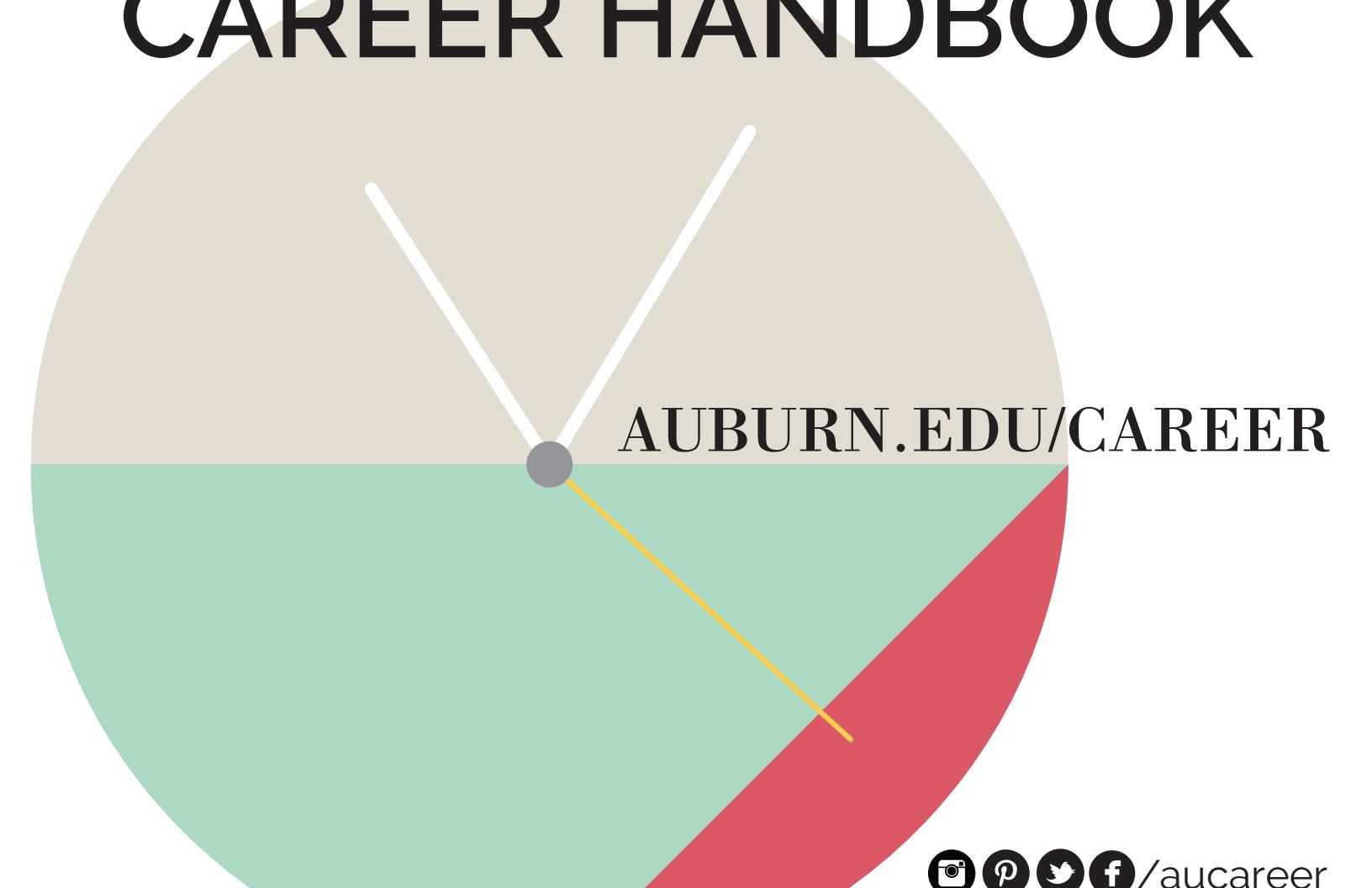


IT'S YOUR TIME

AUBURN UNIVERSITY CAREER CENTER

CAREER HANDBOOK



AUBURN.EDU/CAREER



BUILDING SUCCESS...



AMERICAN BUILDINGS

A NUCOR COMPANY

BUILDING YOUR FUTURE

How to reach us:

Jan W. Spitzer, SPHR
Human Resources
AMERICAN BUILDINGS COMPANY
(334) 688-2356
Email: jspitzer@americanbuildings.com

www.americanbuildings.com

*American Buildings Company is an
EEO/AE Employer and a Drug-Free
workplace*



AUBURN UNIVERSITY INDOOR PRACTICE FACILITY

ESTIMATED, DESIGNED, DETAILED (DRAFTED) AND FABRICATED BY
AMERICAN BUILDINGS COMPANY
USING PROPRIETARY SOFTWARE SYSTEMS

American Buildings Company, a NUCOR* Company, is proud to be part of the United States' largest and most profitable steel producer. Nucor is also North America's largest steel recycler. ABC designs, manufactures, and markets metal building and roofing systems for industrial, commercial, and institutional markets.

At American Buildings Company we fully understand future success will come from the quality, ability and passion for excellence of our teammates.

Significant career opportunities are available for motivated professionals. We offer a promotional pattern that provides ongoing advancement potential for our teammates. Professional areas include Civil Engineering, Building Science, Construction Management, Computer Aided Drafting and Design (CADD), Sales, and Information Technology, including .NET development. Our offices nationwide provide a diverse choice of locations in which to live and work.

We are profitable, growing, and committed to providing a dynamic working environment where our employees can fully develop their careers. Our five part compensation program includes a competitive base pay, incentive plan, 401k, profit sharing, and employee stock purchase, along with paid vacation and holidays and optional health benefits.

* Read about Nucor in the #1 Bestseller *Good to Great* by Jim Collins

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IT'S YOUR TIME

AUBURN UNIVERSITY
CAREER CENTER
HANDBOOK

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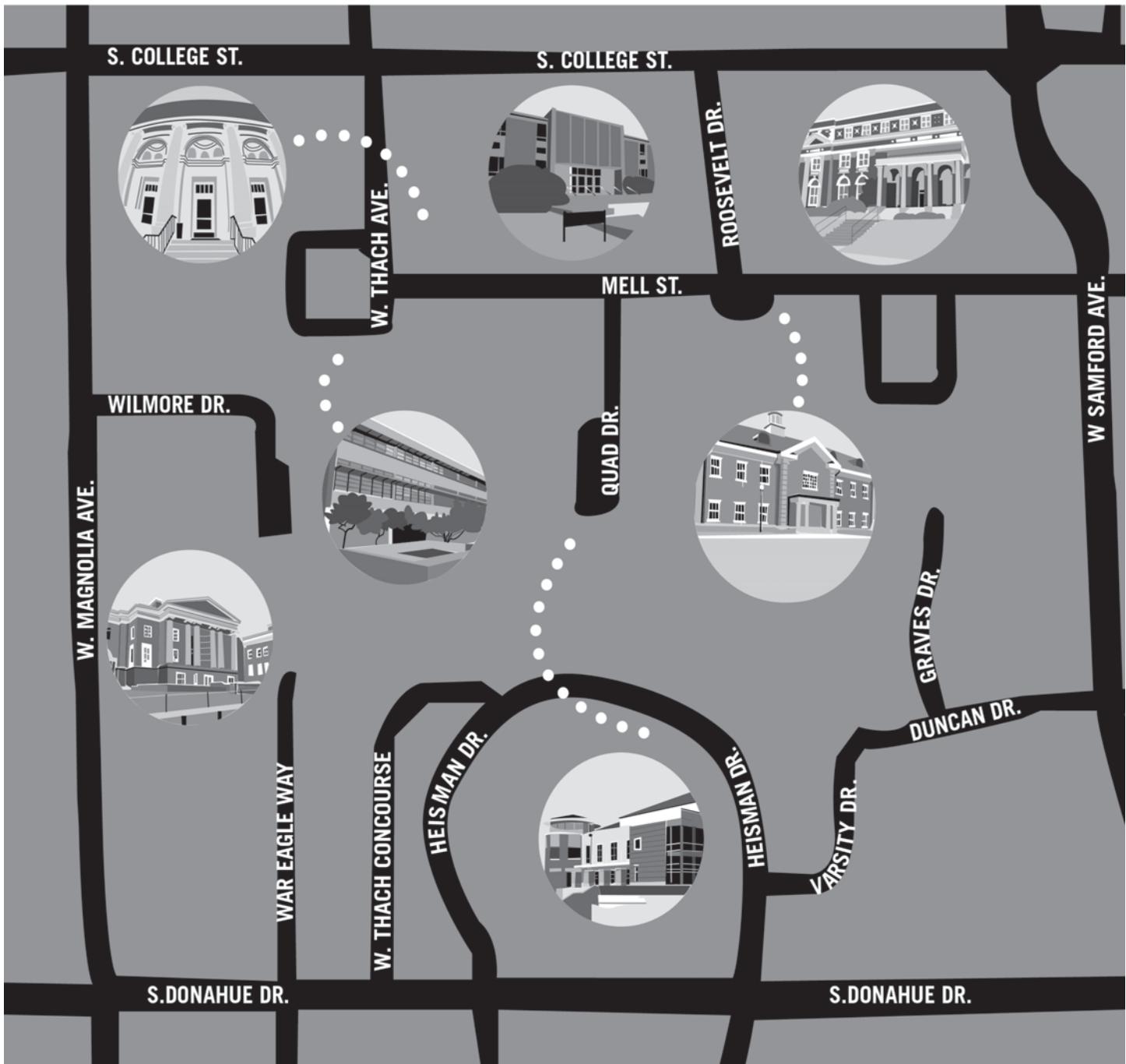
EXECUTE
YOUR
JOB SEARCH



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START
YOUR
CAREER





CAREER CENTER EVENTS



auburn.edu/career/events

PART-TIME JOB FAIR
August 27, 2013

GET COOKIN' WITH THE CAREER CENTER
September 10, 2013

CAREER EXPO: ENGINEERING & TECHNICAL
September 18, 2013 & February 11, 2014

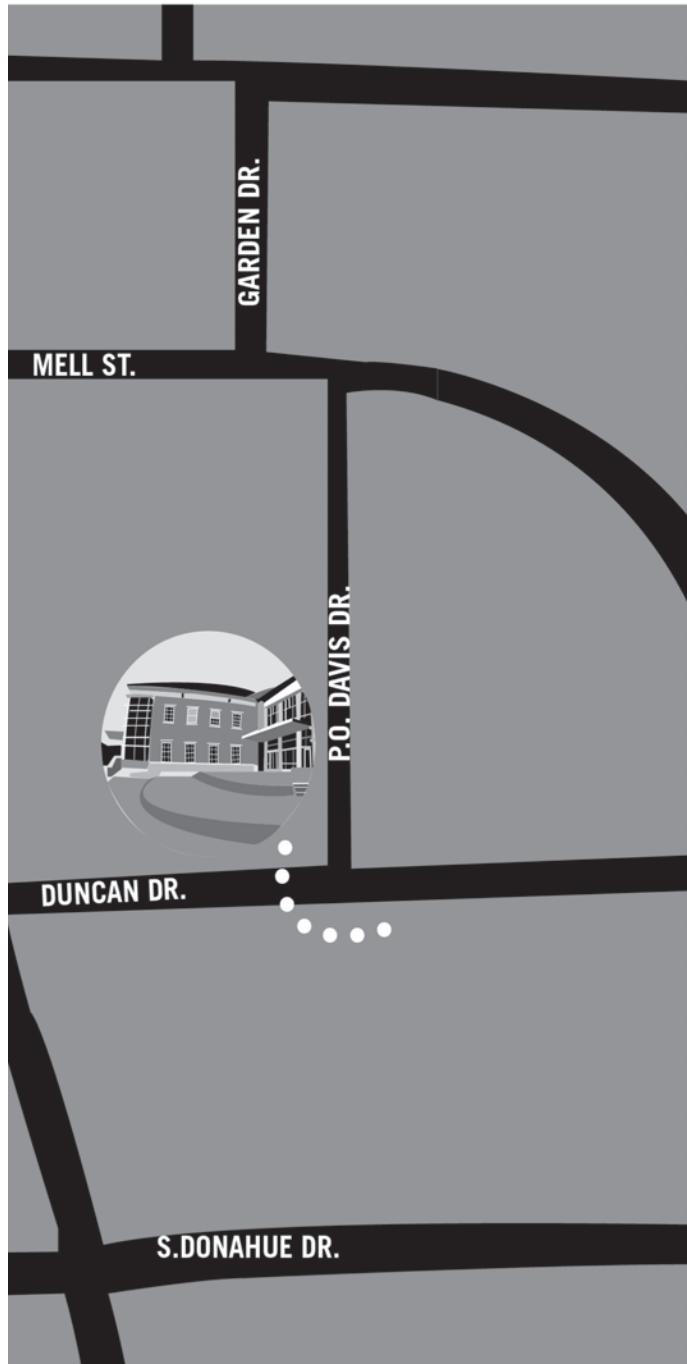
GRADUATE & PROFESSIONAL SCHOOL FAIR
October 9, 2013

EDUCATION INTERVIEW DAY
October 15, 2013 & March 4, 2014

MAJOR EXPLORATION DAY
October 17, 2013

CAREER EXPO: ALL MAJORS
October 22, 2013 & April 8, 2014

INTERNSHIP & SUMMER JOB FAIR
January 22, 2014



AUBURN UNIVERSITY *Career Center*

334.844.4744
303 Mary Martin Hall
auburn.edu/career

APPOINTMENTS
8am — 4pm

WALK-IN HOURS
Noon—4pm

on LOCATION



MARY MARTIN HALL



SPIDLE HALL



VETERANS RESOURCE CENTER
FOY HALL



FORESTRY & WILDLIFE
SCIENCE BUILDING



STUDENT CENTER



SHELBY CENTER



SCIENCE CENTER
CLASSROOM



COMER HALL

LIAISON HOURS *Career Counselors On Location*

To see when a career counselor is available for walk-ins in the locations listed above, visit auburn.edu/career/counselors.

OFFICE OF PROFESSIONAL & CAREER DEVELOPMENT

HARBERT COLLEGE OF BUSINESS | 101 LOWDER BUILDING | 334.844.7203

THE OFFICE OF PROFESSIONAL & CAREER DEVELOPMENT (OPCD)

Our goal is to develop your career management skills, to establish your professional presence, and to facilitate opportunities to engage with employers.

Business Career Formation:

- Provide one-on-one career coaching
- Provide relevant information allowing you to make informed career decisions
- Give résumé feedback and guidance
- Opportunities to learn and master company research and job-search skills
- Develop interview skills and salary negotiation skills



Business Professional Formation:

- Expose you to all COB majors
- Provide initial professional business skills
- Available business professionalism coaching
- Strengthen your interpersonal job skills
- Essential for getting, keeping and excelling in your career

Our professional and friendly staff wants you to succeed both academically and professionally. Let the OPCD be your partner as you embark upon becoming a future global leader! *Come see us!*



UPCOMING OPCD INDUSTRY WEEK EVENTS

FALL 2013 INDUSTRY WEEKS

- SEPTEMBER 16-20** (M-F) Consulting & Technology (CONTECH)
SEPTEMBER 23-27 (M-F) Supply Chain/Operations & Aviation MGT. (SCOA)
SEPT 30 – OCT 4 (M-F) Finance/Corporate Accounting (FICO)
OCTOBER 14-18 (M-F) Marketing/Sales/Retail (MSR)



SPRING 2014 INDUSTRY WEEKS

- JANUARY 27-31** (M-F) Marketing/Sales/Retail (MSR)
FEBRUARY 3-7 (M-F) Finance/Corporate Accounting (FICO)
FEBRUARY 10-14 (M-F) Consulting & Technology (CONTECH)
FEBRUARY 17-20 (M-R) Supply Chain/Operations & Aviation MGT. (SCOA)

FIND MORE OPCD EVENTS: JOBS.AUBURN.EDU



CONNECT:

Office of Professional & Career Development
– Auburn University COB



FOLLOW:

AU_OPCD



LIKE:

facebook.com/AUOPCD

LETTER from the DIRECTOR



War Eagle!

Let me be the first to say that we hope you find the Career Center Handbook useful in your career selection process. The Career Center staff has worked hard to provide a handbook that takes the guesswork out of how to find not only a job, but a career.

The career selection and attainment process is just that, a process. It is likely not something that will happen overnight or instantly, but by using this manual we hope



to make that process a little easier for you. Through each chapter, you will be guided in assessing who you are, discovering your possibilities, honing your skills, and applying these items to your job search. Ultimately, you will end with tips for successfully transitioning to the world of work.

This handbook is by no means comprehensive nor should it be your only resource, but it is an excellent place to start and a great way to discover additional resources and tools. As you go through and explore let me explain some of the things you'll see throughout the handbook:



Twitter: Look for this for real tweets from employers, providing real insight from the people that hire!



Quote: You'll find student and employer prospectives with these. Recent up to date real life experiences from people going through what you are.



Next Steps: These helpful steps provide you action items for moving forward in your process with extra space for you to come up with your own.



Timeline: Wondering when you should start that job search or when you should do certain experiences? Look for these to take the guesswork out of when.



INFO: These provide little facts and figures often overlooked in the process pay close attention, the information will be valuable to you!



Student Example: These students have successfully accomplished their goals, look to see their process and learn from their successes.

As always be sure to check out our website (auburn.edu/career) for additional information and services or feel free to come by our office for assistance from one of our talented counselors. The Auburn University Career Center is always happy to help you in your process, you need only ask.

Sincerely,

NANCY BERNARD, M.Ed.
Director of AUCC

MENU — of — SERVICES

CAREER PLANNING

- Career Counseling: Free one-on-one sessions
- Interest and Personality Assessments
- Resource Library: Major and career information
- Workshops and Events

COURSES

- UNIV 1150: Exploring Majors Learning Community (freshmen only)
- COUN 1000: Career planning course (freshman and sophomore level)
- COUN 2000 & 2003: College to career transition (junior and senior level; offered on-campus and online)

JOB/INTERNSHIP SEARCH PREPARATION

- Career Coaching: Free one-on-one sessions
- Résumé and Cover Letter Reviews
- Interview Practice
- Resource Library: Job search guides
- Workshops and Events

JOB & INTERNSHIP SEARCH jobs.auburn.edu

- Tiger Recruiting Link (TRL): job/internship listings, career expos and on-campus interviews
- CareerShift: Comprehensive job search and networking site
- GoinGlobal: Information on working abroad
- InterviewStream: Online interview practice software

DIGITAL CAREER CENTER

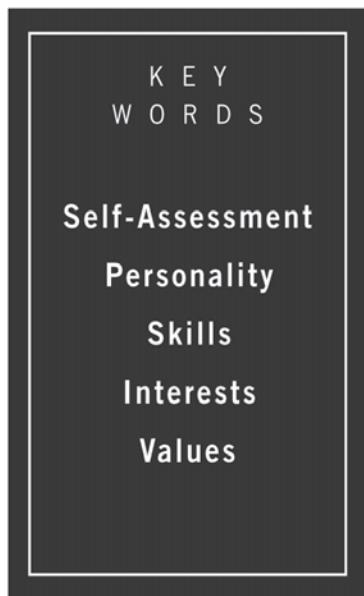
- Career Center Resources: auburn.edu/career
- Job Search Resources: jobs.auburn.edu
- eResume Review: eresume@auburn.edu (Subject: eResume)
- "Like" us: facebook.com/career
- Follow us: twitter.com/aucareer
- View our pins: pinterest.com/aucareer
- Join our group: [Linkedin.com](https://www.linkedin.com/groups/Auburn-University-Career-Center)
(Search: Auburn University Career Center)

SPECIAL PROGRAMS

- Auburn on the Hill Congressional Internships: auburn.edu/Washington
- Delta Epsilon Iota Honor Society: auburn.edu/dei
- Peer Career Advisors: auburn.edu/career/pca



K N O W Y O U R S E L F



When planning your career, you are not just looking for a job, you are looking for an occupation you will follow as your lifework. When you grab a job somewhere, it's just a "job" or a "paycheck." It's not usually something you plan to do for the rest of your working life. Careers will often become a part of your identity. You might introduce yourself with your name and your field of work. "I'm Steve Smith and I'm an accountant." Therefore, it's important that your career is a good "fit" for you. A field that you'll enjoy and one where you want to continue to work, learn and become successful. But just picking a career field does not guarantee you will do well in it. Use Steve's career, Accounting, as an example. This job often involves spending a great deal of time working with numbers, in front of a computer, often working alone and the ability to pay attention to detail.

This section will introduce you to several self-assessment strategies that can help you make an educated decision about your career path. As you gain more specific information about yourself, you will

then be able to better gauge whether or not you want to spend eight hours of your day, forty hours of your week, etc. doing these activities. If you identify yourself as being someone who enjoys being around people, wants to work outside more than inside, and are not a particularly detailed person – you would know that the accounting field might not be the career you want to pursue. Without knowing yourself, you can often make mistakes in selecting the right career direction and setting. Taking the time now to assess yourself will help you make the best use of time later when developing your résumé, applying for jobs and preparing for interviews and will help you find the right career for you. ●

Phyllis Bickers M.Ed., N.C.C.
Career Counselor



self ASSESSMENT

Before beginning your job search, it is important to take stock of who you are, what you do well, what you want to do in your job, and what you value in your life. Thinking about your personality, skills, interests and values is as easy as taking a little time to reflect on your unique experiences. This self-assessment will enable you to more effectively target the types of companies and positions that interest you as well as help you communicate your skills, experiences and goals to potential employers.



Sarah M., a communication major, had a great eye for details and enjoyed working independently on projects. Always the compassionate type, Sarah thrived on helping others in her own quiet way and could quickly persuade others to join her mission. She was skilled in listening closely to others and developing written communications. Following self-assessment, Sarah decided to look into careers as a grant writer for a non-profit organization or a research specialist for a congressional office.

benefits

- IDENTIFY YOUR STRENGTHS AND PREFERRED WAY OF DOING THINGS
- MAKE INFORMED DECISIONS ABOUT THE TYPE OF JOB YOU WANT
- BE ABLE TO COMMUNICATE SPECIFIC INFORMATION ABOUT YOURSELF AND YOUR CAREER GOALS TO EMPLOYERS
- PURSUE JOB OPENINGS THAT WILL BE A GREAT FIT FOR YOU





PERSONALITY

your preferred way of doing things

Answer the following questions by selecting the option that is your most natural and preferred behavior.

DO YOU GAIN ENERGY FROM...

- the external world of people, action, & things?
- the internal world of concepts & ideas?

DO YOU GATHER INFORMATION...

- in a concrete manner, with facts & details?
- in an abstract manner, with concepts, meaning, and patterns?

ARE YOUR DECISIONS GUIDED BY...

- logic and objective analysis?
- personal, social and subjective values?

WHEN CONDUCTING YOUR LIFE, DO YOU PREFER...

- order, closure, & structure?
- flexibility, openness, & a free flow of information?



SKILLS

your abilities & areas of strength

Think about 8-10 skills or areas of strength that you possess using the sample list as an example. Place a star by the ones that will be beneficial in your field of interest. Add additional skills that will be beneficial & need more attention to develop.

serving others

managing others' work

fixing broken equipment

creating a work of art

influencing people to agree with your ideas

managing a database of information

communicating clearly with others

balancing competing priorities



INTERESTS

things you enjoy doing or that appeal to you

EXERCISE: Rank the following areas of occupational interest (developed by psychologist John Holland) from 1 (most describes your interests) to 6 (least describes your interest).

REALISTIC

THE DOERS:

Enjoy practical & physical; prefer action to discussion; works with hands.

INVESTIGATIVE

THE THINKERS:

Enjoy gathering information & performing analysis; appreciates intellectual activities

ARTISTIC

THE CREATORS:

Enjoy self-expression & aesthetics; prefer less structured environments

SOCIAL

THE HELPERS:

Enjoy working with people in a helping role such as teaching, training & counseling

ENTERPRISING

THE PERSUADERS:

Enjoy working with people in a managerial role; prefer to lead

CONVENTIONAL

THE ORGANIZERS:

Enjoy details & accuracy; prefer structured environments



VALUES

principles and beliefs you find important

EXERCISE: Rank the following list of values in order of importance to you. Use the blank spaces to add other values beyond those included in the list.

CREATIVITY

VARIETY

RECOGNITION

RELATIONSHIPS

INFLUENCING OTHERS

WORK LOCATION (*indoors vs. outdoors*)

STABILITY

RISK-TAKING

INDEPENDENCE

FINANCIAL COMFORT

CHALLENGES

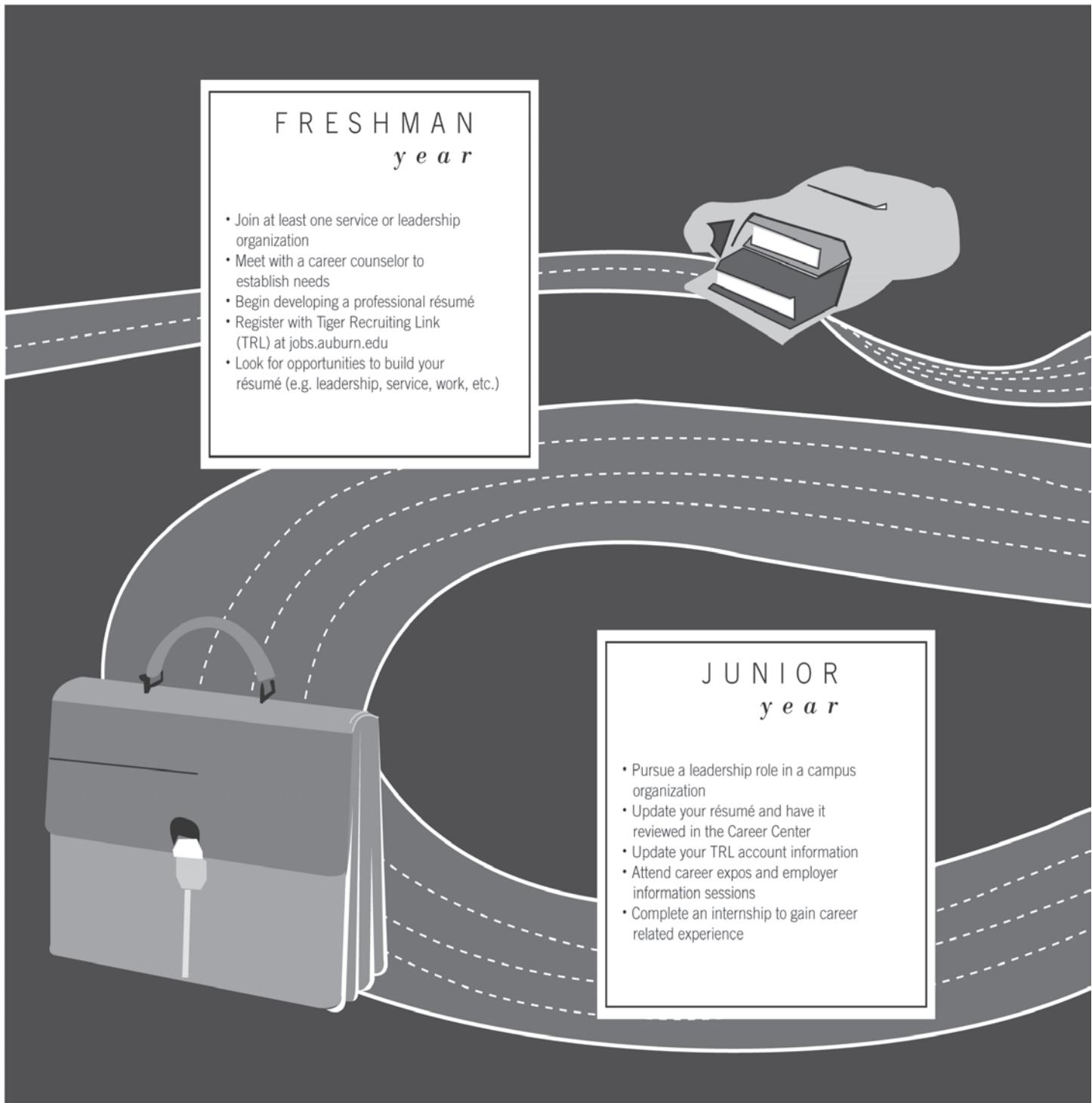
HONESTY

After completing the exercises above, begin looking for patterns and themes in your responses. These patterns are clues to the types of industries, work environments, and job duties that you might find fulfilling and be successful in. Think about how your personality, skills, interests and values can work together to make you a valuable employee and imagine your ideal work setting and employer based on this information.

NEED MORE HELP?

Schedule an appointment to meet with a career counselor to discuss self-assessment in more detail. The Career Center offers several assessments to help you with this process and counselors are available to help you synthesize the information gained.

THE
COLLEGE
ROAD MAP



The career planning process takes time and small steps can be taken throughout your college education to research your options, develop your skills, build your résumé and make connections with potential employers. There is no need to worry if you haven't completed each recommended step during the suggested year. Evaluate where you are in your own career planning process and take action now to prepare yourself for the job search.

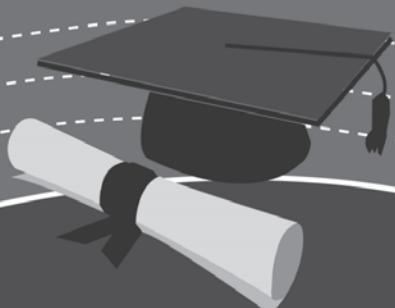
SOPHOMORE *year*

- Join a career related organization or professional association
- Research specific careers and required qualifications
- Attend career expos and employer information sessions
- Participate in job shadowing or conduct an informational interview with a professional in your field of interest.
- Begin developing skills through part-time jobs, internships, and volunteering.



SENIOR *year*

- Discuss career plans with a career counselor
- Update your résumé for the job search
- Update your TRL account and participate in on-campus interviews
- Attend career expos and employer information sessions
- Schedule a mock interview to practice interview skills
- Begin applying for jobs 8–10 months before graduation



NEXT

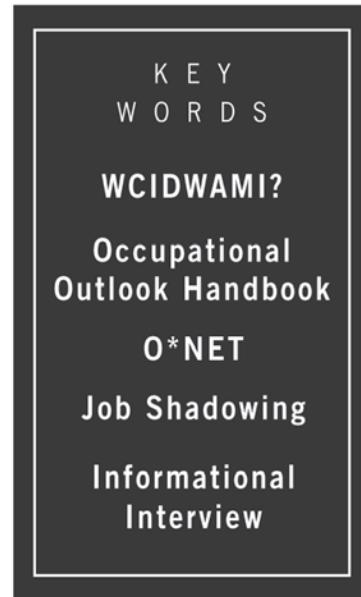
— *steps* —



- COMPLETE SELF-ASSESSMENT EXERCISES ON PAGE 9
- IDENTIFY COMMON THEMES (E.G. PEOPLE, HELPING, INDEPENDENCE, STRUCTURE, ETC.)
- DESCRIBE YOUR IDEAL WORK SETTING OR JOB DUTIES
- SCHEDULE AN APPOINTMENT WITH A CAREER COUNSELOR FOR ADDITIONAL GUIDANCE

<input type="checkbox"/>	_____

EXPLORE YOUR OPTIONS



Discovering new career opportunities can be exciting but is an ongoing process that may take some time. Some students will have a major they want to pursue and need help exploring careers for which the major will prepare them. A college major will not always dictate a career path and there are many options from which to choose. Others, will want to find a career interest and choose a major that will help them achieve that goal. Either way, the Career Center is here to help you make an informed decision and connect you with the resources needed to choose a path that is right for you. This section will show you how to research occupations based on assessment results, major, or industry, and prepare you to learn additional insight through job shadowing, informational interviewing, and related experience. ●

Addye Buckley-Burnell, M.Ed., LPC, N.C.C
Assistant Director of Career Development

I KNOW MY MAJOR;

WHAT CAN I DO WITH IT?

Exploring the opportunities associated with your particular major is essential in ensuring that you have made a solid and informed selection. Though looking in The Bulletin to make sure the coursework for your particular major is something that you would enjoy and not find boring is a good start, that is by no means the end of your research and looking.

This concept inherently makes sense. Choosing a major based solely on coursework is not wise. You will be spending 4-5 years in classwork for a career lasting 30-40 years. If all you look at is which elective you will be able to take senior year, you have done a disservice to yourself. You will likely also want to look at the various career opportunities associated with that particular pathway too.

Today, this is not a difficult process. In the Age of Google, there are unlimited amounts of information available to you with carefully selected searches. Traditional exploration opportunities are available as well. Speak with a career counselor in the Career Center to get you going on the right track; reach out to a favorite faculty member in your field to get an insider's perspective; and/or ask that family friend that has a job similar to what you want to do, to see if it really is as grand as it seems from the outside.

Choosing a major is really just the start, from there the possibilities are numerous.



“

"Has it happened yet? Have you been asked THE QUESTION? You know the one; it's the question that cuts to the core of your existence, the question that haunts you pretty much from the time you decide to be a college student to months, even years, after you graduate. It starts so innocently. Someone asks what your major is, so you tell them.

There's a slight pause. Then comes THE QUESTION:

'What are you going to do with that?"

— *You Majored in What?* by Katherine Brooks

WHAT CAN I DO WITH A MAJOR IN...

communication?

OPTION 1: <i>business</i>	OPTION 2: <i>public relations</i>	OPTION 3: <i>media</i>	OPTION 4: <i>non-profit</i>	OPTION 5: <i>government</i>	OPTION 6: <i>higher education</i>
<ul style="list-style-type: none">• Sales• Customer Service• Corporate Communication	<ul style="list-style-type: none">• Corporate Public Affairs• Development• Event Coordination	<ul style="list-style-type: none">• Writing• Publishing• Media Sales	<ul style="list-style-type: none">• Grant Writing• Volunteer Coordination• Management	<ul style="list-style-type: none">• Community Affairs• Legislative Assistance• Conflict Negotiation	<ul style="list-style-type: none">• Student Affairs• University Communications• Development

Source: *What Can I Do With a Major In...?* Career Center website: auburn.edu/career

RESEARCH

Researching your field is not as hard as you might think. The internet and a bevy of on campus resources make what once was a cumbersome task into a breeze. Here are a few of our favorite resources for making that research seem not so bad.

AUBURN UNIVERSITY COURSE BULLETIN

auburn.edu/bulletin

Lists every major the university provides and the coursework associated with it. Remember coursework is not the only thing you want to consider, but consider it you should.

OCCUPATIONAL OUTLOOK HANDBOOK

bls.gov/ooh

Great resource for looking at employment projections; objective information regarding tasks on the job; training and education required; and links to on point outside resources.

O*NET

onetonline.org

Allows you to search by interest area, work activities and education required for a variety of positions. This resource has very in-depth information about occupations.

WHAT CAN I DO WITH A MAJOR IN? (WCIDWAMI)

auburn.edu/career

This resource shows you almost every major that Auburn has to offer, and lays out multiple paths you could go down professionally based upon that particular major selection.

CAREER LIBRARY

303 Mary Martin Hall

Sometimes you may want to research the traditional method. Our Career Library is stocked with a variety of up to date books and resources for the traditional researcher. As an added benefit there is always a career counselor within close proximity for that especially vexing dilemma.

PART-TIME JOB

jobs.auburn.edu

Not only a great way to gain some extra spending money but, if related, also a great way to try out a field and see if it is a good fit for you.

JOB SHADOWING

303 Mary Martin Hall

Want to know what you could be doing as a doctor, engineer, veterinarian, accountant, etc.? What better way than to see what one of those professions do. Schedule a job shadowing experience to see firsthand how professionals in your field of interest work day to day.

INFORMATIONAL INTERVIEW

303 Mary Martin Hall

Does job shadowing sound a little intimidating? Well maybe you should try an informational interview. This is your chance to ask that professional all the questions you have not been able to discover in your research and get the inside scoop.

INTERNSHIP/CO-OP

auburn.edu/experience

Likely the best way to explore without committing to a full time position. These opportunities really allow you to see firsthand what a field can be like and the kind of work you can look forward to being involved with.

Now that you have the research phase under your belt it is time to start exploring. Think of research as discovering the possibilities and the exploration as trying them out. Just like researching there are many opportunities to try things out.

EXPLORATION



Think Outside The Box!

Learning all about LinkedIn
LinkedIn.com

PATHING

AUBURN.EDU/CAREER/CHOOSE

Exploring your options is not just limited to the traditional methods. Let's take a look at Katie B., a savvy student who turned her LinkedIn account into an exploration and job attainment tool.

Katie was a Human Development and Family Studies major. Katie did not want to go down the popular HDFS pathway of counseling, but really liked the coursework that her major was exposing her to and did not want to change. Having recently joined LinkedIn, Katie wanted to see what people with HDFS degrees were doing.

After searching Human Development and Family Studies, she was able to connect with someone in Human Resources. After the initial connection, Katie and her contact set up an informational interview to learn more.

Katie identified that HR was something she would be interested in doing, and her degree would be complementary. She was able to obtain a related internship and a part time-job in the community related to the field.

With the assistance of her initial LinkedIn connection and their network, Katie was able to secure gainful employment in Human Resources and still use the HDFS degree that she enjoyed so much.



sample student timeline

FRESHMAN

fall

- Explored options
- Joined campus organizations
- Acclimated to campus and rigors
- Met with a career counselor to discuss majors.

spring

- Started looking for summer part-time work
- Lined up job shadows for summer
- Brought résumé to Career Center

summer

- Job shadowed several different industry individuals
- Worked in part-time position

SOPHOMORE

fall

- Carried over summer job to fall
- Developed time management skills

spring

- Confirmed major selection
- Secured early internship for summer

summer

- Studied abroad



Scott T.: Finance Major, Spanish minor

INFORMATIONAL INTERVIEW

AUBURN.EDU/CAREER/CHOOSE

The informational interview is likely one of the most undervalued resources for learning and developing an understanding of a career field. This is an excellent opportunity to speak with someone who is in the areas of interest that you are considering. Reading about your field, doing research online, and meeting with a career counselor are all great, but at a certain point, you must begin to see how a position may be in the real world. Things to try out:

- The Career Center can help set up and facilitate an informational interview for you.

Drop by 303 Mary Martin Hall to find out more.

- Try asking: What do you like most about your job? What do you like least about your job? What is one thing you wish you would have known going into your field? How did you get here? What would you have done differently?
- Too nervous to start with an informational interview right out of the gate? Try Candid Career. This resource provides short, concise interviews with professionals in a variety of fields. Watch one or two in between class or marathon several on a slow weekend.

JOB SHADOWING

AUBURN.EDU/CAREER/JOBSHADOW

Job shadowing is often only discussed amongst the Pre-Health students. Rightly so, it is difficult to obtain a Medical/Therapy/Dental school interview without having significant shadowing experience, so start early. However, job shadowing is not just for those individuals. Job shadowing is for all.

A good job shadowing experience will allow you to watch, observe, and experience firsthand what it is like to be a profession-

al in any given field. Job shadowing can allow you to gain a lot of firsthand knowledge in a relatively quick amount of time. It is better to find out freshman year that Accounting isn't for you because of one shadowing experience, than to find out after your senior internship. As with information interviewing, the Career Center is happy to help facilitate your job shadow experience. Come by in 303 Mary Martin Hall for more information.

JUNIOR

fall

- Attended Career Expo for networking
- Started expanding professional wardrobe
- Began major coursework

spring

- Carried over part-time job
- Secured leadership position within organization
- Attended Career Expo for additional networking

summer

- Expanded role for part-time position
- Cultivated networking relationships
- Leading into senior year

SENIOR

fall

- Attended Career Expo to secure full-time job
- Completed graduation check with academic advisor

spring

- Negotiated position offer
- Secured housing for future employment
- Graduated

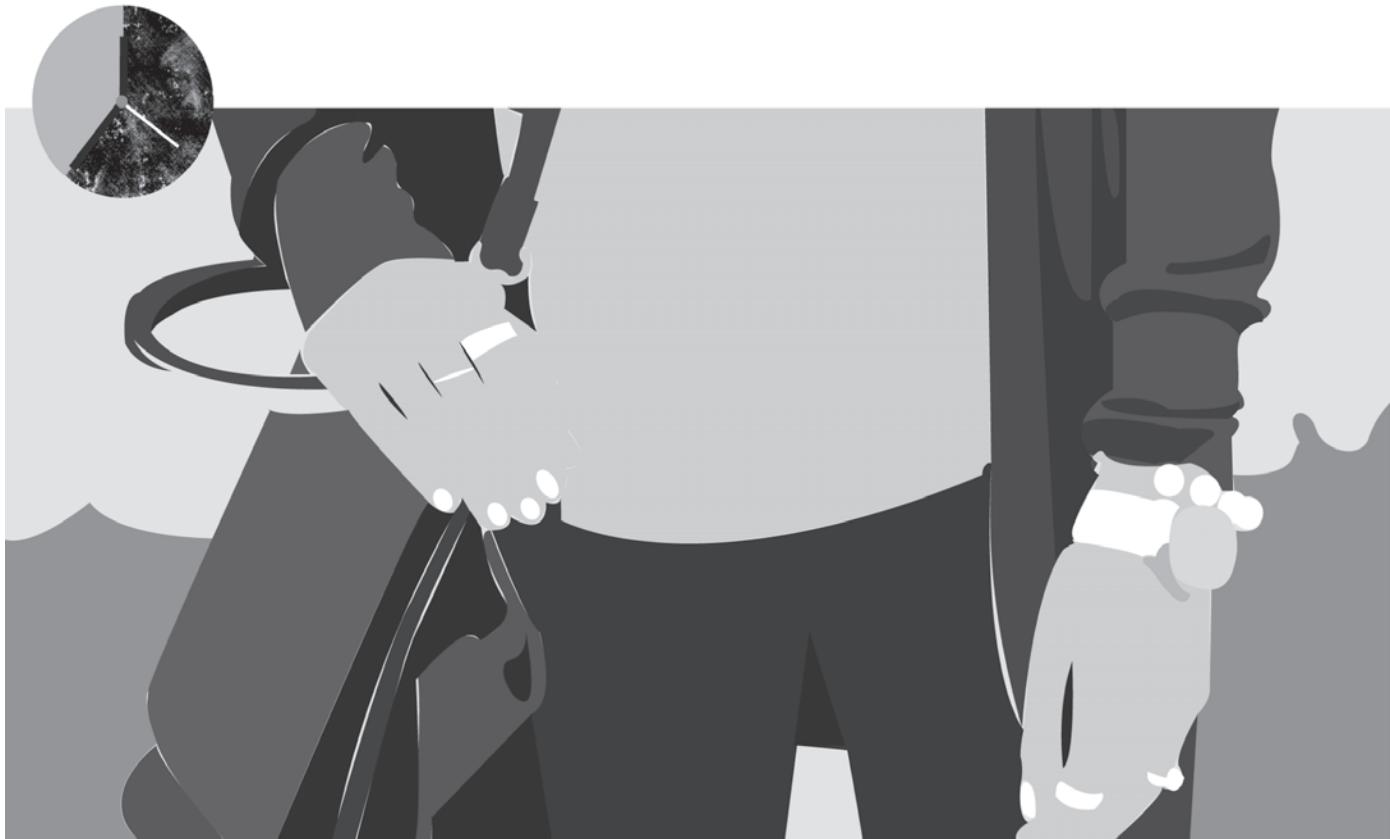
N E X T

— *steps* —



- COME TO 303 MARY MARTIN HALL TO SECURE JOB SHADOWING & INFORMATIONAL INTERVIEW OPPORTUNITIES
- RESEARCH YOUR FUTURE CAREER WITH ONLINE AND IN-PERSON RESOURCES
- CONSIDER PURSUING A PART-TIME JOB IN A RELATED FIELD
- MEET WITH A CAREER COUNSELOR FOR ADDITIONAL SUPPORT

DEVELOP YOUR SKILLS



K E Y W O R D S

Internship
Co-op
International
Service
Leadership
Research
Part-time Job

In order to be competitive in the job market students should gain experience while in college. Employers are most likely to hire candidates with the relevant skills and knowledge to do the work. Through part time jobs, job shadowing opportunities and student organization involvement, students are able to build transferable skills that are essential to professional success. If you can demonstrate that you know about organizational effectiveness, how to solve problems, manage projects and work with others, you will have a better chance of securing a position that is right for you. In this section, you will learn about the types of experience that can benefit you in your career development and the top skills the employers look for when hiring new college graduates. ●

Haven L. Hart, M.Ed.
Student Employment Coordinator

EXPERIENCE IS EVERYTHING

AUBURN.EDU/CAREER/EXPERIENCE

INTERNSHIP

- Typically one semester in length
- May be paid or unpaid
- Can be part-time or full-time
- Related to your career field

SERVICE

- Provide volunteer services to an organization
- Does not have to be related to your career field
- Can be any length of time
- Develop philanthropic perspective

PART-TIME JOB

- Typically completed while in school or during breaks
- Paid work experience
- Does not have to be related to your career field
- Develop skills that can transfer to any career

RESEARCH

- Typically completed under the direction of a faculty member
- Related to your career field
- Excellent preparation for graduate or professional school

Experience comes in many forms and depending upon your career goals, you will pursue one or more of the opportunities listed below during your college education. Employers appreciate candidates with a variety of career related experiences. In the 2013 National Association of Colleges and Employers (NACE) Job Outlook survey, 90.9% of hiring managers indicated a preference for hiring new grads with work experience. 71% of those respondents said specifically that they prefer experience to be related to the candidate's career field.

CO-OP

- Alternate semesters of school and work
- Typically paid
- Can be part-time or full-time
- Related to your career field

LEADERSHIP

- Available through campus and community involvement
- Unpaid
- #1 skill employers look for on a résumé

INTERNATIONAL

- Travel to another country
- May be a few weeks to a few months in length
- Can involve study and/or work opportunities
- Experience a different country's culture and customs

For access to detailed information on each of the forms of experience listed above, visit www.auburn.edu/experience or schedule an appointment with the career center (334.844.4744).



As long as you have quality internships where you learn and contribute meaningfully, you won't be at the "bottom" for long
#InternPro — from @kavita1010

There are so many successful people in the world and you know what they have in common? They started as interns. —
from @InternQueen



what skills

ARE EMPLOYERS LOOKING FOR?

NACE JOB OUTLOOK 2013

skills employers seek in a candidate's résumé

WWW.NACEWEB.ORG

Most of the top skills desired by employers are developed through experiences outside of the classroom. Pursue career related experiences to test out potential employers and industries, put your education into practice, and develop the skills most valued by employers.

1. LEADERSHIP
2. PROBLEM-SOLVING SKILLS
3. COMMUNICATION SKILLS (WRITTEN)
4. ABILITY TO WORK IN A TEAM
5. ANALYTICAL/QUANTITATIVE SKILLS
6. STRONG WORK ETHIC
7. COMMUNICATION SKILLS (VERBAL)
8. INITIATIVE
9. COMPUTER SKILLS
10. TECHNICAL SKILLS
11. FLEXIBILITY/ADAPTABILITY
12. INTERPERSONAL SKILLS
13. ORGANIZATIONAL ABILITY
14. FRIENDLY/OUTGOING PERSONALITY
15. STRATEGIC PLANNING SKILLS

“

I not only recommend, but think that it is essential for students to participate in an internship. It will give you an immediate advantage when searching for full-time employment. You will gain hands-on experience in your field of study and will have incredible networking opportunities with professionals in your field.

- Bradley Addison, Summer 2012 intern with Dow Corning

“

Companies look for related work experience. Internships are a great way to get that experience. Even if you are looking for a full-time job right after graduation, sometimes it is best to do a summer internship in order to gain experience.

- Career Expo Employer, Spring 2013 All Majors Career Expo



N E X T

— *steps* —



- VISIT WWW.AUBURN.EDU/EXPERIENCE TO LEARN MORE ABOUT CAREER RELATED EXPERIENCES AND WHERE TO FIND OPPORTUNITIES
- IDENTIFY THE TYPES OF EXPERIENCES THAT WILL SUPPORT YOUR CAREER GOALS
- BEGIN PURSUING OPPORTUNITIES TO GAIN EXPERIENCE EARLY IN YOUR COLLEGE EDUCATION
- SCHEDULE AN APPOINTMENT WITH A CAREER COUNSELOR FOR ADDITIONAL GUIDANCE

EXECUTE YOUR JOB SEARCH



You've probably heard the phrase "it's not what you know, it's who you know." That's partially true. Networking is an important component of a complete job search strategy but it's not the only part. In fact, for your network to "work its magic" you'll need to compile, maintain, and continually update a few elements that make up your job search strategy.

In this section of the handbook, you'll see strategies for developing your résumé. The Auburn University Career Center has a number of ways you can have your résumé reviewed and we encourage you to take advantage to all of them you need. Keep in mind, your résumé should be the best advertisement for you it can be. This means you may go through several drafts before you settle on what best represents you and your interests. The best résumés are the ones that differentiate you from the pack. That implies you do some research to tailor your document for various opportunities. All of this applies for the cover letter, which serves as a de facto introduction for you and your résumé to a potential employer for internships, co-op, or full-time positions.

Additionally, this section of the handbook will provide guidance for interviewing – the step of the job search where you make those aforementioned documents come to life as well as demonstrate your key skills for a potential employer. Depending on your chosen field, the details you choose to share in an interview will change. However, the preparation, general approach, and follow-up for every interview will follow some of the same steps. Employer feedback has consistently informed us that candidates need to do their research on an employer before engaging them at any event – career fairs, information & networking sessions, and especially interviews. Therefore, doing a little prep work will pay huge dividends when you sit down across the table from a potential employer. It's not all on you though. We have well-trained staff able to perform mock interviews for any number of industries or fields. We also offer online resources for you to practice your pitch so you can be as prepared as possible when you get called to the plate.

Sound intimidating? It really doesn't have to be. The guidance in this section should help answer many

KEY WORDS

Résumé
Curriculum Vita
ePortfolio
Cover Letter
Networking
Digital Identity

of the questions relevant to your job search. And, as always, we encourage you to use these tips and ideas in combination with meeting one of our career counseling staff to help you iron out the details for your job search.

Ready to get started? •

JAY SKIPWORTH M.Ed.
Assistant Director of Employer Relations

THE JOB SEARCH

WHERE TO LOOK:

The job search process takes time and a lot of hard work. Fortunately, there are many ways for job seekers to go about locating employment opportunities. To maximize your time and energy, utilize both online and in-person search methods and be purposeful in identifying opportunities and companies that mesh with your personality, skills, interests and values (see Chapter 1) and developing materials to effectively market your skills, education and experiences.



DID YOU KNOW?

Tiger Recruiting Link (TRL) is a great place for Auburn students and alumni to start the job search as it is home to 1,955 of employers actively recruiting for open positions. Set up your account at jobs.auburn.edu, upload your résumé and begin searching for jobs and internships immediately.

HAVE YOU LOOKED HERE?

- 1 . Tiger Recruiting Link (TRL) | jobs.auburn.edu
- 2 . LinkedIn | [linkedin.com](https://www.linkedin.com)
- 3 . CareerShift | jobs.auburn.edu
- 4 . Career Expo | auburn.edu/career/event
- 5 . On-Campus Recruiting (OCR) | jobs.auburn.edu
- 6 . AU faculty and advisors
- 7 . AU alumni clubs
- 8 . Friends and family

NETWORKING:

It is estimated that 65%-80% of jobs are found through networking. Network to gain information about your career field of interest and to develop contacts that can help you achieve your goals. Networking contacts can fall into one of three categories, personal, pro-personal and professional. The type of connection you have with each contact can affect the way in which you communicate. For example, you will discuss career goals and plans differently with a trusted professor than with a corporate recruiter.

PERSONAL

- FAMILY
- FRIENDS
- MENTORS

PRO-PERSONAL

- PROFESSORS
- ADVISORS
- CLASSMATES
- ALUMNI

PROFESSIONAL

- CORPORATE RECRUITERS
- INTERNSHIP SUPERVISORS
- INDUSTRY PROFESSIONALS
- ALUMNI

Assess your current network by listing people you know from each category. Look for opportunities to expand your network through resources, activities and events such as career expos, professional organization meetings, informational interviews, and LinkedIn. Reference the Career Center tip sheet on Networking at auburn.edu/career for more information.

DO YOUR HOMEWORK:

CHEAT SHEET

These websites are great resources for discovering the types of companies and people for whom you could work. You would research a potential significant other, why wouldn't you research a potential employer?

1. Company Website
2. Glass Door | glassdoor.com
3. Career Beam | jobs.auburn.edu
4. GoinGlobal | jobs.auburn.edu
5. Twitter
6. LinkedIn
7. Facebook

Securing a job is more than a quick search on Tiger Recruiting Link (TRL), reading the job description and assessing it to be a fit. Job descriptions only begin to reveal the depth and complexity of the companies and organizations to which you will be applying. Making sure that you have a sound understanding of your potential employer is essential in identifying a good position and fit.

If you, like many others, are lost and not quite sure to where to begin in the investigative process be sure to check our cheat sheet to the left to identify potential avenues of research. Know that each one will provide a different nuanced approach to discovering information about an organization.

WHAT TO RESEARCH *about your prospective company*

- PRODUCTS & SERVICES
- COMPANY CULTURE
- MISSION & VALUES
- AWARDS & ACHIEVEMENTS
- LOCATIONS
- JOB TITLE
- PARENT COMPANY AND SUBSIDIARIES



JUNIOR

Summer

- Research prospective companies

SENIOR

August

- Create/Refine résumé, cover letter and ePortfolio with the Career Center

September

- Identify openings in prospective companies
- Attend Career Expos
- Utilize On Campus Recruiting (OCR)

October→Employment

- Interview
- Tweak résumé
- Build Network
- Keep Applying!

Résumé

Résumé writing can be a daunting task. Crafting the perfect document that highlights your qualifications, skills and abilities in an effective and efficient manner is no small feat. You may be wondering, "What exactly is a résumé?" Quite simply it is a brief summary of your skills, abilities and educational background as related to a particular position. Furthermore, this is your personal marketing tool for securing interviews, not jobs. Interviews secure jobs.

There is no set of rules for résumé writing and the information included in your résumé will depend on your unique make up of experiences and skills. Additionally, the content will vary based on the type of position for which you are applying. In fact every résumé that is sent out should be modified and created for the singular position to which you are presently applying. Though it may be a large investment of your time, the ultimate payoff (i.e. getting a job) is worth the effort.

CHECK LIST

Margins

0.75 inch – 1 inch

Font

Traditional/Non-Ornamental, e.g.
Arial, Times New Roman, Garamond

Printing

8.5 inch X 11 inch résumé paper

Text Color

Black

Length

1 page (for individuals with a bachelor's degree and/or less than 10 years of experience)



According to theladders.com you only have 6 seconds to hook an employer to read your document. Hence, it is very important that you are crafting documents that they will want to read by making them pertinent and specialized.

FirstName LastName

0000 Street | City, ST 00000 | 000.000.0000 | name@domain.com

OBJECTIVE OR SUMMARY

- **Objective:** State specific job title and list skills you bring to position
- **Summary/Highlight of Qualifications:** Summarize, in 3-5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are the ideal fit for the position/company.

EDUCATION

Auburn University | Auburn, AL

Bachelor of Science/Art in Major | Mon. 0000

- **Minor:** Name
- **GPA:** #.##/4.00 (Overall is assumed, if a major GPA label as such)

EXPERIENCE

Employer | City, ST

Position | Mon. 0000 – Present

- Experience section should be in reverse chronological order (i.e. newest to oldest)
- This section often reserved for paid positions
- Start each bullet with an action verb to demonstrate skill/ability, use appropriate tense

Employer | City, ST

Position 1 | Mon. 0000 – Mon. 0000

- For employments where multiple positions within company were held list most recent first
- Quantify your employments with concrete numbers; people supervised, funds developed, projects coordinated
- Share success and outcomes

Position 2 | Mon. 0000 – Mon. 0000

- Diversify language used throughout
- Keep pertinent to the position at hand

INVOLVEMENT

Organization | City, ST

Current Position | Mon. 0000 – Mon. 0000 (Use "Present" if ongoing)

- List only those organizations where you contribute and participate regularly

Professional Society | Member | Mon. 0000 – Mon. 0000

KEY SKILLS

Foreign Language: List oral, written and reading competency levels, not course years

Computer: Include hardware and software proficiencies, if seeking tech position
include more specific sections: Programming Languages, hardware, software,
operating systems, databases, peripherals, etc.

Certification: List title and dates

Résumé

action verbs



Headings

EXAMPLES

Addye Buckley-Burnell

Permanent Address:
17th Street South West
St. Louis, MO 72594

addyebb@auburn.edu
334.555.7256

Current Address:
4230 East University Drive
Auburn, AL 36830

Michael "Torey" Palmer

700 West Magnolia Avenue | Auburn, AL 36832 | 205.555.8284 | palmemt@auburn.edu

Bobby Whitehead

8000 Samford Avenue
Auburn, AL 36849
256.555.4983
whiterp@auburn.edu

Phyllis Bickers, M.Ed., NCC

687 Opelika Road • Opelika, Alabama 36801 • 334-555-1234 • bickpm@auburn.edu

Meaghan Weir

123 North College Street ■ Auburn, AL 36830
(334) 555-4987 ■ leemeag@auburn.edu
ePortfolio: www.wix.com

- Should include full name, mailing address, phone number and email address
- Name should be bold and between 18-22 point font, at least one font size bigger than body
- You can list your current and permanent address but it is not necessary to do so
- Use a school or personal email address (NEVER work email). Please be sure to check for an appropriate email address (midnightrainstorm, cutiepie, howyoudurin, and their like are frowned upon).
- Depending on field, a link to your ePortfolio might be beneficial. Include it in your heading if necessary.

Education

EXAMPLES

EDUCATION

Auburn University | Auburn, AL
Bachelor of Arts in Psychology | May 20XX
• GPA: 3.89/4.00
• Minor: Biomedical Sciences

Education

Auburn University
Bachelor of Science in Geology
Overall GPA: 3.47/4.00

Auburn, AL
May 20XX

EDUCATION

Auburn University; Auburn, AL
Bachelor of Chemical Engineering; December 20XX
GPA: 3.33/4.00

EDUCATION

Auburn University
Bachelor of Science in Business Administration
• GPA: 3.10/4.00

- Education should be listed in reverse chronological order, i.e. newest to oldest
- Include the degree title (easily found in the Bulletin, auburn.edu/bulletin), school name, city and state and the graduation month and year
- Include your GPA if 3.0 or higher. Be sure that you are including the scale, e.g. GPA: 3.75/4.00
- There is no need to specify "anticipated", "expected", "projected", etc. with your graduation month or year
- Do NOT include high school information after first year of undergraduate study and only degree conveying institutions have to be included.

Education

Master of Education in Administration of Higher Education | May 20XX
Auburn University | Auburn, AL

Experience

EXAMPLES

- Provide employer, job title, city and state, and beginning and ending month and year of employment (if ongoing use "Present")
- Section should be in reverse chronological order (most recent first, then working backward)
- Pay attention to verb tense! For ongoing positions use present tense, for positions concluded use past tense. See page 27 for verb suggestions.
- Use consistent formatting throughout section
- Be diverse in your use of verbs to effectively demonstrate your range of ability and skill
- DO NOT provide the contact information for your supervisor, e.g. direct phone line, mailing address, etc.

Auburn University Career Center | Auburn, AL

Public Relations Intern | Aug. 2010 – Present

- Design Communication and marketing pieces with Adobe Photoshop and Illustrator
- Create social media content/schedule to maintain Facebook, Twitter and Blogger account
- Write press releases for Center event to increase student and alumni participation
- Plan and execute three orientation breakfasts, educating 75 campus partners on updated resources and services

GAP, Inc.

Auburn, AL

Assistant Manager/Sales Support Associate

July 20XX – December 20XX

- Led team of 5 to improve service quality, increasing sales by 25% over 3 months
- Balance 20 hours of work with full academic course load
- Recognized as Sales Associate of the Quarter in 20XX

Auburn University Athletic Department | *Tiger Tutor* | Aug. 20XX – Present | Auburn, AL

- ◆ Developed instruction plans for Biology and Chemistry coursework
- ◆ Authored interactive study materials to promote engagement

Mechanical Engineering Co-Op; January 20XX – August 20XX (3 Semesters)

Mercedes-Benz; Vance, AL

- Collaborated with Senior Engineers to monitor day-to-day quality control of automobiles
- Gathered and analyzed statistical data from body & paint shops for quality control team
- Created first standard decontamination system for paint shop

Additional Sections

EXAMPLES

Here are a few more examples of things you may want to include in your résumé. Remember though, the focus of your résumé will be on experience. Experience will often carry more weight with an employer than other sections.

Skills: Use this section to highlight other abilities and assets you may possess that you may lack traditional experience to demonstrate (e.g. computer ability, foreign language skill, etc.).

Involvement: Campus organization and activities are a great way to showcase skills and abilities. Format these as you would a paid experience so that you can highlight the skills and abilities you utilized during your tenure there; especially if you held leadership roles.

Software Proficiency

- Advanced knowledge of Adobe Illustrator and Photoshop
- Proficient in the use of Adobe Dreamweaver
- Knowledgeable of Microsoft and Apple operating systems

Phi Beta Kappa | Member | Dec. 20XX

Dean's List; Fall: 20XX, 20XX Spring: 20XX, 20XX, 20XX

Honors & Awards: This section can be used to highlight prestigious awards accumulated during your academic tenure, but should not dominate your document.

SPECIAL CONSIDERATIONS

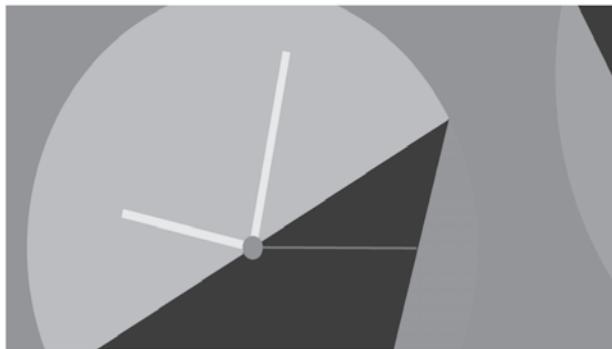
FORMATTING

There are very few concrete rules when it comes to résumé writing. You should create a document that best suits your individual needs and showcases your particular skills and abilities. However some students, due to their majors and particular needs, will find that their documents look, at times, substantially different from their peers.

With résumé writing one size does not, necessarily, fit all. Different majors and programs will have varying experiences that lend themselves toward different formatting needs. For example, Nursing majors have significant clinical experience, often causing their documents to be longer than one page. Design majors have more leeway for graphic element inclusion than others. In navigating these different needs, feel free to meet with a counselor in our office, 303 Mary Martin Hall, or look at one of our many tip sheets, online at auburn.edu/career.

EDUCATION

When you are writing your résumé, you will want to be sure that you are providing the correct degree title. Not all students have a *Bachelor of Arts* or *Bachelor of Science* in their major. Some are very different. For example, engineering students have a bachelor in their particular field of study, Ex: *Bachelor of Chemical Engineering*.



CURRICULUM VITAE

WHEN TO USE...

A curriculum vitae, or as it is commonly known, CV, is an entirely different document than a résumé. A résumé is a targeted marketing document, the CV is a complete history of experience. Typically the CV is used in the realm of academia as the standard professional document. You will also see CVs requested primarily in positions that have a significant research focus and in use in the international job search.

Early on in your career, your CV and résumé will likely be very similar in appearance, due to lack of experience, however as you develop as a professional you will begin to see the differences more clearly. For the most part, you should not use a CV unless directed to in the job position or in an industry in which it is accepted. For more assistance with this, speak with a career counselor in our office, 303 Mary Martin Hall.



In most international cultures, the curriculum vitae is the preferred professional document of choice. If you are conducting an international job search, be sure to check out GoinGlobal, in Tiger Recruiting Link (TRL) jobs.auburn.edu, for information particular to the country you are looking to work in.

DIFFERENCES *from* A RÉSUMÉ

- CVs are often focused on academic and research pursuits
- Will often have sections dedicated to "Research", "Publications", "Presentations", "Thesis", etc.
- Significantly longer, usually 3+ pages in length
- More comprehensive in nature, where a résumé is more of a snapshot.

COVER LETTER

A cover letter should follow standard business letter format. Reference the Career Center tip sheet on Cover Letters at auburn.edu/career for more information and a sample letter.

IS

ISN'T

- A way to explain how you meet an employer's needs
- A strategy for enticing employers to read your résumé
- Your opportunity to show enthusiasm for the position
- Your autobiography
- A regurgitation of your résumé
- A one-size-fits-all

TOP 6 COVER LETTER TIPS

1. **Address your letter to a specific person:** Call the company and ask to whom the letter should be addressed or use CareerShift (jobs.auburn.edu) to search for contacts.
2. **Tailor your letter to the specific position:** Sending out canned, generic cover letters tells the employer that you haven't done your research on the company and position.
3. **KISS:** Adopt the Keep It Simple, Stupid approach when writing your cover letter. The letter should communicate how you meet the employer's needs while remaining short and to the point.
4. **Show enthusiasm and interest in the position:** Don't be afraid to show your enthusiasm for the company and position to which you are applying when writing your letter.
5. **Don't rehash your résumé:** Your cover letter should not be a summary of your résumé. Instead, it should highlight your main qualifications as they relate to the position and entice the reader to look at your résumé for more information.
6. **Use confident language:** Avoid using wimpy wording such as "I think, feel, or believe" when describing your qualifications and fit with the company. Strong, confident language such as "I am convinced", "I am certain" or "I am confident" conveys a more assertive message.

What To Include:

HEADER

Use the same header, font(s) and margins as on your résumé to create a consistent application package.

1st PARAGRAPH

State why you're writing (i.e. the position for which you are applying) and where you learned of the position and organization (ex: at Auburn's career expo). Catch the reader's attention by sharing personal traits or qualifications that mesh with the job description.

2nd PARAGRAPH

This paragraph serves as your sales pitch. Explain your interest in the position and highlight reasons as to why you are a good fit for the role. Rather than rehash your résumé, "tease" the reader by emphasizing certain skills and competencies that match the job description. Remember to show your knowledge of the company and position that you gained when doing your "homework" (see pg 25).

3rd PARAGRAPH

Keep your closing paragraph brief and indicate the steps you would like to happen next. Passive Approach: Places responsibility on the employer to make the next move, "I look forward to hearing from you soon." Active Approach: Puts you in a position to initiate contact with the employer, "I will contact you on _____ date to confirm that you have received my résumé and to answer any questions that you may have about my qualifications." If you say that you will contact them, do! Finally, thank the reader for his or her time and consideration.

CLOSING

Sincerely,
Your Name



Don't catch "I" "my" disease!

When writing cover letters, many students will overuse the personal pronouns "I" and "my." After time these words will distract the reader from your critical content. To ward off "I" "my" disease, try reading your cover letter out loud and have a trusted friend and/or advisor read it as well.

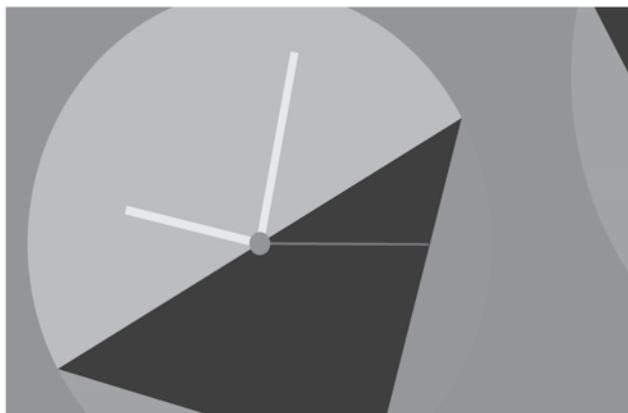
SHOWCASE

Y O U R W O R K

ePORTFOLIO

AUBURN.EDU/EPORTFOLIOS

Professional ePortfolios are websites that communicate and showcase your skills and experiences to your target audience (employer or graduate school) through the organization and display of documents, pictures and work samples known as "artifacts."



WHAT TO INCLUDE

Include artifacts that show evidence of experiences, skills and knowledge as they relate to the positions to which you are applying. The types of artifacts included in your ePortfolio will vary between students of different majors. It is important to know your audience before creating an ePortfolio. Research the position and company to which you are applying to identify the skills and qualifications they would like to see in a portfolio.

ARTIFACTS MAY INCLUDE:

- Video recordings of presentations
- Highlights from internship experiences
- Pictures from volunteer or study abroad experiences
- Work samples from related class projects

For more information on developing an ePortfolio and to see portfolio samples from other Auburn University students, visit www.auburn.edu/eportfolios.

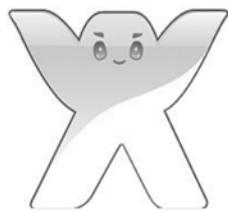
auburn supports the following free programs:

WIX.COM

WORDPRESS.COM

WEEBLY.COM

GOOGLE SITES



Google™

DIGITAL IDENTITY

YOUR ONLINE IMAGE

Search your name in Google and on other sites to see what employers will find if they look for you online. Remove any digital dirt that you wouldn't want a potential employer to see. Check your privacy settings often to protect your profiles from unwanted visitors. Highlight your accomplishments and interests to promote a well-rounded professional image.



86% of employers have used social networking sites to screen prospective employees

(48% always, 25% occasionally, 13% if provided, 14% never)

- BIGGEST NEGATIVES:

- Candidates who post inappropriate photos and info
- Candidates who post info about drinking or using drugs

+ BIGGEST POSITIVES:

- Candidates who convey a well-rounded personality and professional image
- Candidates' background info supports professional qualifications

In a survey of over 1000 human resource and recruiting professionals

Source: Jobvite Social Recruiting Survey 2012

SOCIAL MEDIA IN YOUR SEARCH

92% of employers use social networks to recruit candidates.

LINKED IN

- Complete as much of your profile as possible
- Join career related groups and remain active in discussions

TWITTER

- Create a twitter handle to share information related to your career field
- Follow companies and well-known professionals in your field

FACEBOOK

- Clean out undesirable pictures and posts
- Avoid discussing interviews or companies specifically, especially if you choose to use this profile primarily for personal interaction



Percentage of employers using popular networks

LINKED IN

93%

TWITTER

54%

FACEBOOK

66%

In a survey of over 1000 human resource and recruiting professionals

Source: Jobvite Social Recruiting Survey 2012

Interview

Interviewing is the ultimate trial for securing your job. Many applicants mistakenly believe that résumés will get them jobs, nothing could be further from the truth. Nothing could be further from the truth.

Interviewing is your chance to really showcase and flesh out those skills and abilities you alluded to in your résumé and cover letter. As well, this is the employer's opportunity to ensure that you are a good fit for their organization and corporate culture. This is where your research about culture, organizational attributes and work type become very important.

Like any other activity, interviewing is something you should practice ahead of time. Be sure that your first interview is not before your potential employer. See the box below on resources for how to prepare for your interview.

HOW TO PREPARE RESOURCES

Do not go into your interview ill prepared we can help. Here are some of our favorite resources for your interview preparation.

- Mock Interview | Call or schedule an appointment with a career counselor for one-on-one prep before your interview | 303 Mary Martin Hall, 334.844.4744
- InterviewStream | Online interview prep. Run through a series of questions and evaluate your own performance. Great for looking out for those verbal crutches and areas for improvement | jobs.auburn.edu
- GlassDoor | Great for doing research into prospective companies | glassdoor.com
- Career Shift and Career Beam | Two additional research tools for more comprehensive data gathering | jobs.auburn.edu
- Ready Prep Interview | Easy to use question generator for practicing those difficult questions in different industries | readyprepinterview.com

@GAPacificJobs
#JobTip: First impressions are key.
Arrive to your interview on time and dress for success.



CHECKLIST

Interviewing is challenging, here are some helpful hints to take away some of the guesswork.

- Do your research!
- Demonstrate during the interview, don't state. Use facts, examples, meaningful stories to showcase skills not merely rely on them trusting you to have them
- Take your outfit to the cleaners one week prior to the interview. Furthermore, ensure that your shoes match your belt and you are dressed in a manner becoming a prospective employee not about to commence a night at an upscale bar.
- Be sure to answer all questions asked. A question has three parts? Your response should as well
- Bring something to write with and on during the interview for complicated questions
- Bring copies of your résumés and cover letter, printed on quality paper
- Do NOT talk about benefits during the interview, unless employer brings up first
- Arrive 15 minutes early, check yourself in a mirror (fly away hair, lipstick on teeth, missed buttons, etc. do not make good first impressions), and take a deep breath. You will be fine.

ILLEGAL QUESTIONS

Employers are eager to obtain as much information about a potential candidate as they possibly can in order to make the best decision possible for their organizations. Sometimes in their zeal to know more about a candidate, an employer may accidentally, or intentionally, ask an illegal question during the interview.

There are regulations at the federal, state, and local level as to what questions an employer may ask of you for your protection. However that does not mean you should not prepare for your response. You have three options to pursue.

- 1) Answer the question if you wish. Baring in mind you take responsibility for the information you provide, and could be giving the "wrong" answer, that might hinder your chances
- 2) Refuse to answer, which is legally well within your rights. Depending upon your phrasing though you run the risks of sounding confrontational and/or uncooperative
- 3) Assess for what the intent behind the question is and how it might apply to the job.
** Option 3 is typically the best way to go. See example below.*

ILLEGAL QUESTION: Are you a U.S. Citizen

APPROPRIATE ANSWER: I am authorized to work in the United States

EXAMPLE ILLEGAL QUESTIONS

Here are some of the more common illegal questions you might be asked. For a more comprehensive list please see our interviewing tip sheet at auburn.edu/career. For additional assistance on how to tackle these tricky questions and others speak with a career counselor in 303 Mary Martin Hall

- Are you a U.S. Citizen
- What is your "Native Tongue"
- How old are you?
- When did you graduate?
- What is your relationship status?
- Do you have/want children?
- How much do you weigh?
- Do you have any disabilities?
- Have you ever been arrested?
- I see you were in the military, were you honorably discharged?

BEHAVIORAL *Interviewing*

“

**Past performance
predicts future
performance.**

STAR

SITUATION

This sets the scenario for the example.



EXAMPLE:

I took a course that involved a group project. My group met and decided on a topic to research and present to the class at the end of the semester.

TASK

*Describe the specific challenge or task
that relates to the question.*

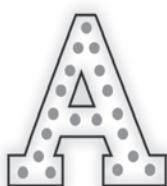


EXAMPLE:

As a collective group we developed a plan of action for divvying and distributing the various pieces of research and presentation development. It became apparent that one team member was not equally contributing and supporting the project. We decided to meet with the student.

ACTION

*Talk about the actions that you took to
accomplish the task.*



EXAMPLE:

I elected to set the meeting up with the student and discuss the issues we were having as a group. We discussed what sort of tasks would be better suited to their particular skills and abilities. As a result we were able to shift responsibilities more in line with the student's particular skill sets.

RESULT

*Present the results that followed
because of the plan of action.*



EXAMPLE:

After realigning the tasks to better suit the particular skill sets of all team members we were able to more effectively perform and complete our assigned role. As a result of our work we were able to complete the project and received positive feedback from the professor.

KEY POINTS

- The Result is critical! You are building up to this moment. You want to be able to effectively and demonstrably showcase resolution and positive outcome.
- Use STAR as a guide to progressing through the question. Simply follow the acronym.

Dress for Success!



BUSINESS PROFESSIONAL

Business professional attire is a staple of the interview room and more traditional workplace settings. You should assume, unless otherwise stated, that business professional is the go to attire for your interview. With that being said, you will want to begin your investment in the clothes early. Simply stated, business professional is expensive and you will want to invest in quality clothes to get the maximum wear and use.

Gentlemen

For gentlemen we suggest dark colored suits (i.e. matching pants and jacket, not blazer and khakis). There is a time to look fresh out of the J. Crew® Summer Catalogue, this is not it), charcoal, dark grey, black, etc. The shirt should be white or light blue of a solid color, avoid patterns. Your tie should complement your shirt and not be overtly garish or flamboyant. As well it should be a regular straight tie, not a bow tie. Shoes should match your belt and socks should be of an appropriately dark and matching color. Remember the goal is to be remembered for what you said, not what you wore to the interview.

Ladies

For ladies we suggest dark colored suits as well (pant or skirt suit being equally fine, but be sure the skirt is of an appropriate length.) The accompanying blouse should be conservative and modest in nature. Recall you want to be remembered for your salient and on-point responses, not your plunging neckline. Shoes should have a low heel and be conservative in color, black and nude are fine. Keep accessories to a minimum, you should not jingle as you move about.

In General

For all interviews do NOT wear cologne or perfume. Antiperspirant is sufficient for odor control. You should not presume your signature scent is pleasing to all noses. If you must wear it, spritz once, wait for it to dissipate then walk through. In general, the later in the evening an engagement is, the more formal dress is typically expected to be. The more formal an event the darker the clothing selection should be. For additional inspiration see our Pinterest board, pinterest.com/aucareer.





BUSINESS CASUAL

Business casual is the go to clothing standard for many offices and professional events. However, unlike business professional, with its very clear guidelines for dress, business casual is a varying and highly particular to the specific culture present. You can look for more opportunity to express personal style and preferences, within reason. Remember it is, after all, dressing for professional engagement not leisure. Business casual can fluctuate from situation to situation and office to office, when in doubt ask someone familiar with the office or event, but to the left you will find some general assistance and advice.

Gentlemen

For gentleman business casual can consist of a standard oxford button down, with top button unbuttoned, khakis and appropriate shoes with matching belt. The prohibition on patterns and colors present in professional dress is no longer present. In some instances, a simple golf shirt could be sufficient, but in all instances collar should be worn down, not up.

Ladies

For ladies the task of defining business casual is harder still. Women's clothing provides a great deal of variety and opportunity for showcasing personal taste and preferences. Be sure that you read company policy concerning dress as a solid resource for getting started in selecting your wardrobe. In general trousers with an appropriately styled blouse are standard. Matching accessories and shoes complete the ensemble.

The Auburn University Career Center maintains a Pinterest site with many examples of dress options for both casual and professional business environments. pinterest.com/aucareer



DINING

ETIQUETTE

DO

- Pass food from left to right
- If asked for salt or pepper, pass both.
- Use a piece of bread to scoop difficult foods, not your fingers.
- Place your napkin in your lap. It is not, in any circumstance, to be tucked into your collar. You outgrew bibs many years ago, best not to start bad habits.
- Wait on your host to begin eating. Take your cue from your host.
- Focus on your host and their questions. You're there to be evaluated in a different light, not engorge yourself on food.

DON'T

- Order complex foods prone for mess (spaghetti) or foods that must be eaten with your hands
- Season your food before tasting
- Ask for a "to-go box."
- Ever, under any circumstance, double dip from community dips
- Offer for others to sample your food (If offered to partake of others' meals, politely decline)
- Order the most expensive thing on the menu (lobster). How would you feel if someone did that on your dime?

PLACE SETTING TIPS

The formal place setting can be an intimidating thing to use effectively. With its various tools, the opportunity for mistake is high, but with these helpful hints you can minimize the risk!

- When in doubt on which piece of cutlery to use a good rule of thumb is to work your way from the outside in.
- When finished do not push your plate away, simply place your silverware across your plate from 10:00 (top) to 4:00 (bottom).
- Between bites place utensils on plate. There is no need to be armed while you chew, your food is no danger of being stolen.

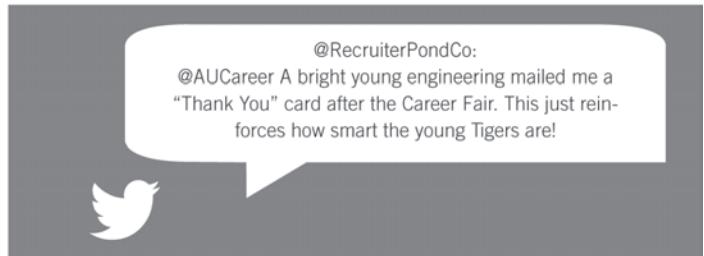


Drinks are to the right of your plate, bread to the left. Tip: When making the "ok" sign, your left hand makes a "b" for bread, your right hand makes a "d" for drink.

THANK *you*

Congratulations you have managed to complete your interview. The difficult questions were answered, the awkward silences made less awkward and you looked spiffing throughout the entire thing. But, you're not done quite yet. Now comes the easiest part of the entire process, thanking them for their time.

In a world of instant written communication, the traditional thank you letter goes a long way, a significant way at that. IF, and that is big if, your handwriting is legible enough write a thank you letter to the interviewer. Let them know that you value the time they took in considering you and that you look forward to hearing from them in the future. If your handwriting is not up to par, send an email. Attention to small details like thank you letters goes a very long way in helping you obtain the coveted position.



EVALUATING JOB OFFERS

KNOW YOUR VALUE

Many entry-level jobs are in a fixed salary range and most entry-level candidates do not have much clout in salary negotiations. However, to gain more, you have to ask for more. Your ability to negotiate within the salary range depends upon your qualifications and the salary research you can bring to the table.

Think FAIR for a fair wage:

- **F**ind out what your skills and level of experience are worth in the current job market.
- **A**ssess your realistic personal requirements. How much do you need to earn?
- **I**nvestigate cost of living adjustments to salary based on employment location. Use cost of living calculators available at salary.com, money.cnn.com, and bankrate.com.
- **R**esearch average salaries for the career field you plan to enter. Use the Auburn University Alumni Salary Survey and NACE Salary Calculator available at auburn.edu/career.

KNOW WHEN TO NEGOTIATE

Ideally, the best time to negotiate is after an offer is proposed. Discussing salary before an offer is made may screen you out of the job if your requirements are too high or may lead to a disappointing offer if they are too low.

Should an employer ask you during the interview process what your salary requirements are, indicate a range rather than a dollar amount.

"Based on the industry average and my level of experience, I am seeking between \$34k and \$39K."

The range you present should be slightly higher than the low end of your actual range as determined when assessing your value.

When salary is non-negotiable from the start, know that you have other options. These include: annual bonuses, performance evaluations with salary review, health, dental, and life insurance, retirement plans, overtime policies, tuition reimbursement, moving expenses, professional development/training and sign-on bonuses.

It is increasingly common for the topic of salary to be discussed before an offer is presented. Here are a few situations and suggestions for handling them with confidence:

- Application/Job Posting asks for salary requirements – indicate “negotiable”
- Recruiters ask for salary expectations – be honest yet realistic about expectations and always reference research on industry averages
- Application asks for salary history – indicate “competitive” or if forced to include a number, include total salary (pay + benefits)

EVALUATING OFFERS

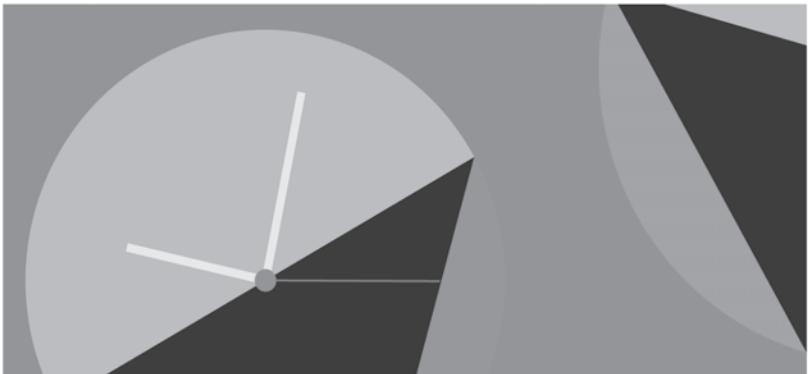
Once you receive a job offer, never accept or reject it on the spot. Ask for at least 24 hours to think it over. When making a decision, consider the following factors:

- Total pay and benefit package – compared to salary research
- Opportunities for growth, promotion, and training
- Company stability and management style

ACCEPTING AND DECLINING OFFERS

If you choose to accept the offer, do so both verbally and in writing. Sign the offer letter that contains the final terms of employment. In addition, call your main point of contact to tell them you have accepted their offer. Take time to thank those who have played a part in the hiring process including: contacts at the company, professional references and other professionals who assisted by answering questions.

Should you decide to decline the offer, do so as soon as you have accepted another offer or made the final decision not to accept. The conversation may be difficult but it is poor business etiquette to delay responding. Call your main point of contact and inform them of your decision. Thank them for the job offer and let them know your reason for declining. Follow the phone call with an email. It is always in your best interest to do everything in your power to maintain a positive professional relationship.



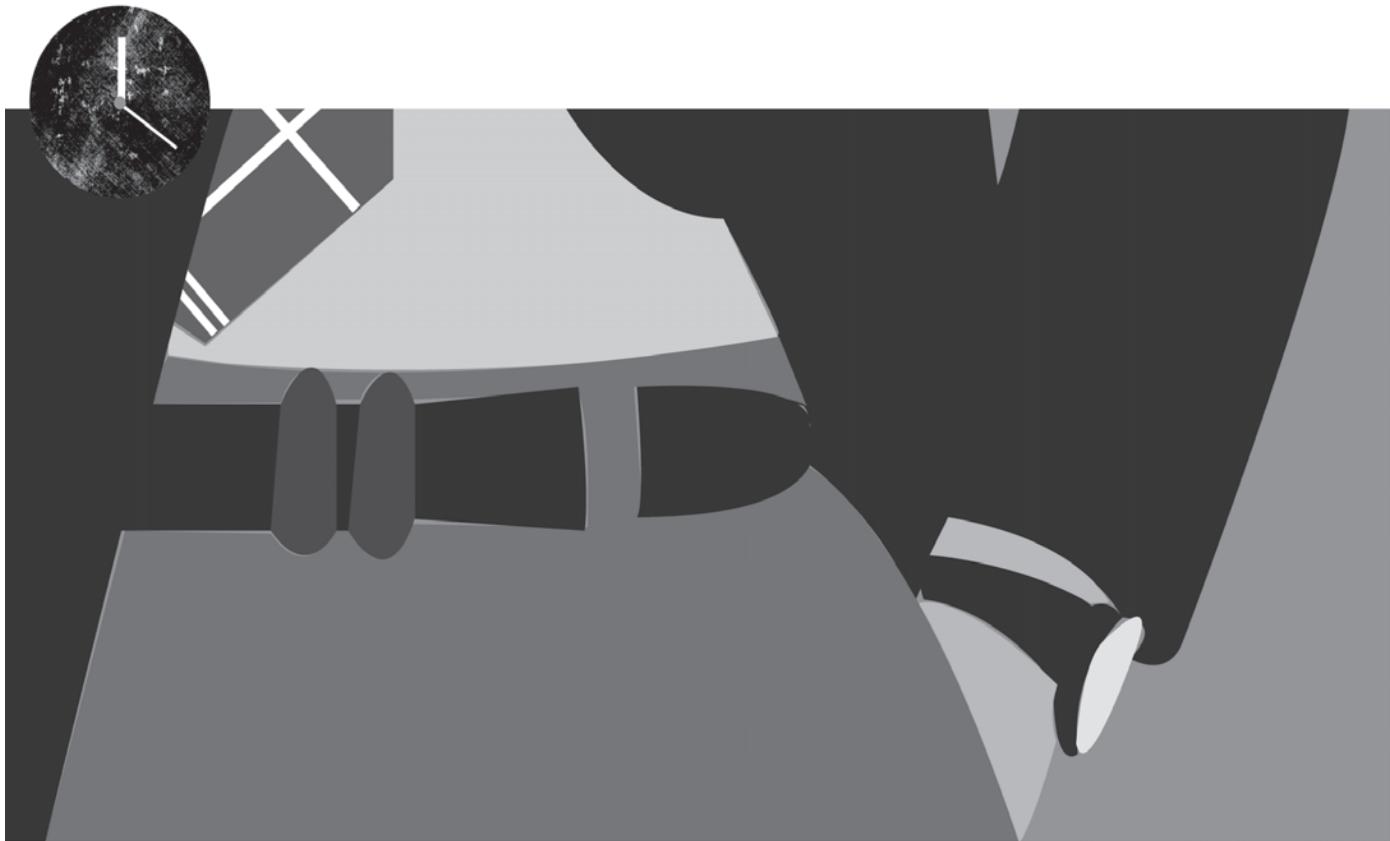
N E X T

— *steps* —



- IDENTIFY EMPLOYERS FOR RESEARCH AND EXPLORATION
- WRITE FIRST DRAFT OF RÉSUMÉ WELL IN ADVANCE OF APPLICATION DUE DATE
- BRING PROFESSIONAL DOCUMENTS INTO CAREER CENTER FOR REVIEW
- ALLOW TIME TO UNDERGO A MOCK INTERVIEW AND PRACTICE INTERVIEW QUESTION
- START JOB SEARCH 10-6 MONTHS OUT FROM EMPLOYMENT NEED
- BEGIN PROFESSIONAL DRESS CLOTHES INVESTMENT
- SPEAK WITH A CAREER COUNSELOR FOR ADDITIONAL SUPPORT OR ASSISTANCE
- _____
- _____
- _____

START YOUR CAREER



K E Y W O R D S

- First Year**
- Office Etiquette**
- Budget**
- Healthy Lifestyle**
- Retirement Plan**
- Professional Communication**
- Personal Networking**

You have arrived. Your countless hours of self-reflection, research, networking, résumé/cover letter writing and interviewing have culminated in hearing one simple phrase... "You're hired!" But now what? You are certainly not done, and in some ways you are just beginning.

Transitioning to the work place can be a taxing time. Adjusting to new expectations and norms within the office, while attempting to develop and cultivate a life outside of the office can be quite challenging to do successfully. In this section, we will endeavor to give you a solid foundation for getting started with your transition. Though the section is diverse (covering topics from the always important, if long off, retirement planning to how to meet people in a post SkyBar world), we attempt to equip you with the skills you will need to make your *alma mater* proud in your newly employed state.

Be sure to pay close attention to the thoughts and sage advice from current alumni and employers scattered throughout the section, for personal insight in how they achieved success. As always, we would encourage you to never hesitate to contact our office for additional support and questions in going forward in your professional career path. ●

TOREY PALMER, M.Ed.
Career Counselor

1st year ON THE JOB

@AUCareer
A #shoutout to recent #grads: be passionate about the work you do and (with permission) incorporate it into your personal brand.
—from @WMCareers



10 TIPS FOR FIRST YEAR SUCCESS

1. CHOOSE YOUR ATTITUDE
2. ADJUST EXPECTATIONS
3. MASTER BREAKING-IN SKILLS
4. MANAGE FIRST IMPRESSIONS
5. BUILD EFFECTIVE RELATIONSHIPS
6. BECOME A GOOD FOLLOWER
7. UNDERSTAND COMPANY CULTURE
8. DEVELOP ORGANIZATIONAL SAVVY
9. UNDERSTAND YOUR NEW-HIRE STATUS
10. MASTER THE TASKS OF YOUR JOB

“

Don't underestimate yourself. It is important to stay humble and to have an appetite to learn and gain experience, but confidence is key! From the first stages of interviewing to all throughout your first year on the job, confidence and boldness in your education, skill set, and abilities are going to bring you a team of 'believers'. Once your employer and co-workers begin to sense your genuine dedication and confidence, you will be entrusted with more and more responsibility, and your career will expand in amazing ways. It's all about stepping stones; building blocks to lead you to where you are meant to be.

— Sarah Cait McMillan '12
HR Generalist



SPRING BREAK | *no whining*

As sad as it might seem, there are no more guaranteed Spring Breaks. Welcome to adulthood. Do not bemoan your loss, accept your loss with grace. Your colleagues do not want to hear your whining and it will accomplish nothing. Be thankful for your employment and schedule a smaller break accordingly with accumulated leave.

office etiquette

MYTH #1

It is OK to decorate my office space however I choose.

NO, first make sure that you are compliant with company policy and establish norms. Take your cue from your office mates. Follow their lead and no trouble should be had.

MYTH #2

Laura just spoke ill of my new friend Jeff, I should tell him.

Do NOT begin your tenure in a new office ensnared in office drama. Do your best to minimize contact with such situations. If you know Laura is prone to gossip, politely remove yourself from interacting with her.

MYTH #3

I came in to the office early, so I can leave early.

Some days you will have to come in early and stay late. Do not think that because you are in early you get a pass to go home early. Put in your full time, understanding that you may even have to do more than that.

MYTH #4

I'm fresh out of college with plenty of new ideas. I should share them immediately.

Your colleagues have likely been at this far longer than you. Before you try to change the world, first observe and see what changes if any need to be made, and look for the appropriate time to present your ideas (e.g. when you're asked specifically).

Professional Communication

PHONE



DO

- Respond in a timely manner to voicemails
- Stay on point when discussing matters
- Use company phone for work related business

DON'T

- Have an unprofessional voicemail. Tricking people to think you have answered was funny in 5th Grade. You are an adult with responsibilities, conduct yourself accordingly.
- Use company phone for personal business

EMAIL



DO

- Set up an automatic reply for when you're out of the office.
- Use proper grammar and syntax for correspondence.
- Have a professional email signature (Name, Company, Position, Contact Information)
- Always include a subject

DON'T

- Write emails in text speech or use emoticons. Winky Faces ;) are never office appropriate.
- Have an email signature that is longer than your actual email. Uplifting quotes and admonishments about printing are to be frowned upon.

SOCIAL MEDIA



DO

- Use social media to reach out and connect with clients.
- Network with potential new employers and colleagues
- Stay informed on trends

DON'T

- Talk poorly of colleagues/employer. Once it is out there it can never be taken back.
- Spend time on social media sites in office if forbidden by office policy.
- Share everything. Ask yourself, would I want to see this?

PERSONAL FINANCE

Budgeting is one of those essential life skills that, up unto this point, you may not have had to develop. The surest way to provide for financial security is to have control over your finances. It is our opinion as a staff, that it is essential for you to develop a budget that works for you and your needs.

There are many different styles and methods of budgeting. As in any other selection process, you will want to research and choose a budget that you can work with, keep to and maintain as time goes by. Different budgets will do things differently, but look to be creating an emergency savings, your amount will vary (based upon lifestyle and needs), but in the event of calamity of great need you do not want to be bereft. If you need assistance in researching budget styles reach out to trusted friends and family to see what their needs are, or come speak to a career counselor for further assistance.

INSURANCE

One of the perks of full-time employment is often the opportunity to buy into employer provided health care plans. Notice the phrase "buy into." Health insurance is rarely free, and when selecting plans you will want to honestly evaluate your particular health care needs. Recognize that as time goes by your needs will change and the plan that worked initially may not work so well after several years. Before selecting plans be sure to assess your needs and choose accordingly.

TAXES

Sadly, Benjamin Franklin had it right. There will always be taxes. Be prepared for this when evaluating job offers. Tax rates will vary on many different factors, but know that they are coming. For the most up to date information regarding tax code, consult irs.gov or a trusted financial advisor.

APPS FOR MONEY MANAGEMENT

1. *Mint.com – Track accounts and spending
(Free. iOS & Android)*
2. *You Need a Budget (YNAB) – App/Desktop software combo to manage your money
(\$60. Windows & Mac)*
3. *Check – Helps you stay on top of bills
(Free. iOS & Android)*

RETIREMENT

Though we may get into careers that we find delightful, rewarding and a great deal of joy, there comes a time when we must stop. Planning for retirement starts during your first job. Be sure that you are doing your due diligence when beginning to think of that not so far off future.

TYPES

There are several different kinds of retirement investments. You will want to speak with a financial advisor or trusted source when selecting the appropriate investments for you and your needs. Here are a few options that are out there.

- IRA (Individual Retirement Account)
- Roth IRA
- SEPP (Simplified Employee Pension Plan)
- 401K, 403B, and 457



If you begin saving for retirement at 25, putting away \$2,000 a year for just 40 years, you'll have around \$560,000, assuming earnings grow at 8 percent annually. Now, let's say you wait until you're 35 to start saving. You put away the same \$2,000 a year, but for three decades instead, and earnings grow at 8 percent a year. When you're 65, you'll wind up with around \$245,000 -- less than half the money. Seems like a no-brainer, right? Save a little now and reap big rewards later.

SOUND MIND, SOUND BODY

MEETING PEOPLE

5 WAYS TO...

meet new people

1. AU ALUMNI GROUP
2. VOLUNTEER
3. OFFICE SOCIALS
4. COMMUNITY EVENTS
5. CIVIC ORGANIZATIONS



HOW I DID IT

"Hone in on what interests you and get involved - that's the best way to meet people! That may be church, a running club, young professionals group at the local museum, and don't forget your local Auburn club! My first move after college was to Baton Rouge - I joined the Auburn Club, my sorority alumni group, met my neighbors, and got involved with people at work. Even though I was only there two years I had a great experience and still keep up with some people I met there."

-Teresa Hall '78 & '91



DID YOU KNOW?

The Centers for Disease Control (CDC) estimates that nearly 80% of adult Americans do not get the recommended amounts of exercise per week. The CDC recommends adults get at least 2.5 hours of moderate-intensity aerobic activity or 1.25 hours of vigorous-intensity activity each week.

HEALTHY LIFESTYLE

Having a healthy lifestyle is more than just making good friends and engaging in the community. You'll also want to maintain a physically healthy lifestyle. With a new job comes many new demands on your time and the temptation may be to let slide those positive health related habits developed during college. Do not let that happen.

Make time in your schedule for physical activity every day. More time in the office may make it tempting to eat more "quick" varieties of food. Look for ways to eat healthy. Take your lunch to work, you will be able to control your portions and content, versus relying upon wherever is having a lunch special that day. Staying healthy post-graduation is a commitment, and one that can be very rewarding.

APPS FOR HEALTHY LIVING

1. *MyFitnessPal* – Track food intake and fitness
(Free, iOS, Android, Windows Phone & BlackBerry)
2. *Nike Training Club* – Selects workouts for you based on fitness level
(Free, iOS & Android)
3. *Fig* – Create a plan from a variety of wellness goals (Free, iOS & Android)

See more: greatest.com/health/best-health-fitness-apps

N E X T

— *steps* —



- DEVELOP UNDERSTANDING OF NEW OFFICE NORMS
- FAMILIARIZE YOURSELF WITH OFFICE POLICY
- BECOME KNOWLEDGEABLE OF NEW OFFICE CULTURE
- ESTABLISH PERSONAL BUDGETING ROUTINE
- MAKE APPROPRIATE RETIREMENT SELECTIONS
- IDENTIFY WAYS TO DEVELOP OUT OF WORK CONTACTS AND FRIENDS
- CONTINUE TO MAINTAIN HEALTHY LIVING PRACTICES AND/OR DEVELOP NEW ONES

- _____
- _____
- _____



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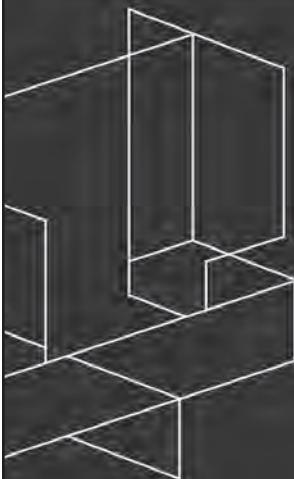
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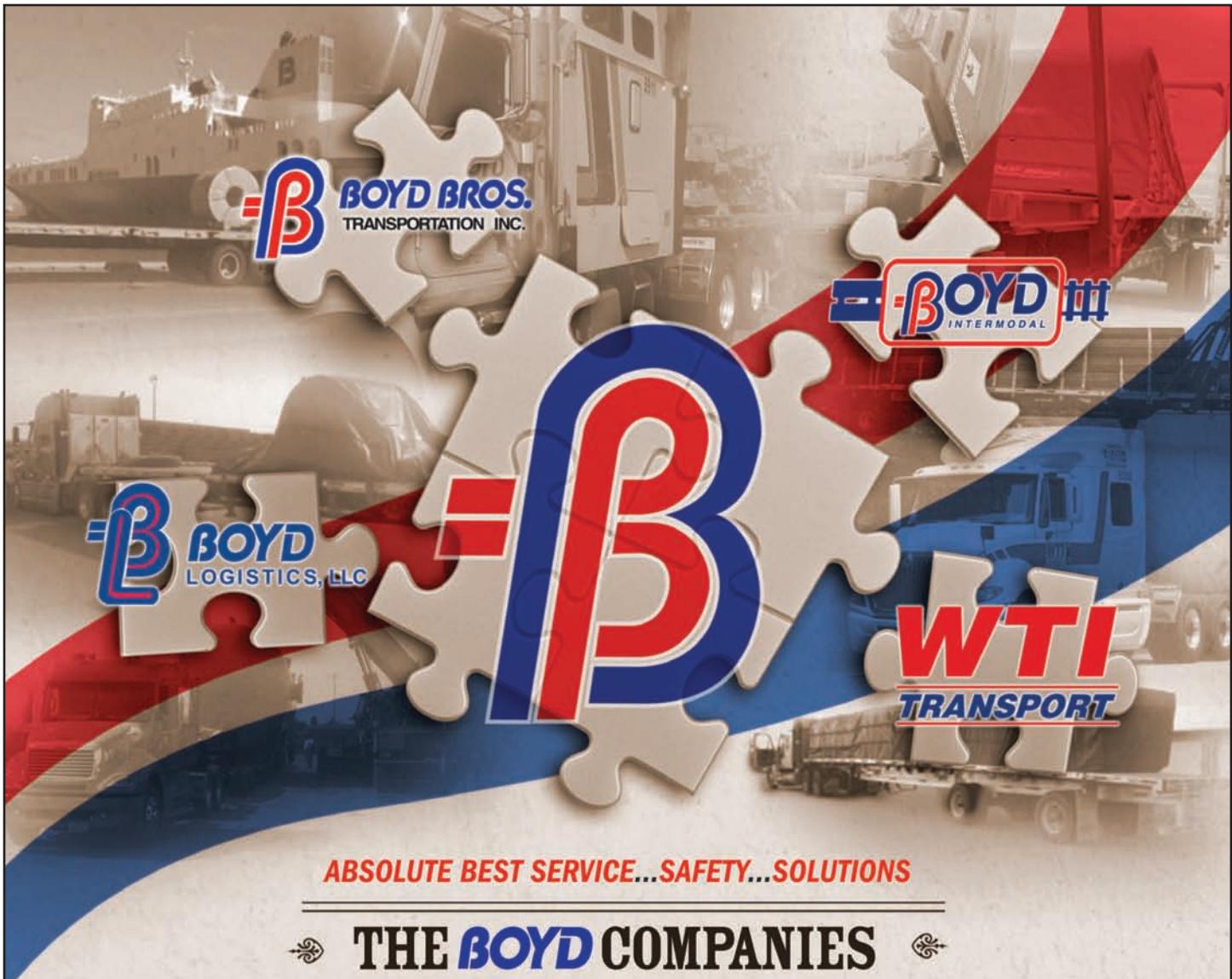
INTEGRITY

SINCE 1929

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- **Christine Emrich**, Associate Professor
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- **William Green**, Professor
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FUNDING OPPORTUNITIES

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CONTACT INFORMATION

Master of Public Administration Program
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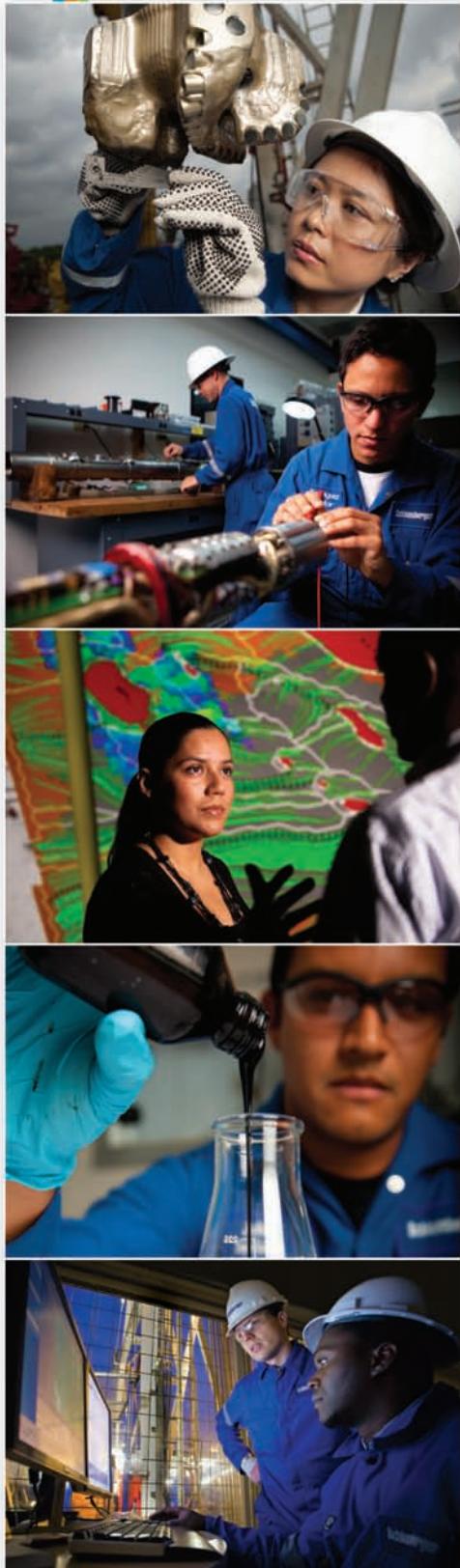


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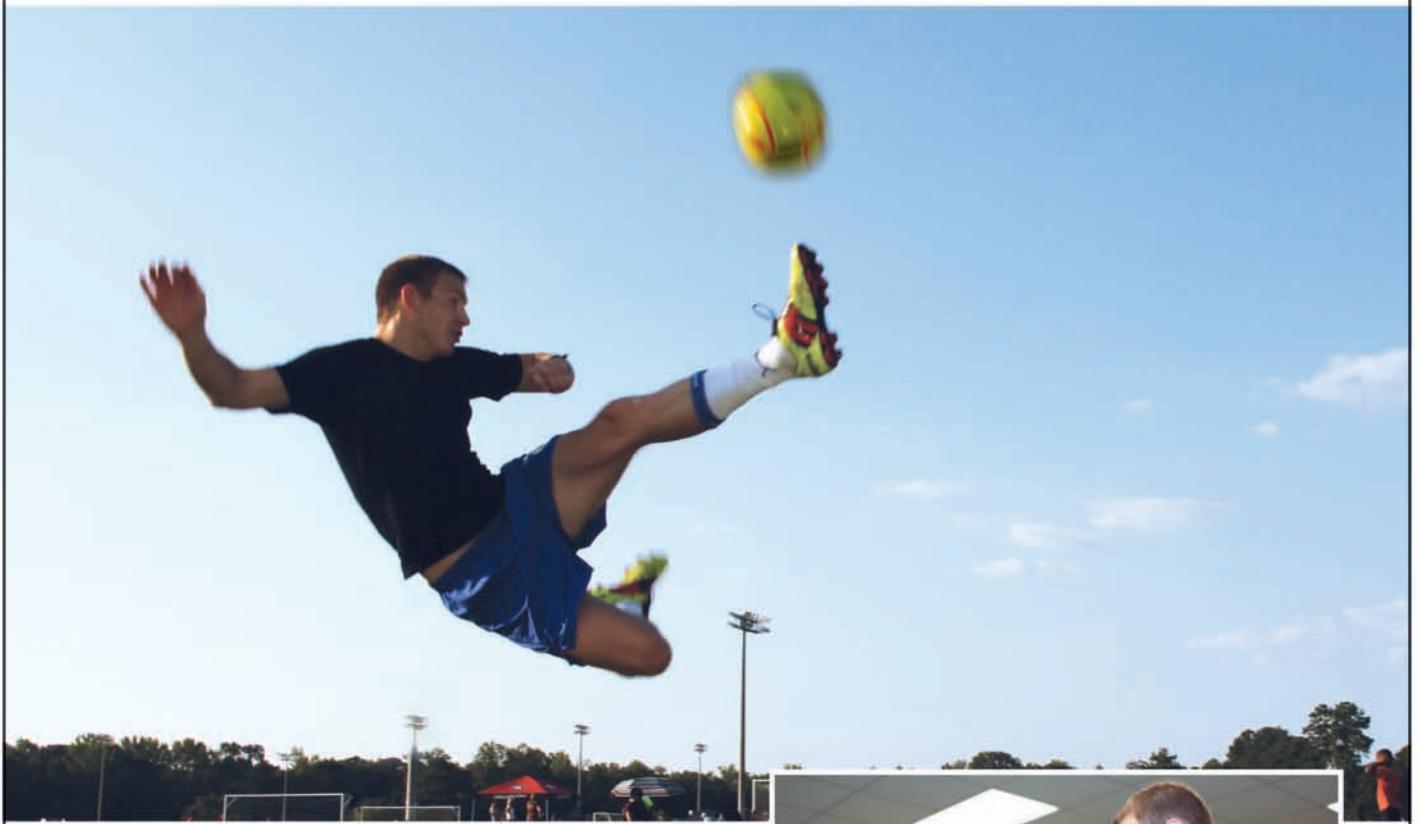
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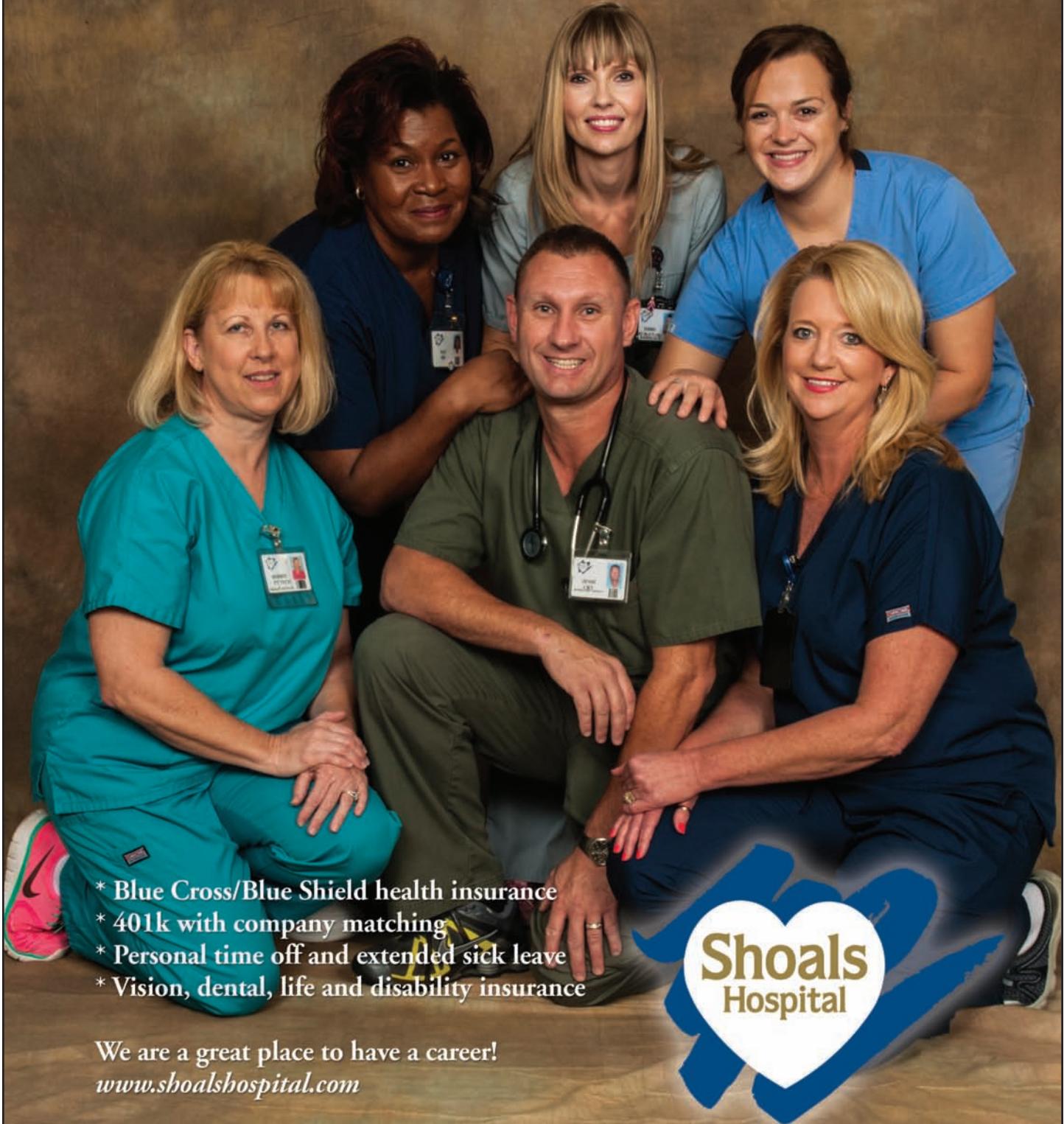
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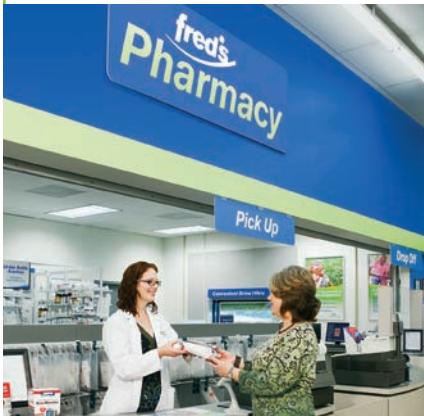


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