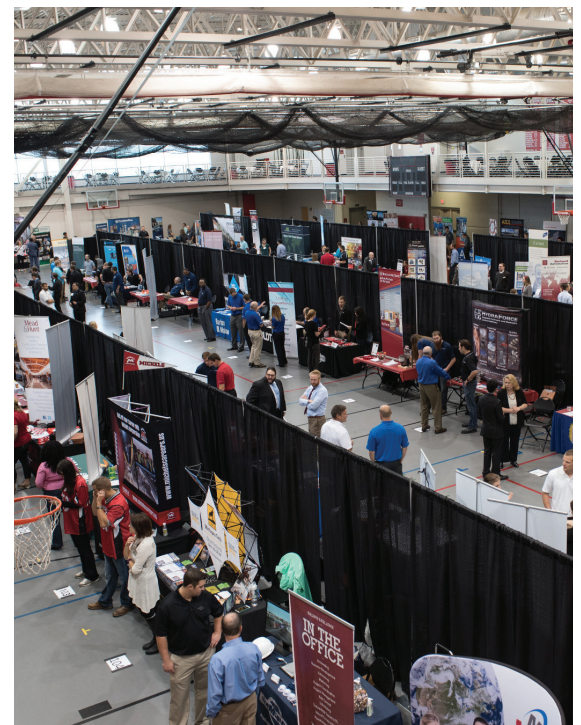
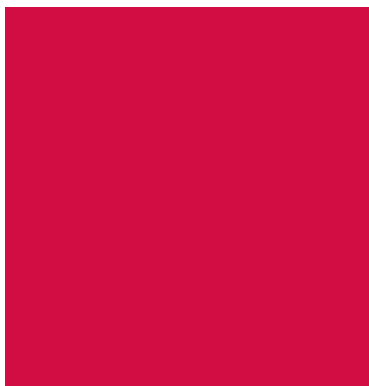


Planning for a Great Tomorrow

The Career Services Department Guide to Professional Enhancement and Career Development



UNIVERSITY



Jennifer Abing, M.Ed.
Assistant Director
(414) 277-7119
abing@msoe.edu

Cathlyn Ferraro
Administrative Assistant
(414) 277-7120
ferraro@msoe.edu

Dr. Mary Spencer
Director of Career Services
(414) 277-4517
spencer@msoe.edu

www.msoe.edu/career_services

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How to contact the MSOE Career Services Department

Student Life and Campus Center

Room CC-370
1025 North Broadway
Milwaukee, WI 53202-3109

Phone: (414) 277-7120

Email: Dr. Mary Spencer: spencer@msoe.edu

Jennifer Abing: abing@msoe.edu

Cathlyn Ferraro: ferraro@msoe.edu

Website: www.msoe.edu/explore-your-future/career-services

Handshake: <https://msoe.joinhandshake.com>

Big Interview: <https://msoe.biginterview.com>

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Advice from the Career Services Department

Freshman Year

- Establish a strong GPA
- Check email daily
- Get involved in at least one campus activity
- If employment is necessary – consider on-campus employment
- Attend Career Fairs
- Familiarize yourself with the Professional Development Transcript (PDT)
- Update your Handshake account and upload a resume
- Identify industries that hire your major and begin investigating career options
 - Attend information sessions
 - Professional association events and presentations
 - Discussions with faculty
 - Networking
- Visit the Career Services Department (CC370)
- Toward the end of the Spring Quarter, begin documentation in your PDT
- Have fun!

Sophomore Year

- Maintain/improve your GPA
- Check email daily
- Update your Handshake resume
- Continue and consider increasing campus involvement
- Join and participate in your Professional Association Student Chapter
- Attend Career Fairs
- Clean up your online presence (personal branding)
- Start networking
- Begin search for summer internship
- Visit the Career Services Department (CC370)
- Spring Quarter – review year's activities and update PDT
- Get summer internship
- Have fun!

Junior Year

- Maintain/improve your GPA
- Check email daily
- Update and polish your Handshake resume
- Continue campus and professional involvements
- Begin researching potential employers or graduate schools
- Attend Career Fairs
- Continue networking
- Job shadow or conduct informational interviews
- Purchase professional attire for interviewing
- Visit the Career Services Department (CC370)
- Spring Quarter – review year's activities and update PDT
- Get summer internship
- Have fun!

Senior Year

- Maintain/improve your GPA
- Check email daily
- Update and polish Handshake resume
- Finalize career goals
- Visit the Career Services Department (CC370)
- Finalize PDT and prepare professional portfolio
- Develop job search strategies
- Interview on campus and attend information sessions
- Continue campus and professional involvements
- Attend Career Fairs
- Have fun!

After Graduation

- Begin your professional life
- Keep Career Services up-to-date on your employment or graduate school status
- Share job/internship opportunities at your new employer on Handshake
- Learn how to give back to MSOE
- Career Services offers the same services to alumni. Feel free to visit or contact the office any time!

Steps to Getting a Job

1. Know your skills and communicate them

- If you don't know or cannot communicate your skills, how can you expect an employer to figure them out?
- Your skills are what you are good at.
- Your skills are what have enabled you to be successful to this point in your life.
- You have skills that are transferable to whatever job you desire. Identify five of those skills.
- If you don't know the skills/what you are good at – and how they relate to a particular job, it's difficult to write an effective resume and effectively interview. You are unlikely to get a job offer.
- Develop a 30-60 second elevator pitch that is a true message about you and why you bring value to the organization or company.
- If you are having difficulty determining your skills, contact the Career Services Department.

2. Have a focused job objective

- Your employment objective should include:
 - For general online resumes: include the type of position or area of specialization you are seeking.
 - For direct applications: include the company name and job title. Personalize every resume.
 - For all: list two or three key skills and areas of expertise you have that are relevant to the position.
- Describe your skills, expertise, and interests in more detail in the body of your resume. When job opportunities become known to you, make sure the skills, areas of expertise, and strong interests, as indicated in your objective, match those contained in the job information.

3. Know where and how to look

- Do research and network to find employers who do what you want to do. Then network, network, network (see networking on page 26).
- Create and continuously update a LinkedIn profile. This is a great online tool to find connections and opportunities (see LinkedIn on page 24).
- Diversify your job search: career fairs, on-campus interviews, information sessions, company websites, etc.

4. Work full time at getting interviews

- As a full-time student, your goal should be to spend a minimum of five hours a week looking for interview opportunities.
- After graduation, work full time at finding interview opportunities (20 hours per week minimum).
- Time spent communicating face-to-face, by phone or email is most productive. If you are not communicating with a person by name, you are not being productive.
- Follow-up with the human resources office on all applications.

5. Interview effectively

- Know what skills you have and be able to communicate them and support them with examples of projects you have done, problems you have solved, and previous successes.
- Make every interview an experience for your continuous improvement.

6. Follow-up on all contacts

- Following up often makes the difference between success and failure. Send a "thank you" within 24 hours if possible.

How to use MSOE Handshake

Benefits of a Handshake account:

1. Employers can view your public resume online and contact you directly.
2. Employers post job and internship descriptions directly on Handshake, which you can view online.
3. A Handshake resume makes MSOE students and alumni eligible for on-campus interviews.
4. Receive feedback and advice from the MSOE Career Services Office regarding your resume and job search.
5. Access employer contact information and follow employers to receive notifications on their postings and events.

You don't want to miss out on these opportunities!

How to use Handshake:

Log in at <https://msoe.joinhandshake.com> (first-time users should complete their profile).

Upload a resume or cover letter

1. Click on *Documents* in the left side bar.
2. Click the *Add New Document* button in the top right corner of the webpage. A pop up will appear.
3. Type a name for your document in the Document Name field.
4. Select the Document type.
5. Click *Select from Computer*, then select the file from your computer, and click open. You may also drag and drop a PDF or Word document.
6. Click *Create Document*.
7. If you want your document visible to employers on your Handshake profile, click the *Feature on Profile* button. You may also click *Visible* from the Documents page.
8. After the document is uploaded, it requires approval from the MSOE Career Services team. We review to check for any errors and leave suggestions when necessary. *Note: the team may decline documents. Check the comments to learn why your document was declined.*
9. Once the document is approved, students may use it to apply for jobs.
10. More than one resume/cover letter can be uploaded to fit different positions by repeating Steps 1-10.

Remove a document

1. Click on *Documents* in the left side bar.
2. Click on the document you want to remove.
3. In the upper right corner, click on the red *Delete Document* button.

Basic job/internship search

1. Click on *Jobs & Internships* in the left side bar.
2. Narrow results by Employment Type, Major, Job Function, and many other criteria, or type in the search field and click Search. *Note: key word search only searches within the job title; not the description.*
3. To save your search, click the *Save these filters* button at the top. Name your search.
4. To retrieve a saved search, click the *My Saved Filters* button and select the name of your previous search.

Employer search

1. Click on *Search Employers* in the left side bar.
2. Narrow results by Employer Type, Employer Size, and Industry, or type in the search field and click Search.
3. To save your search, click the + button by Saved Searches and name your search.
4. To retrieve a saved search, click the *Saved Searches* button and select the name of your previous search.
5. To follow a particular company, visit the company's Handshake profile and click the Follow button. To unfollow, re-click the same button.

Building a Resume

All resumes must be concise, accurate and error-free.

Email Address

Be sure to list an email address that is:

1. Professional looking. Use your school email or personal email that is just your first and last name.
2. Check your email daily. Employers and the Career Services Department will often communicate with you via email.

Objective

An objective statement is a concise statement of the position you are seeking. A complete objective includes position/function, fields of interest or type of industry, and location. (Answer the questions WHAT? and WHERE?) Customize it to each company and job to which you apply.

Qualifications

These should be highlights of your skills and accomplishments, and should include a brief context for how you developed/applied each one. See the Qualification Examples on page 6.

Education

List your school, location, degree you're working toward, major, expected graduation date, and GPA (if 3.0 or above). Also include any minor(s), concentration(s) or specialty area(s). A list of related courses you have completed can be helpful.

Achievements

List your school-related honors such as Dean's List and scholarships you've been awarded.

Senior Project/Capstone/Thesis

If applicable, give a brief description of your senior design/capstone project or an abstract of your thesis. Focus on your role and accomplishments.

Experience

It is recommended to list at least one previous work experience (paid or volunteer). Identify the company, location, your job title and dates employed there. Describe what you accomplished or what you learned. When describing jobs unrelated to your major, focus on the interpersonal skills gained and how you developed/applied them. Begin each bullet with a strong active verb (see page 8).

Computer Experience

List programming languages, software, systems, etc.

Honors and Organizations

On-campus and community involvement, including offices or leadership positions held.

Interests

A brief list of personal and professional outside interests. Avoid controversial issues, such as hunting.

Availability

Identify when you are available to begin working, not when employers can contact you.

Example Resume

Sam McTester

1025 N. Broadway #370
Milwaukee, WI 53202

(414) 277-7119
sam.mctester@msoe.edu

OBJECTIVE	An internship in the electrical engineering field. Specific interests include circuit or component design, control systems, and test engineering. Willing to relocate.	
QUALIFICATIONS	<ul style="list-style-type: none">• Developed leadership skills through participation in on-campus organizations• Extensive use of AutoCAD in MSOE coursework and summer internship• Passion for learning demonstrated through seeking additional certification (PTC Creo)• Conversational skills in Spanish• Excellent customer service skills developed through previous retail experience	
EDUCATION	<u>Milwaukee School of Engineering (MSOE)</u> · Milwaukee, WI Bachelor of Science in Electrical Engineering	Graduation: May 2020 GPA: 3.1
	<ul style="list-style-type: none">• Coursework completed in Linear Circuits, Digital Systems, and Energy Conversion	
ACHIEVEMENTS	Dean's List for 3 quarters at MSOE Received \$10,000 academic merit scholarship by graduating top 1% in high school Championship Finalist in FIRST Robotics 2017 competition Earned Gold at State Solo & Ensemble 2016 & 2017 for French horn solo	
EXPERIENCE	Example Company · Milwaukee, WI Electrical Engineering Intern	March 2017 – August 2017
	<ul style="list-style-type: none">• Designed digital and analog circuits in a team of 6 engineers• Independently used AutoCAD for multiple electrical component designs, incorporating LED lighting systems to save 25% on power costs• Worked directly with Engineering team on \$50,000,000 hospital renovation	
	Greg's Pool Supply · New Berlin, WI Sales Associate	Summer 2016
	<ul style="list-style-type: none">• Worked directly with customers to meet their retail needs• Developed problem-solving skills in determining appropriate part for repairing broken pool equipment• Furthered communication skills through customer interactions in person and on the phone	
COMPUTER EXPERIENCE	Proficient in PSpice, VHDL, C++, and MS Office (Word, Excel, PowerPoint, Outlook) Extensive use of AutoCAD and Multisim Certified in PTC Creo	
INVOLVEMENT	Society of Automotive Engineers (SAE) High School Physics and Math Tutor	2017 – Present 2016 – 2017
INTERESTS	Camping, reading historical fiction, golf, and participating in team sports	
AVAILABLE	Currently available part time during school; full time Summer 2018	

Qualification Examples

Qualification statements should be no more than two or three sentences communicating your academic strengths, accomplishments resulting from employment/internships, computer skills (if important to the position you seek), achievements through organization/volunteer/civic/professional affiliations and other achievements/recognition.

Examples:

Academic strengths?

- 3rd year Computer Engineering and Software Engineering student with GPA of 3.0
- Excelled in thermodynamics and heat transfer classes
- Designed an HVAC system for a 100,000-square-foot office complex as a senior design project
- Tutored 5-7 students in calculus and physics
- Will earn two bachelor's degrees: architectural engineering and construction management
- Developed and implemented a curriculum to educate MSOE college students about responsible sexual health

Accomplishments resulting from employment?

- Worked in retail supervising 4 sales associates
- Teamed with 3 engineers to develop marketing strategies for new garden tractor product line
- Learned to use CAD program Micro Station
- Taught blueprint reading to 15 new manufacturing line employees

Computer skills?

If computer skills are key to the position you seek, it is recommended that they be listed as a qualification rather than under computer skills later in the resume

Achievements/skills learned through affiliations?

- Active member of Institute of Electrical and Electronics Engineers (IEEE)
- Passed Fundamentals of Engineering exam
- Elected President of Student Government Association (SGA)
- Worked with Special Olympics as a member of Circle K organization

Other achievements/recognition?

- Proficient in German (foreign languages)
- Captain of intercollegiate hockey team
- Earned Black Belt in Tae-Kwon-Do
- Awarded Who's Who in American Colleges & Universities

Top Common Resume Mistakes

- 1. Inconsistency:** Employers notice any mistakes and inconsistencies. Common ones to avoid:
 - Ending some bullets with periods and others without.
 - Formatting some dates with hyphens and others with dashes, improper spacing around the hyphen/dash, and for months, using words for some and numbers for others.
 - Inconsistent alignment and spacing between or within sections.
- 2. Using a template:** Many resume templates are challenging to use because you lose control over formatting, which increases inconsistencies on your resume. In addition, many templates include inappropriate information or sections, such as References or a space for a personal photo.
- 3. Too informal:** Professional resume language is important. Avoid these informalities:
 - 1st person pronouns (except when absolutely necessary).
 - Bad: I designed the lighting system for a 1,500 sq. ft. real estate office.
 - Good: Designed the lighting system for a 1,500 sq. ft. real estate office.
 - Contractions (I'm, that's, etc.).
- 4. References included on the resume:** Never put your references directly on your resume. They should be on a separate document that you bring to an interview or only send if requested.
- 5. Spelling errors (and grammar disagreements):** Any mistake will cause employers to throw away your resume.
- 6. Generic traits:** Employers prefer tangible information. Avoid these generic words: Hard working, fast learner, highly motivated, detail oriented, organized, etc.
- 7. Missing information:** Remember to include these things on your resume:
 - Start and End work dates (Month Year - Month Year ...or... Month Year - Present).
 - Company location (City, ST ...or... City, Country if outside the U.S.).
 - Your contact information (at least phone and email).
- 8. Too much information:** Do not include the following:
 - Every single job task you had to do. Focus instead on skills/accomplishments with some context.
 - Specific company street address or zip code (only need City, ST or City, Country).
 - Marital status, age, high school graduation date, religious or political affiliation, etc.
- 9. Accomplishments and context not quantified:** Numbers will really help catch the reader's attention. For example: "Worked directly with 6-person engineering team on \$50,000,000 hospital renovation."
- 10. Paragraphs and complete sentences:** Bulleted lists and concise phrases are much more efficient.
- 11. High School Information:**
 - Graduation date and school name are unnecessary.
 - College juniors and seniors should not list many high school achievements. Alumni none.
- 12. Availability too desperate or demanding:**
 - Avoid words like immediately, ASAP, now, etc. ("Currently" is preferable).

Action Verbs to Help Your Resume

The following list of action verbs may be helpful to you as you write your resume. Use them to describe your skills, accomplishments and work experiences. This is by no means an all-inclusive list.

Accelerated	Interpreted
Accomplished	Introduced
Achieved	Invoked
Analyzed	Learned
Applied	Led
Brought	Managed
Calculated	Molded
Chaired	Motivated
Coached	Negotiated
Collaborated	Optimized
Communicated	Organized
Compiled	Perceived
Composed	Performed
Computed	Persuaded
Conceived	Planned
Conserved	Possessed
Coordinated	Presented
Counseled	Produced
Created	Programmed
Defined	Promoted
Delegated	Provided
Demonstrated	Recommended
Designed	Reevaluated
Determined	Renegotiated
Developed	Reorganized
Empowered	Reported
Encouraged	Researched
Enlisted	Revised
Estimated	Selected
Evaluated	Solved
Expedited	Staffed
Forecasted	Stimulated
Implemented	Supervised
Improved	Terminated
Improvised	Trained
Increased	Translated
Initiated	Uncovered
Innovated	Utilized
Instituted	Withdrew
Instructed	Wrote

What Employers Want to Know About Your Senior Project

On your Resume:

1. Briefly describe the project. What did your group design, or what is the goal of the project? How many members were on your team?
2. Describe your role in the group. Did you design one specific component of the project? Were you the project manager? Developer? Communication liaison?
3. Was the project a success? Did you place in any competition? Did the sponsoring company implement the project?

During the Interview:

In addition to the above information, consider discussing the following:

1. What have you learned from other courses that helped you in this project? (Consider Humanities, Social Science, and Communication as well as Business Administration subjects.)
2. Describe the group dynamics.
 - a. How was the group formed?
 - b. How was the project chosen?
 - c. How were leadership roles assigned or assumed?
 - d. What role did you play in the team effort?
 - e. How did the team keep on task?
 - f. How did your group solve problems?
 - g. What did you learn about team/group dynamics?
3. What did you learn from this experience that is transferable to success in your career?

How to Write a Cover Letter

NOTE: Cover letters are your opportunity to introduce yourself to an employer. Even when the cover letter is optional, it is recommended to send one with your resume.

Your Name
Your Mailing Address
Your Phone Number
Your Email Address

The date formatted as “Month Day, Year” (e.g. September 12, 2017)

Recipient’s Name
Recipient’s Title
Recipient’s Company
Recipient’s Mailing Address

A salutation greeting with Recipient’s name,

The first paragraph tells the reader why you are writing. Identify the position you are interested in and how you learned of the opportunity. Examples include the company’s website, a posting on Handshake or through the Career Services Department, a job-search website such as Indeed.com, through someone you know who works at the company, or from a professor. Express your interest in the position, and entice the reader to continue reading.

The middle section of the cover letter can be broken into one or two paragraphs. Outline your strongest qualifications that match with specific job requirements. Provide concrete examples of your related experiences and accomplishments, making connections between your background and skills with the position. Keep this section focused on one or two unique skills or experiences and avoid simply re-writing your whole resume in paragraph form.

The final paragraph reiterates your interest in the position and suggests an action plan. Make reference to your enclosed or attached resume (and references or other materials if requested) and express your desire to discuss your qualifications in more detail. Indicate that you will call during a specific time period (typically about 1 week) to arrange a potential interview. Show appreciation to the reader for his or her time and consideration.

A complimentary closing,

Your signature

Your Name

Indicate that there are one or more attachments with the letter (e.g. “Attachments: Resume, References” if emailed or “Enclosure: Resume, References” if mailed).

Example Cover Letter

Sam McTester

1025 N. Broadway #370
Milwaukee, WI 53202

(414) 277-7119
sam.mctester@msoe.edu

September 12, 2017

Dr. Casey Johnson
Personnel Director
ABC Company
123 Example Street
Milwaukee, WI 53207

Dear Dr. Johnson,

I received your Electrical Design Engineer job description through the Career Services Department at Milwaukee School of Engineering (MSOE). As a graduating Electrical Engineering major, I would be very interested to begin my career in this position at ABC Company.

Through my internship with Example Company, I developed a strong proficiency in AutoCAD, using it to design electrical components similar to those produced by ABC. My certification in PTC Creo will allow me to adapt easily to other modeling programs as well. Working directly with the Engineering Team, I gained a unique professional perspective for how industry operates that has complemented my extensive lab and group-work experience at MSOE. The team-oriented environment at ABC greatly appeals to me, and these experiences will allow me to work effectively as the Electrical Design Engineer.

My background and career goals seem to match your job requirements well. I have attached my resume for your convenient review and look forward to discussing my qualifications with you in more detail. I will contact you within a week to confirm your receipt of this letter and to arrange for a potential interview. You may also contact me directly at (414) 277-7119 or sam.mctester@msoe.edu. I greatly appreciate your consideration and look forward to speaking with you.

Sincerely,



Sam McTester

Attachments: Resume, Unofficial transcripts

Career-related Work Experience through Internships

Typically, 80 to 85 percent of our seniors had internship work experiences. These opportunities become available through the Career Services Department, faculty referrals, and contacts made by students.

Internships help create a bridge between the classroom and the workplace and provide a skill building, experience-based learning opportunity.

Work experiences help students to further define career goals, develop additional skills, and become work ready.

Eligible students should:

- Have completed their sophomore year (some opportunities may be open to freshmen)
- Be in good academic standing

Interns:

- May work full time in the summer and/or part time during the school year
- As a general rule, are paid by employers for their work
- May earn academic credit at the discretion of the respective academic chairperson*
- May receive written performance evaluations at the end of each work period (these are between the employer and the intern student)

*Must be arranged prior to beginning an internship

The Career Services Department will:

- Promote internships to companies and students
- Refer candidates' resumes in response to company requests
- Post job opportunities
- Advise candidates on –
 - Self-directed searches
 - Cover letters
 - Resumes
 - Interviewing skills

The Candidate's Responsibilities:

- Post resume on Handshake
- Cover letters
- Interview preparation
- Do a self-directed search
- Check Handshake, job books, and bulletin boards
- Keep the Career Services Department informed of progress

Internships have been available through hundreds of companies. A partial list includes:

Accelogix
Accenture
Affiliated Engineers
Astronautics
ATI Ladish Co.
Aurora Healthcare
Brady Corp.
Caterpillar Inc.
C.G. Schmidt
Children's Hospital of Wisconsin
Compaq Computer
Cooper Power Systems
Dedicated Computing
Direct Supply
EXP U.S. Services Inc.
Froedtert Hospital
Greenheck Fan Corp.
Harley-Davidson Co.
J.W. Speaker
Johnson Controls Inc.
Kain Energy Corp.
KJWW Engineering
Kleen Test Products
Magnetek Corp.
Midwest Generation
Milwaukee Tool
Modine Manufacturing Co.
Northwestern Mutual
Oshkosh Corp.
Plexus Corp.
Rexnord-Falk
Rockwell Automation
Rockwell Collins
Smiths Medical
United Conveyor Corp.
UPS
Walsh Construction
Yaskawa America, Inc.
Zenith Electronics

On-campus Interview Sign-up Procedure

- Students are selected for interviews based on criteria provided by the employer.
- Based on that criteria, the Career Services Department will notify all qualified students of the interview opportunity via email through Handshake (approximately three weeks prior to the interview date).
- Students are directed to view the job description on the MSOE Handshake platform to determine if the position is one they would be interested in.
- Notified students who are interested in the opportunity must follow the instructions on how to apply. Also take note of the application deadline!
- The Career Services Department submits all names of the interested candidates to the employer. The employer receives the applications from Handshake and then selects the candidates to be interviewed.
- Interview schedules are made from the roster of selected students (approximately one week prior to the interview date).
- Students are notified of their selection or non-selection via email and/or Handshake notification (approximately one week prior to the interview date).
- If selected to interview, please follow the Handshake email instructions to select an interview time slot. There will be a deadline for selecting an interview time slot!

NOTE:

- Check email messages daily, including your Junk and Clutter folders.
- Keep your Handshake resume up-to-date (contact info, academic status, availability, etc.).
- No shows or late cancellations will result in loss of on-campus interview privileges!

What criteria do employers use?

- Degree and major.
- Specialties and subjects taken within the major that suggest competency in an area important to the employer.
- GPA.
- Relevant experience – usually through internships, previous employment or projects you have completed.
- Matching your interests with the company's business, product or service. Interests should be listed in your Objective. Examples: sales and marketing, software design, digital electronics, thermodynamics and heat transfer, and network management.
- Well roundedness – strong academically and involved in campus and/or community activities.
- Geographic location – willingness to relocate or permanent home city and state.

The Interview Conversation and Purpose

All hiring and promotion decisions hinge ultimately on conversations and relationships.

Credentials get you the interview – attitude gets you the job offer.

Attitude = Positive, Interest, and Enthusiasm. The interview is a conversation with a purpose.

Interviewer's Purpose

- Are the candidate's interests and this position a match? (focus)
- Can the candidate do the job? (skills)
- Will the candidate do the job? (attitude)
- Will the candidate fit into my organization? (ability to relate to others)

Interviewee's Purpose

- Are my interests and this position a match? (career goals)
- Is this the type of organization I want to work for? (values)
- Will this position provide me with opportunities for continued personal and professional growth? (values and goals)

To interview effectively, you have to...

- Prepare
- Continually evaluate your performance and improve
- Be able to interview based on your strengths
- Talk about those skills and attributes that you possess that are important to the position
- Ask questions that show insight and interest
- Ask for the "sale" (i.e., reiterate interest in the position)

Preparing for the interview...

- Research the company or organization
- Conceptualize the position
- Articulate your competencies

Employers look for...

- Communication skills
- Interpersonal relationship skills
- Intelligence
- Positive attitude
- Diversity

Your goals during the initial interview...

- Make a good first impression
- Establish a positive relationship with the interviewer
- Sell your strengths
- Show interest and enthusiasm
- Be invited to the next step in the process

After the interview...

- Evaluate your performance
- Make notes of:
 - Names
 - Date of interview
 - Follow-up actions
 - Personality traits noticed
 - "Clues" picked up from interviewer
- Send a thank-you e-mail or note within 24 hours, if possible

Dressing for the Successful Interview

It is crucial to “look the part” as you go to an interview. Wearing the appropriate attire does contribute to achieving a desired position. It is critical in the initial interview process to make an immediate positive first impression to move on to the second interview stage. Corporate employers are impressed with candidates who adhere to tasteful and conservative clothing and grooming. However, companies differ in their dress attire culture, so it is appropriate to ask when scheduling an interview.

Appropriate Interview Attire

- Single-breasted navy, black, or charcoal gray two piece suit. Avoid pinstripes or loud colors.
- Skirted suit with skirt length approximately at or below the knees are acceptable. Suit jacket can be single or double-breasted. Again, preferable suit colors are black, navy, or charcoal gray.
- White, long-sleeved oxford cloth shirt or white/off-white cotton blouse complements any suit nicely. Should have conservative necklines with hidden or conservative buttons.
- Wear a silk tie that complements your suit nicely or jewelry that is worn sparingly and not gaudy. One ring on each hand as well as one earring in each ear is acceptable.
- If wearing socks, make sure they match your suit. Dark colored socks that hit above the pants cuff and show no skin are recommended.
- Leather belt and dress shoes of matching color, typically black. Shoes should be polished with no scuff marks.
- Low to medium heel with closed toe and neutral hosiery.
- Bring a professional briefcase or portfolio instead of a backpack or purse.
- Hair style should be groomed nicely with hair pulled back from face.
- Cologne, perfume, and hairspray should have subtle smell and put on minimally. Be careful of strong smelling deodorants too.
- All tattoos should be hidden.
- Fingernails should be nicely trimmed, and if wearing nail polish, wear a conservative nail polish.

Interview Etiquette

Prior to the interview:

- Research the company, its industry and the position for which you are interviewing.
- Revisit your resume and the job description. These will give you clues about what the interviewer might base his/her questions on.
- Rehearse your answers to showcase your skills, strengths and interests. Prepare several specific examples that give evidence of your skills, strengths, knowledge and abilities. Appropriate answers include describing an applicable situation, what specifically you did, and outcomes. Avoid generalities.
- Prepare questions that you may want to ask.
- Dress for success. If you don't know the company's dress code, you may call and ask.
- Arrive early and be prepared to present your most positive self.

The Interview:

- As you arrive, visit the restroom and check over your appearance.
- Arrive at the reception area 5-10 minutes prior to the time of the interview.
- The interview begins from the time you arrive in the lobby until you exit the premises. Be respectful and polite to everyone you encounter.
- In a respectful, polite way, introduce yourself and state your purpose to the receptionist.
- Hang up any outerwear and stow anything that you brought and don't intend to take with you into the interview.
- Be seated.
- When the recruiter enters the reception area, stand and be prepared to shake hands firmly and confidently. Introduce yourself. Example: "Good morning/afternoon/evening" – state your first and last name clearly and succinctly.
- Follow the recruiter into the room where the interview will take place. Remain standing until the recruiter invites you to be seated. If an invite is not forthcoming, ask "May I be seated?"
- Sit erect, shoulders relaxed with both feet on the floor and focus your attention on the recruiter.
- Be your positive self. Be honest and forthright. It's okay to pause briefly and think before responding. If you are not sure how to answer the question, restate the question to give yourself additional time to think of an answer. If questions are unclear, ask for clarification. Maintain good eye contact. Show interest. Smile.
- Ask the interviewer appropriate questions and show that you are interested in the company and the position. (Visit the Career Services Department for a list of appropriate questions.)
- It is never good to ask questions about benefits, salary, vacation, or other questions that are presumptuous. These questions are appropriate when it is apparent that a job offer is forthcoming and when this information has not been offered to you.
- Just prior to the close of the interview, thank the recruiter for giving you the opportunity to interview and learn more about the company and position. If you are sincerely interested in the position and think that you are an exceptional candidate, say so!
- Ask about the next steps in the hiring process and when you might hear from the recruiter.
- Stand, shake hands, and thank the recruiter again. Make sure you have the recruiter's name and contact information.

Interview Etiquette continued

- Exit the interview room. Most often the recruiter will accompany you back to the reception area.
- Gather your belongings, thank the receptionist, and depart.

After the Interview:

- Immediately after the interview, do a self-assessment. Make notes to include the interviewer's name and contact information, any agreements made, and information that you gave that may have been incomplete – that you may wish to explain further in a thank you note/letter, or as follow up correspondence.
- SEND A "THANK YOU" note or email within 24 hours.
- It's okay to follow up in a timely manner – (i.e. one week) – but be respectful of the recruiter's time and busy schedule.
- After you have accepted a position, STOP INTERVIEWING.

Send a note to all employers who you think are still considering you for employment and inform them that you have accepted employment. Send thank-you notes to your references and those who assisted you in your search. Inform them of your success and the company and position you have chosen.

Inform the Career Services Department of your decision. This allows them to help other candidates and companies looking for available candidates.

- NEVER renege on an offer you have accepted. If you cannot honor your commitment, discuss the circumstance with the Career Services Department prior to taking action.
- When you turn down an employment offer, consider that you may have future opportunities with that company. Be polite and professional. Turndowns should be made by phone or in person. Email is unacceptable.

Phone & Video Interview Tips:

- Dress in the same attire as though you were going to an in-person interview.
- Make sure your interview location is free from distractions or other noise. Close doors if necessary and turn off other electronic devices (cell phones, TV, iPod, tablets).
- You may use one of Career Service's interview rooms if you don't have a quiet space. Check with staff to see if there will be an interview room available for you at your interview time.
- Keep a copy of your resume and other interview materials in front of you.
- Have a writing tool and paper ready for notes.
- If interviewing with more than one person, write the names of each interviewer on your notepad. For a phone interview especially, this will help you visualize responding to the interview team.
- If possible, turn off call waiting. Otherwise, don't answer it!
- Practice with a friend or family member. Have someone call or video message you and ask you interview questions.
- Speak clearly and confidently.
- SMILE!
- Take your time. Don't rush your answers.
- If you're worried about a weak cell phone reception, you may use one of our interview rooms' landline phones. Contact Career Services to see if an interview room will be available for your interview.

Are You Ready for that Important Interview?

- I have researched the company.
- I have some idea of the company culture, product/service, and location.
- I have formulated my goals for the interview:
 - Make a good first impression
 - Show interest and enthusiasm
 - Talk about my strengths and interests
 - Have a strong closing – i.e. re-emphasize my interest, ask for information regarding the next step in the selection process
- I have conceptualized the position, and in addition to my technical skills, I am prepared to talk about previous experiences that show that I have:
 - Leadership skills
 - Communication skills (speaking, persuading, writing)
 - The ability to get along with others
- I am prepared to answer questions regarding:
 - Short-term objectives
 - Long-term objectives
 - My strengths (with concrete examples, if needed)
 - My weaknesses (areas which need improvement and corrective actions taken)
 - Why I'm interested in this position
 - Why I'm interested in this company/organization
 - Why I chose MSOE and my major(s)
 - Myself (tell me about yourself – why should I hire you?)
- I have prepared some questions I want to ask regarding:
 - Work environment
 - Training program(s)
 - Typical career paths
 - The company's vision
 - Other
- I am ready to “dress for success.”
- I have all the necessary materials in my portfolio:
 - Resume
 - Cover letter
 - List of references
 - Unofficial transcript
 - Work/project samples
 - Professional Development Transcript (PDT)
 - Notepad and writing tool

Interview Questions

Following are some typical behavior-based questions that interviewers often ask. The job competencies they are designed to measure are in parentheses.

- Describe a situation in which you had to use reference materials to write a research paper. What was the topic? What journals did you read? (research)
- Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (communication)
- Describe a situation in which you recognized a potential problem as an opportunity. What did you do? (initiative)
- Give me a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result? (assertiveness)
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? (commitment to task)
- Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What roles did others play? (creativity and imagination)
- What, in your opinion, are the key ingredients in building and maintaining successful business relationships? Give me examples of how you've made these work for you. (relationship building)
- Describe a time when you got co-workers or classmates who disliked each other to work together. How did you accomplish this? What was the outcome? (teamwork)
- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn (time management)
- Describe a specific problem you solved for your employer or professor. How did you approach the problem? What role did others play? What was the outcome? (decision making)

National Association of Colleges & Employers (NACE)
For more examples contact the MSOE Career Services Department.

Your Second Interview – The Onsite Visit

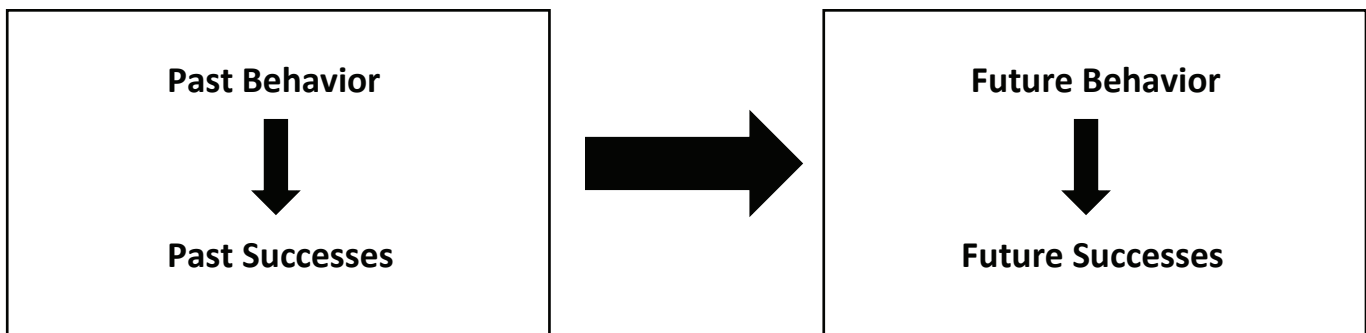
- Enjoy this opportunity! You've made the "short list."
- Be yourself, your best self. Be enthusiastic, interested, energetic, and friendly.
- Remember, you're being evaluated from the time you enter the front door – including during lunch – to the time you exit the parking lot.
- Everyone you meet is important – including receptionists and secretaries.
- Review your notes (including your mental notes) from previous interviews and contacts with this organization.
- Research the organization. Develop several appropriate questions to ask.
- During the visit, attempt to get all the information you need (exception – salary: let them bring that up) so that you can make a proper decision should an offer be extended. Typically offers will come later, by phone, email, mail, or a combination.
- Be prepared to talk salary if they bring it up. An appropriate response might be; "last year's (your major) averaged \$ ____ with offers ranging as high as \$ ____."
- Send a brief "thank-you" to everyone you meet.

Answering Behavioral Interview Questions (STAR Method)

Behavioral interviewing is commonly used by most employers today. They can be difficult to answer if you haven't prepared yourself for them.

So what are behavioral questions?

- They are questions that usually start with “Tell me about a time when... or describe a situation... or how would you handle...?”
- You have the opportunity to share the skills you have used in the past to be successful in various situations.
- The premise behind “Behavioral Interviewing” is that past experiences, behavior, and success can help predict future behavior and success.



- A good way to answer these types of questions is to remember the STAR method:

Situation: Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation.

Task: Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience, or any relevant event.

Action: Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did to contribute to the project. Don't tell what you might do, tell what you did.

Results: What happened? How did the event end? What did you accomplish? What did you achieve and/or learn?

Get your stories ready and practice telling what makes you a '**STAR**' candidate for the position.

“Tell me about yourself” ...Preparing a 30-second Elevator Pitch

Prepare your response in writing.

Identify three or four specific key strengths you want to include in your response.

1.

2.

3.

4.

Write/draft a story that incorporates the above responses. Revise and re-write until it can be shared verbally in 30 seconds or less.

Practice presenting your response out loud. Get feedback from others. Record it and play it back so that you're comfortable with your response and can give it in a natural, spontaneous manner.

By preparing to respond to this common interview question, you will make a good first impression, set the tone for the interview, and direct the interviewer to follow-up questions that center around the strengths that you have identified.

Uses of your “elevator pitch”:

- At a networking event or career fair
 - Use the above as a general introduction to your strengths and interests.
 - End with a question so the conversation starts smoothly.
- At an interview
 - In addition to the above, be sure to describe what interests you about the job opportunity and company.

Questions to Ask Employers*

Initial Interview

- What characteristics do the achievers in this company seem to share?
- Is there a lot of team/project work?
- Where is this position located?

Initial & Second Interview

- Please describe the responsibilities of the job for me.
- What kinds of assignments might I expect during the first six months on the job?
- Is this a new position or am I replacing someone?
- What do you like best about your job/company?
- What qualities are you looking for in the candidate who fills this position?
- What skills are especially important for someone in this position?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved in this position?
- What is the next course of action? When should I expect to hear from you, or should I contact you?

Second & Subsequent Interviews (Often the Company Interview)

- Does your company encourage further education?
- How often are performance reviews given?
- What are your growth projections for the next year?
- What are some of the challenges facing your staff department now?
- What is the typical workday like?
- Do you fill positions from the outside or promote from within?
- Will I have the opportunity to work on special projects?
- Ask questions regarding the quality of life issues (housing, hospitals, schools, cost of living, etc.) that are appropriate.

After You Have Received the Offer

- This is the time to negotiate salary and any particulars of the job offer.

*These are just guidelines. The conversation will drive the interview questions.

Creating a Professional Virtual Presence

Emailing

- Try to avoid using “Textese” or texting language. Even if you only use Textese with your friends, those terms can accidentally slip into your professional emails, especially if you are sending an email through your mobile phone.
- Re-read every email before sending to catch spelling or grammar errors. Read aloud to help catch grammar mistakes.
- Subject line should be short and straightforward.
- Include an email signature or your full name along with Milwaukee School of Engineering (MSOE) and degree within your emails. Most platforms, like Outlook, provide the option to include your email signature automatically when you create a new email.
- If you are trying to schedule an appointment or responding back to an employer asking for your availability for an interview, include at least a week’s worth of your availability stating the dates and timeframe (i.e., Monday, February 16 from 11:00 a.m. – 3:00 p.m.). This will save you and your contact time from constant emailing, especially since many employers, faculty, and staff have additional appointments, tasks, and personal constraints.

LinkedIn

- Everyone, no matter if you are a freshmen or senior, should create a LinkedIn profile. Find friends, professors, supervisors, colleagues, and staff to help increase your network. Please see page 24 for more advice on LinkedIn.

Social Media

- Be aware of what you and your friends post on your social media profiles. Although many sites provide privacy settings, not everything is hidden. Posting inappropriate pictures, such as underage drinking, may disqualify you from a potential job or internship. Employers DO search for their applicants’ profiles.
- If social media friends tag you in inappropriate statuses, pictures, or other content, de-tag yourself.
- Try to upload or tag yourself in group pictures, especially those involving your extracurricular activities. These pictures show that you are actively involved outside of school and work.
- Be careful of what you share in your statuses and tweets. You may be held accountable for anything negative you share about work, classes, and other professional environments. You may even face disciplinary action.

Google

- About twice a year, especially when you are applying for jobs and going through interviews, google your name. Look at what information you are mentioned in and see if there is anything negative. If you have the capacity to remove any negatives, such as inappropriate pictures on social media, do so!

LinkedIn

Employers and recruiters are actively searching for qualified candidates through LinkedIn, an online professional networking tool (www.linkedin.com). To better prepare your profile for the internship, job, or graduate school search, consider these tips:

- Include a nice, professional head shot for your profile photo, preferably one where you're smiling!
- Update your professional headline for the job/industry that you're interested in. Use "BioMolecular Engineer seeking Internship starting June 2018" instead of "Milwaukee School of Engineering Student" or "Waitress at Luxury Restaurant".
- In your Summary, include your elevator pitch, what you're searching for, and specific key skills and interests. If you are interested in specific companies or graduate school programs, include that in your Summary!
- Personalize your LinkedIn URL. Not only is it easier to include on your resume, but it's also easier for recruiters/employers to find your profile as well. To personalize your URL:
 - View your LinkedIn profile.
 - In the right sidebar, click on the "Edit your public profile" button.
 - In the upper right box, you'll see "Your public profile URL." Click on the blue pencil after your URL.
 - Enter what you would like your personalized URL to be and click 'Save'. We suggest using something consistent to your name, but if someone else has it, you may have to add numbers or other characters.
- Join a number of groups that are relevant to your industry, personal interests, geographical location, and education, especially MSOE-affiliated groups, and follow as many employers and/or schools that you're interested in. This increases your second and third connections, which increases the chances of people looking at your profile.
- Connect with all the people that you know: friends, family, colleagues, faculty, staff, etc. Also, ask your connections for endorsements and recommendations. Another way to encourage your connections to endorse and recommend you is by doing the same on their profiles.
- LinkedIn is a great tool to connect you with professionals in your industry. If you are looking for a professional, i.e. to conduct an informational interview with, use the LinkedIn alumni search tool. On your profile, click on 'Milwaukee School of Engineering' and you'll be taken to the university's LinkedIn page. Next, click on "See Alumni." On here, you can search for alumni by employer name, job title, education, and/or geographical area. Send an alum a personalized connection request and/or InMail to see if they would be willing to have a conversation with you about their employer, graduate program, work history, post-MSOE transition, etc. 90% of the time, they want to chat with you!
- Keep your LinkedIn profile up-to-date and double-check for any misspellings or grammar errors. Have a friend review your LinkedIn profile or stop by Career Services for assistance.

Making Career Fairs Work for You

Purpose of Career Fairs

Why is your participation in career fairs/job fairs important?

- It gives you experience talking with employers. You can practice selling yourself and thereby build confidence when interviewing.
- You have an opportunity to build a network of people in career fields and companies in which you may have an interest.
- You have opportunities to gain additional information regarding career options and opportunities for people with your major.
- Although it is unlikely that job offers will be received at a career fair, your follow-up with the contacts can lead to invitations to interview. However, some employers DO conduct interviews during the career fair!
- Meeting people and establishing an immediate positive first impression is a valuable skill. Career fairs provide the opportunity of meeting many people.

Employer Expectations

- Employers expect you to be professional and able to initiate conversation by approaching a representative.
- You will be able to communicate your goals, interests, and strengths.
- Have copies of your resume with you.
- Conducted research on the company and developed a list of appropriate questions to ask the employer representative.
- You will ask for the employer representative's business card.

Create a Positive First Impression

- Dress professionally. Be positive and friendly.
- Present a well thought out, rehearsed introduction. Communicate in a friendly, personable, confident manner. Show interest by asking a question or two.
- Present an effective, error-free, one-page resume with a focused objective and qualifications. If you need assistance, visit the Career Services Department.

Your Goal

Your goal should be to establish rapport with a number of employer representatives with whom you can follow-up in order to get your resume noticed by persons with the authority to extend invitations to interview or extend job offers.

Pre-Career Fair Steps

1. Prepare Your Introduction

Prepare your introduction to include your job interests and qualifications. Your introduction should be a one-minute commercial to include your academic successes, activities, work experience, skills, and career goals. This is similar to the response you would give in an interview when questions like "Tell me about yourself?" and "Why should I hire you?" are asked. You may end your commercial with a question so the conversation will continue.

2. Research the Companies

Review the list of registered employers through Handshake's Career Fairs webpage. Look through the list of companies to see which matches the industries you're the most interested in. Review their website to check out their openings, mission, values, products, etc.

Making Career Fairs Work for You

3. Create Your A-B-C Lists

List A	List B	List C
<p>The list of companies that you MUST speak with during your allotted time at the Career Fair. Closer to the date of the fair, look at the map to find where each company's booth is located.</p> <p>During the fair, if there is a long line at each of your "A" companies, instead of wasting time in line visit your List "B".</p>	<p>The list of companies that interest you, but if you do not have time to meet with them, that's okay.</p> <p>This list is helpful for when your "A" companies are very busy, so use your time effectively by visiting your "B" companies.</p>	<p>The list of companies you are not interested in (which you do not have to literally create a list).</p> <p>If you are very nervous at the fair, visit one of the companies from your List C to help practice your commercial/elevator pitch.</p>

4. Develop a List of Questions

Ask questions that will provide you insight on how to effectively sell yourself to the employer. Examples: What kinds of entry level (or internship) positions are available in your company? What skills and attributes do you look for in a successful candidate? Is there a GPA cut-off in the hiring process? And if you do not meet the GPA, what options are available to you? What personality traits are important for success in your organization/department? What do you enjoy most about your role at your organization/department?

During the Career Fair

1. Bring copies of your resume along with a notepad, pen, and other materials you want to showcase to employers.
2. Approach your "A" and "B" companies, have great conversations, and ask for each representative's business card.
3. After having a conversation with a representative, write down notes on your notepad and/or the representative's business card. This will help with personalizing a follow-up thank you email and/or LinkedIn connection request.

After the Career Fair

1. Formalize your notes with names of contacts and information gained from companies you have interest in.
2. Send a thank-you email within 24 hours to company representatives with whom you feel you have made a positive connection. Include a copy of a more focused version of your resume based on information gained from your brief contact and research you have done on the company.
3. Think of other opportunities to follow-up from time-to-time with companies that you have the greatest interest in. For example, connect with the employer representatives on LinkedIn and follow companies. For other ideas, contact the Career Services Department.

Networking

Networking is a powerful strategy you may use in the job search. It involves meeting people face-to-face, letting them get to know you, learning about them and asking them for information about the job market and potential openings.

You don't have to be pushy and aggressive. Interact with people in a manner that is comfortable and natural for you. Networking is simply making friends.

You don't have to begin from scratch. Your friends, faculty, former employers, family, and colleagues are a network. Your job is to expand it.

Networking Basics

- Look for networking opportunities by joining groups, volunteer for projects and committees, attend meetings and conferences. Be a "joiner."
- Identify contacts and keep a list of these contacts:
 - Friends
 - Professors
 - Professional organizations
 - Relatives
 - Alumni
 - Decision makers
 - Cross check contact list with list of target companies you developed via research.
- Organize yourself – use LinkedIn, software package, business cards, index card file, etc.
- Set and schedule goals – number of calls, face-to-face contacts per day.
- Prepare a script.
- Arrange face-to-face personal meetings (ask for 15-30 minutes).
- Arrange telephone or video messaging information sessions (if face-to-face meetings are not possible).
- Send follow-up thank-you emails or letters.

The Phone

The phone is a critical tool in your job search process. Next to a face-to-face or video meeting, this is the most effective way to find a job. Consider the following suggestions for getting the best results from phone contacts:

- Convey a pleasant, confident image. Smiling while you talk on the phone will create this "audio image" on the other end of the phone. (Try it – it works!)
- Prepare a script. Keep your statements concise.
- Take notes of your conversation, including the date of your discussion.
- Call before 8 a.m. or after 5 p.m. if you are having difficulty reaching the person.
- Make sure you get the secretary's name and use it. He/She can make or break your efforts.
- If you get voice mail, leave a brief message; then try to reach a "real person" and ask if they know a good time you can call back to talk to the desired individual.
- Arrange voice mail, answering machine, or an answering service for yourself to catch your return calls when you are not at home. You will get calls.
- Your resume will get to employers that you may not expect. And you will get calls that you may not expect. Be prepared for the "unexpected call."
- If you use voice mail or an answering machine, be sure your outgoing message is appropriate.
- Prepare a short script and place it by the phone to help you to adjust to the business nature of the call.

Personal Branding – The Power to Connect

I have heard about branding, but what is a Personal Brand and how does it differ from a brand?

A **brand** is a trademark or distinctive name identifying a product or a manufacturer and it can be short-lived.

A **Personal Brand** is a process which, by definition, is continuous and it provides an opportunity for asset creation for people and their careers.

Personal Branding includes:

- Physical and electronic presentation
- Knowledge, skills and abilities

The goal of a Personal Brand is to create an indelible imprint that is unique and unsusceptible to differing interpretations.

Why is having a Personal Brand important?

In today's global environment, having a way to significantly differentiate yourself from others is essential because we face an unprecedented level of surplus talent that is available in the marketplace.

Additional factors include:

- Demographics (people are living longer and having to work longer)
- Technology (the advent of the Internet and social media)
- Diversity (we have the greatest age span in the workforce that we have had at any period in our history, and a huge range of culturally diverse people)
- Change (the pace of change is accelerating with rapid speed and will continue)

How do I display my Personal Brand?

There are several key ways to display your Personal Brand.

- **Build on Your Strengths** – This suggests that you know your strengths and developmental needs. The best way to ascertain your strengths and developmental needs is to convene a personal board of directors or mentors who will share candidly and honestly what they see in you.
- **Be Consistent in Words and Actions** – If there is ever a question as to which people will believe (i.e. words or actions) they will always believe your actions.
- **Service to Others** – Your Personal Brand must be built on service to others first or you will be seen as self-serving.
- **You Can't Do Everything** – Don't try to be everything for everybody. Build relationships, but know your limitations and don't be afraid to let people know when you will not be able to support an effort.
- **Your Personal Brand Speaks Even When You Do Not** – From the moment we walk in a room, people are assessing us. Therefore it is imperative that people see you as present in the moment. Your personal grooming, ability to make eye contact, confidence, comfort in who you are, pleasant demeanor, and your handshake will affect your personal brand.

By being cognizant of your **Personal Brand** and displaying it on a consistent basis, you will give yourself a chance to create the competitive advantage you need to help move others ahead. In doing so, you will benefit as well.

The above information was provided by Julius E. Rhodes, SPHR, who is Founder and Principal of the mpr group, a full-service, broad-based human resources and management consulting practice based in Chicago, Illinois, and the proud parent of an MSOE alum. He is a lifetime certified Senior Professional in Human Resources, and the author of BRAND: YOU – Personal Branding for Success in Life and Business, which is now in its second edition. To find out how his services can benefit you, he can be reached via e-mail at jrhodes@mprgroup.info, by phone at 773-548-8037, or through his website at: www.mprgroup.info.

How to Write a Thank You Letter

Your Name

Your Mailing Address

Your Phone Number

Your Email Address

The Date formatted as “Month Day, Year” (e.g. October 15, 2017)

Recipient’s Name

Recipient’s Title

Recipient’s Company

Recipient’s Mailing Address

A salutation greeting with Recipient’s name

The first paragraph expresses your sincere appreciation. Make your thank-you note warm and personal.

The second paragraph reemphasizes your strongest qualifications and connects the reader back to something specific you discussed during the interview. This will help the reader remember you as an individual if they interviewed multiple candidates for the position. Draw attention to the good match between your qualifications and the job requirements.

The final paragraph reiterates your interest in the position. Use the opportunity to provide or offer supplemental information not previously given or discussed. Restate your appreciation for the interviewer’s time and consideration.

A complimentary closing,

Your signature

Your Name

NOTE: Handwritten thank-you notes would be more concise, typically considering all three paragraphs into one shorter one. In addition, you would not need to include the formal contact information formatting at the top if sending handwritten or as the body of an email. It is recommended that all thank-you notes be sent within 24 hours of the interview or career fair, or as soon as possible thereafter.

Example Thank You Letter

Sam McTester

1025 N. Broadway #370
Milwaukee, WI 53202

(414) 277-7119
sam.mctester@msoe.edu

October 15, 2017

Dr. Casey Johnson
Personnel Director
ABC Company
123 Example Street
Milwaukee, WI 53207

Dear Dr. Johnson,

I would like to thank you for taking the time to interview me yesterday for the Electrical Design Engineer position with ABC Company. My interest in the position has grown significantly after touring the facility and meeting the engineering team. I look forward to applying my electrical engineering background in such a cooperative and efficient environment.

I really enjoyed speaking with you about my internship at Example Company and the electrical components I designed using AutoCAD. That experience, combined with my solar boat senior design project, has really prepared me for success as a design engineer.

Thank you again for the opportunity to meet with you and your staff and for your continued consideration of my candidacy. Please do not hesitate to contact me at (414) 277-7119 or sam.mctester@msoe.edu if I can provide you with any additional information.

Best regards,



Sam McTester

Example References Page

Sam McTester

1025 N. Broadway #370
Milwaukee, WI 53202

(414) 277-7119
sam.mctester@msoe.edu

References

John Smith – Design Engineer
Example Company
Supervisor
123 Example Street
Milwaukee, WI 53202
(414) 555-0101
smith@examplecompany.com

Jill Leslie – Manager
Greg's Pool Supply
Supervisor
1234 Paradigm Road
Farmington Hills, MI 48336
(248) 555-0102
JLeslie@gregspoolsupply.com

Dr. Case Example – Department Chair
Milwaukee School of Engineering
Professor
1025 N. Broadway
Milwaukee, WI 53202
(414) 555-0103
example@msoe.edu

NOTE: References are generally given to an employer after an interview has taken place or as part of the application packet if requested.

Professional Development Transcript (PDT)



The **Professional Development Transcript (PDT)** is a tool provided by the MSOE Career Services Department to help you plan and keep track of your skills and experiences. In addition to your technical background, employers look for the following skills:

- Critical thinking/problem solving
- Communication
- Leadership
- Ability to work in a team
- Relationships
- Comfort with diversity
- Global interactions

The purpose of the PDT is to have you do an ongoing self-assessment, identify strengths and challenges, and serve as a guide to develop strategies to improve in these seven skill areas enhancing your overall professional development. It is a self-generated and maintained document that you can use to prepare for interviews for employment or acceptance to graduate school.

The PDT will allow you to:

- 1) Select activities or experiences you have been involved in
- 2) Identify the skills related to that activity
- 3) Reflect and record how you developed or applied those skills

Create and access your Professional Development Transcript at <https://resources.msOE.edu/pdt>

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Looking for a **CAREER?**

Look no further! Contact the below employers that have showcased their employment opportunities throughout this Career Services Department Guide. These employers are actively seeking to hire college graduates like you.

Visit www.CAREER-GUIDES.net for additional information about these employers and many more career opportunities!

**These
employers
are looking
for YOU ...**



**... what are
YOU
waiting
for?**

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Convergent Technologies
GRAEF
HydraForce, Inc.
J.F. Ahern
Midwest Engineered Systems
Rexnord
Snap-on Tools
The Hill Group
Toshiba
Tweet/Garot Mechanical, Inc.
Wildeck

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- Adam Ludvigsen, IE 2018

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