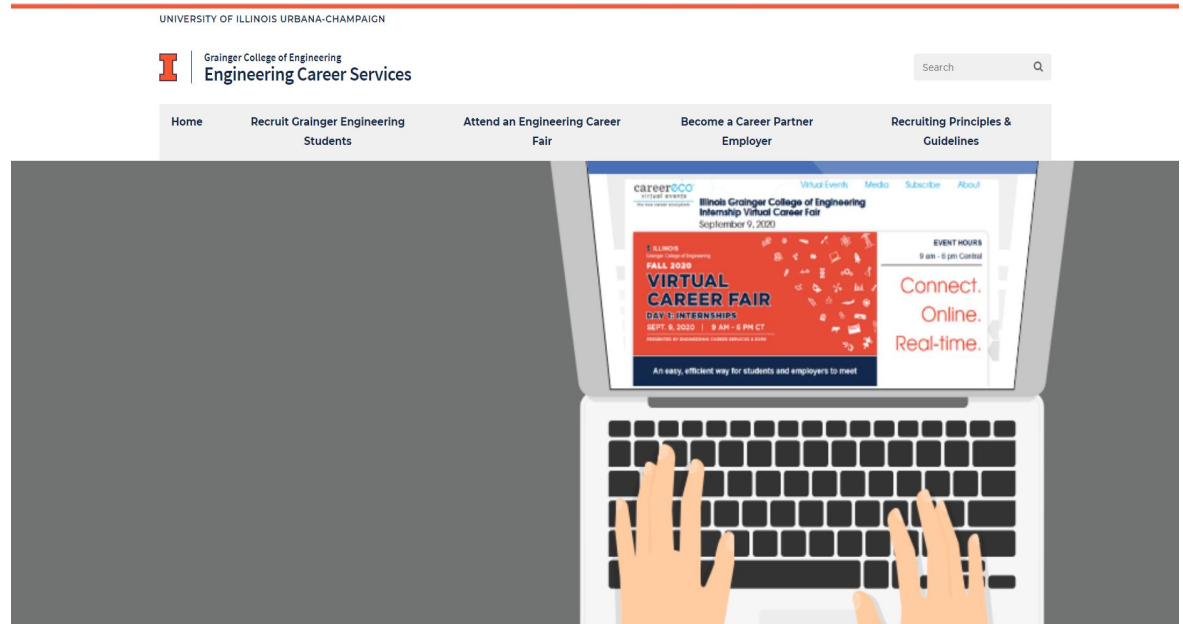
Dress Code



Resources

Engineering Career Services (ECS)

- ❖ Located on third floor of the Digital Computer Laboratory (DCL)
- ❖ Major/career exploration and decisions
- ❖ Internship and job search strategy
- ❖ Mock interview sessions
- ❖ Resumes, CV's, cover letters
- ❖ Careers in Industry



Engineering Career Services (ECS)



Virtual Career Fair Lab

Wednesday, Sep. 2nd 6-7pm

Looking for some extra career fair prep? Register for the ECS-Virtual Career Fair Lab on Handshake today! The career lab will be Wednesday, September 2nd from 6-7 pm. Topics will include resume help, elevator pitches, CareerECO / Virtual Career Fair Tips, freshman opportunities, and helpful information for international students.

Each topic will be covered ever 15 minutes, and you can attend separate sessions using individual zoom links below:

- [Resume](#)
- [Elevator Pitch](#)
- [CareerECO / Virtual Career Fair Tips](#)
- [Offer Negotiation](#)
- [Freshman Opportunities](#)
- [International Student Helpful Info](#)

Look forward to seeing you there!

Questions? Contact:

Nicole Donovan | ncd3@illinois.edu

Breanne Warner | breanne2@illinois.edu

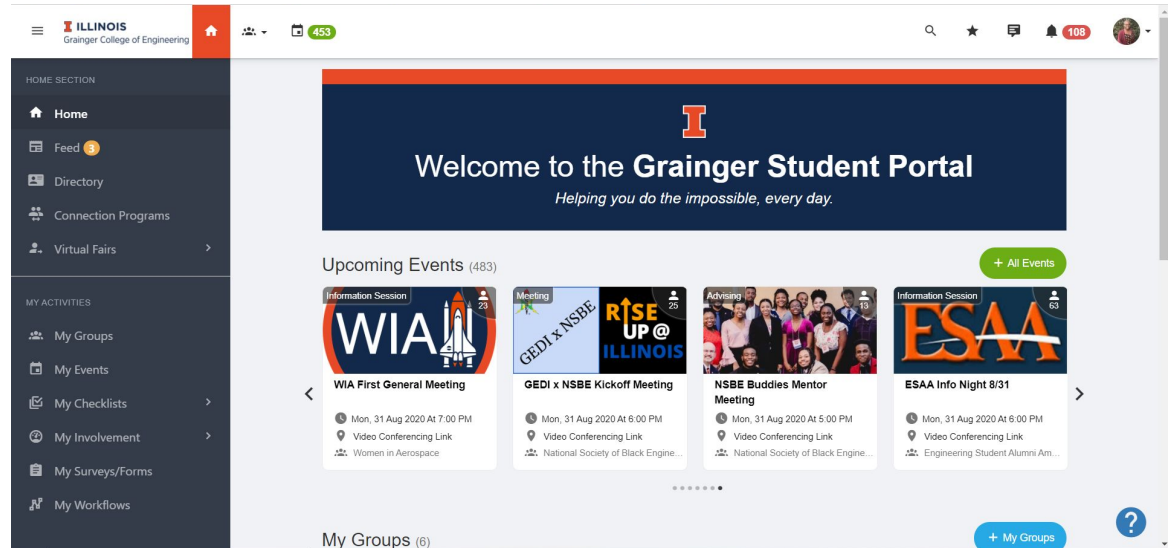
Gillian Niezyniecki | gn3@illinois.edu



Virtual Career Fair Resources

Campus Groups (aka Grainger Student Portal)

- ❖ Connect with Engineering Registered Student Organizations (RSOs)
- ❖ Utilize College and Department resources such as Advising, Engineering Career Services (ECS), and International Programs in Engineering (IPENG)
- ❖ View upcoming events
- ❖ Complete forms and applications

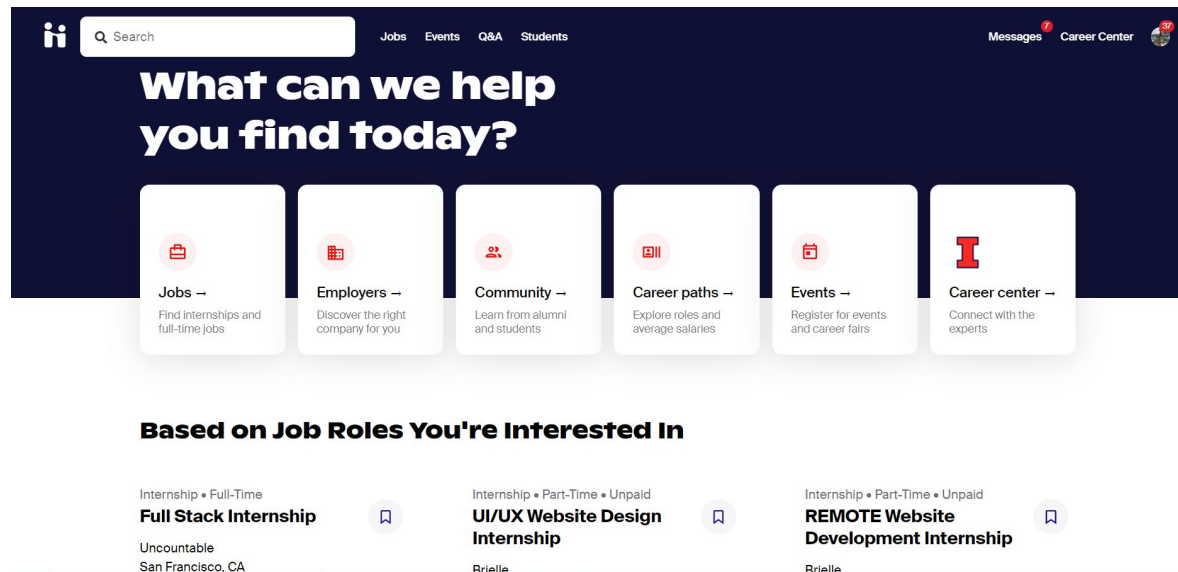


Handshake

Use Handshake @ Illinois to find:

- ❖ Jobs and Internships
- ❖ Upcoming Career Fairs
- ❖ On-campus Recruiting Events
- ❖ Networking Opportunities
- ❖ A Calendar of Career Programs and Events

[Handshake Login through ECS](#)
[Handshake Login](#)



Did you know creating/updating your Handshake and/or LinkedIn profile earns you NSBE Coins? Fill out [this form](#) and start earning!

Junior Executive Board (JEB)

- ❖ Gain leadership experience early on in your collegiate experience
- ❖ The positions on JEB mirror the Executive Board
- ❖ You get out what you put in; JEB decides the direction they want to go in



Fill out the interest form by scanning the QR code or going to the following link:
<https://bit.ly/2Efv8JU>



Questions? Contact Vongai Tizora
nsbe.uiuc.vp@gmail.com

[JEB Kickoff Meeting:](#)
Sunday, September 6th 5-6pm, Zoom

Upcoming Events



NSBE Buddies Kickoff

- ☐ Wed, Sept 2nd
- ☐ Zoom 5-6pm



Caterpillar GBM

- ☐ Thu, Sept 3rd
- ☐ Zoom 6-7pm



JEB Kickoff!

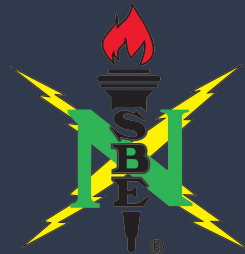
- ☐ Sun, Sept 6th
- ☐ Zoom 5-6pm



Scan the QR Codes to register for events and receive the Zoom info!

Workshop

Meet the Experts



Elevator Pitches

Resume Review

**Preparation for the
Career Fair**

Co-Ops

Elevator Pitches

- ❑ Confident: Control the convo
- ❑ Interesting: Be unique with your background
- ❑ Experienced: Highlight your technical skills/experience
- ❑ Double-threat: Highlight your soft skills/experience
- ❑ Passion: Briefly explain why you have those skills/experience
- ❑ The Hook: Tie everything you said into the company you walked to

Tips:

- Be genuine
- Be flexible (don't memorize)
- Be concise and leave them wanting more

Resume Review (1/4)

- ❑ Resumes should be:
 - ❑ Professional (not stylish)
 - ❑ Formatting needs to be simple, not distracting, uniform
 - ❑ **Spell check!!**
 - ❑ Clear and concise
 - ❑ No more than **one page**
 - ❑ Recruiters should be able to get the **important information in a quick glance**
 - ❑ Relevant
 - ❑ Space is limited - be selective
 - ❑ About YOU!
 - ❑ This is not the time to be shy about your accomplishments

Resume Review (2/4)

- ❑ Format
 - ❑ **Should be clear and concise**
 - ❑ Sections
 - ❑ **Name / contact info**
 - ❑ **Education**
 - ❑ **Relevant Work Experience**
 - ❑ Typically must be a paid experience
 - ❑ Projects (optional) - both personal and class projects can go here
 - ❑ Coursework (optional)
 - ❑ **Activities and Leadership** (high school ok for first semester freshmen **only**)
 - ❑ Honors and Awards (optional)
 - ❑ **Skills**

Resume Review (3/4)

- ❑ Content
 - ❑ Use **action words**, try to avoid complex tech terms / acronyms unless industry standard
 - ❑ Some will be engineers, others will be recruiters; be mindful of who you are talking to (including for your elevator pitch)
 - ❑ **Add numbers to quantify** wherever possible
 - ❑ Focus on **technical skills as well as “soft skills”** such as communication, team work, leadership, etc.
 - ❑ **Personalize your resume** to each company you visit (at least the important ones / those in different industries)

Resume Review (4/4)

- ❑ Additional Resources
 - ❑ [Engineering Career Services](#)
 - ❑ Email me at fkabba2@illinois.edu to schedule a resume review!
- ❑ Last tips!
 - ❑ You can include your **simplified LinkedIn URL** - especially if you can't fit all your activities / accomplishments!
 - ❑ If your LinkedIn needs work / you don't know how to get the simplified URL just reach out!
 - ❑ Always **print more** than you think you'll need when attending in-person events
 - ❑ Please don't print dozens of resumes in the office
 - ❑ Embellish, don't lie
 - ❑ Thesaurus.com is your friend
 - ❑ [Submit your resume](#) to the database to earn NSBE Coins!

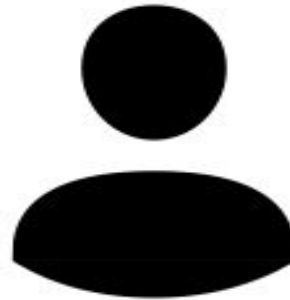
Career Fair Preparation

- ❑ **Research** in advance the employers registered to attend the fair.
- ❑ **Make a list** of your top 10 companies and learn as much as you can about them
- ❑ Know what positions are available
- ❑ **Apply online!!!**
- ❑ Have your resume on hand when talking to a recruiter
 - ❑ Have plenty of copies of your resume ready (**15-20**) when in-person
- ❑ Prepare a **20 to 30 second introduction** to use with employers.
- ❑ Have at least **5 questions prepared** for each recruiter
- ❑ Know the dress code

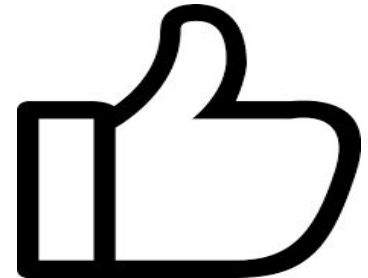
Career Fair Preparation in the Age of Miss Rona



[Register](#) for the Fair &
Upload Resume ([VMock](#))



Edit Profile



Review and Express
Interest in Participant
Organizations

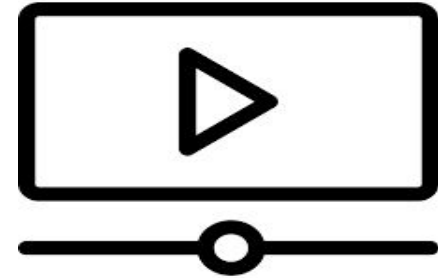
Career Fair Preparation in the Age of Miss Rona



Review Job Board to See
Job Postings



Review Chat Schedule to
Know When Participating
Companies Will Be Active



Watch [CareerEco
Tutorial Video](#)

Co-Ops

Internship vs. Co-op



Co-Ops

Internship vs. Co-op Ford Job Listings for both

“The Ford Summer Internship Program provides students with **hands-on, career-specific experience through full-time work during summer break** (from early-May through the end of August). Students are engaged in networking and educational activities throughout their internship to gain exposure to senior level management and to **learn more about Ford, our values and career opportunities.**”

“**Over multiple semesters**, Co-Ops are assigned to **various areas** within the PD and Manufacturing organizations to help define their professional interests, while demonstrating technical ability and leadership skills. Upon graduating, participants who’ve demonstrated the requisite skills to contribute to the organization's success **will be considered for available openings matching their background and interests.**”

Co-Ops

Benefits

Recognition of the large investment on your part toward the company

Solid path to employment (4-7 months of experience)

Time away from rigorous school schedule

More time to work and contribute to your position

A good window into what full time work at that company is like outside of summer (Spring/Fall)



Co-Ops



Co-Ops

What is the cost of missing school?

Missing school to go on a co-op can be stressful

- Graduation date pushed back
- Scholarships need to be secured
- Other people graduate

Actual financial “loss”

- Less money early in career by starting a career later
- Any early start in saving money/ investing leads to big returns later in life



Co-Ops

Questions about my experience?



Thank you!

Any Questions?

