

# Expo Debrief

## On Index Card:

1. Write name and major
2. Top 3 favorite companies you're interested in (it's ok if they weren't represented at the Expo)
3. Something you learned about yourself, co-op, or a company that surprised or excited you
4. If you have changed your intended co-op cycle, please indicate that on the card as well (i.e. January – June 2019, Summer 2019, etc.)

# Resumes & Reference Sheets

- Blackboard
  - Check for grade, make edits, upload again for additional points
- CareerLINK
  - Upload resume once you've received 15/15 points
  - Start applying!



# Practice Interviews

- Sign up with me (except Civil Engineers)
  - Link in email from 9/25 and 10/3
  - 10 points toward grade
- Send job description ahead of time
- Suit or send me a picture of your suit

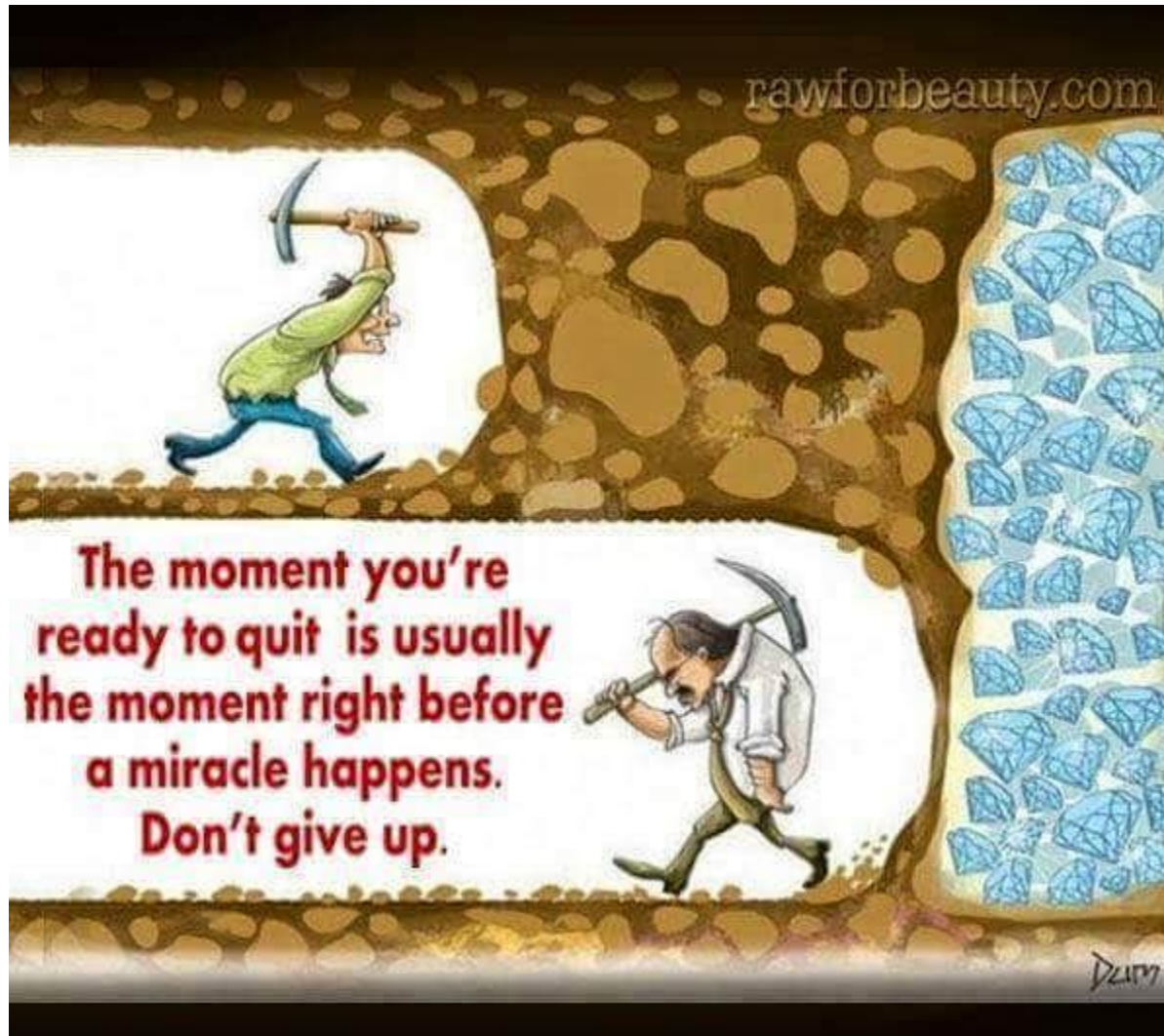


# Starting Your Job Search



- Set up a job search agent in CareerLINK
- Look on other websites (such as Indeed.com)
- Cast a wide net!
- Inform co-op advisor of any phone/in person interviews
  - We may have insight to the company's interview process
  - We can help you prepare
- Share job search strategy with co-op advisor, especially if something changes
  - You decide you want a 6 month instead of a 3 month
  - You are no longer interested in robotics companies
  - You decide you really want to work in New Jersey

# Work Hard and Stay the Course





- Analytical Services Developer 6 Month Co-op (#33104)
  - Andover, MA
  - Apply TONIGHT in CareerLINK to be considered for an on-campus interview Friday, 10/12
    - Putnam will review candidates and choose who they want to interview.

# Interview Prep

Professional Development Seminar

# Spoiler Alert!



You have all the answers!!!!!!

- 1) Know what's on **your resume**
- 2) Know the **job description**
- 3) Know the **company** and what they do



# What Are They Looking For?

- CAN you do the job?
  - Knowledge, skills and abilities
- WILL you do the job?
  - Motivation, passion
- Are you a FIT for the job?
  - Cultural, personality, work values



# Responding to Interview Requests

- Know your schedule availability for each week
- Respond the same day whenever possible

"Hi Carol,  
We would like to schedule an in-office interview with you next week on either Wednesday, October 14<sup>th</sup> or Thursday, October 15<sup>th</sup>. Please let me know if you are still interested and available those days.

Thank you,  
Mrs. Interviewer"

Or

"Dear Mrs. Interviewer,  
Thank you for contacting me. I am very interested in the position and am available on Wednesday, October 14<sup>th</sup> from 2-5pm or Thursday, October 15<sup>th</sup> from 9-3pm.

Please let me know if you have any other questions. I look forward to meeting with you.

Regards,  
Carol"

"Dear Mrs. Interviewer,  
Thank you for reaching out to me. Unfortunately, I have already accepted a position and will have to decline your offer for an interview. I wish you luck in your search and hope to connect with you the next time I am searching for a position.

Thank you,  
Carol"

# Interview Prep Checklist

## Interview Prep Checklist

- ❑ **Do I have my materials and the necessary logistical information?**
  - Phone Interview:
    - Print a copy of your resume and the job description to have in front of you (or pull them up on your computer)
    - Have a cup of water nearby and a notepad/pen.
    - Make sure you know who will call who and take your phone off silent mode.
    - Find a quiet place where you can talk (no background noise such as TVs, roommates, traffic, etc.). I recommend somewhere you can sit up such as at a table or desk. You can reserve a quiet space in the Career & Co-op Office by calling 978-934-2355.
  - In-Person Interview:
    - Put 2-3 printed copies of your resume inside your padfolio.
    - Print out driving directions and have your contact's phone number handy in case you get lost.
- ❑ **What will I wear?**
  - Phone Interview:
    - You don't have to wear a full suit for a phone interview, but I recommend wearing regular clothes (i.e. no pajamas or gym clothes). This will help you feel (and sound) more professional. Skype or Google Hangout? It's best to err on the side of caution and where your full interview suit.
  - In-Person Interview:
    - It is always better to overdress than to underdress. I recommend wearing professional attire (i.e. a suit) unless you are told otherwise by your interviewers. This shows that you respect the process and are taking the position seriously.
- ❑ **How did I hear about this position? Do I know anyone who works/or worked there?**
  - Remember how you applied for this job – was it on CareerLINK, through LinkedIn, or maybe you gave them your resume at the Career Fair?
  - Did a family friend refer you or perhaps you spoke to a student at the Co-op Expo? Try to remember their name and job title so you can reference that.
- ❑ **Have I matched my skills to the job description?**
  - Read the job description closely and circle any skills/qualities they emphasize (i.e. Java, Linux, strong communication skills, teamwork, etc.). These are your clues, so do your best to come up with stories about each one.
  - Review your resume and make sure you can explain each project, job, skill, etc.
  - Refer to your Bridging Exercise for sample stories and PARK statements.
- ❑ **Have I researched the company/my interviewers?**
  - Look over the company website so you are familiar with their products/services.
  - See if they have a LinkedIn page, Facebook page, or Twitter account.
  - Look up your interviewers on LinkedIn (if you know their names) to learn more about them and their role at the company.
  - Do a quick Google search of the company – have they been in the news recently?

# Attire

- Respect the Process – better to be overdressed than underdressed
- Shower before
- Hair & nails: trimmed
- Understated/natural make-up
  - Same for jewelry!
- Avoid smoking (being near smokers)



# Do Your Homework

- How did you hear about the position?
- Do you know anyone who works/worked there?
- Have you matched your skills to the job description?
- Have you researched the company/your interviewers?



# Bridging Exercise

- One of the best ways to prepare
- Bring your stories/experiences top of mind
- **Parts 1 & 2 due Oct 10<sup>th</sup>**
  - Download from Blackboard

## The Bridging Exercise Part 1

NAME:

### EDUCATION: UMass Lowell

WHAT YOU LIKE(D)

WHAT YOU DISLIKE(D)

### EDUCATION: HIGH SCHOOL

WHAT YOU LIKED

WHAT YOU DISLIKED

### PREVIOUS JOBS

WHAT YOU LIKE(D)

WHAT YOU DISLIKE(D)

### Skill Identification Exercise:

1. Review the list of job-related skills below
2. Think about times or situations when you have used each skill, and note that example in the right-hand column
3. Use this worksheet to develop content for your resume, as well as to prepare for career fairs and interviews

Skill	Example (job, academic and/or volunteer experience)
Ability to solve problems (related to your major or concentration if possible)	
Strong hands-on mechanical skills; can take things apart and put them back together	
Strong analytical aptitude and attention to detail	
The ability to apply sound professional judgement	
The ability to use laboratory equipment to generate data and process materials and/or the ability to do research to generate data and credible insights	

# Skills Identification

Skill	Example (job, academic and/or volunteer experience)
The ability to solve problems (related to your major or concentration if possible)	In my classes at UML, I have debugged many of my own programs. BigInt was a project where I implemented an object to hold a number's value in string format. Then I overloaded the +-* operators to carry out operations to the string numbers as if they were actual integers. This let you store numbers that would be too large to be stored as an int.
Strong hands-on mechanical skills; can take things apart and put them back together	Tore down an old shed in my yard and built a brand new one from scratch. Had to have the right materials and hand/power tools. Had to make sure the shed was built properly to withstand the New England weather. Brought in power/electricity to the shed as well.
The ability to use laboratory equipment to generate data and process materials	In my processing lab 1 class, I had to use measuring tools, software, and an extrusion machine.
Effective utilization of time and resources	I am a Division 1 athlete here at UML and have to balance 30 hours of games/practices along with my academics. I have maintained a GPA of 3.5 and I am involved in two clubs here on campus.

# Strengths and Weaknesses

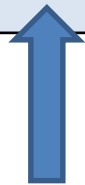
STRENGTHS	WEAKNESSES - List 3 weaknesses and include steps for improvement
Strong ability to juggle multiple tasks and responsibilities	English is not my first language so sometimes I have a difficult time clearly expressing what I am trying to say. I am working to improve this by reading and writing as much as possible and asking for help from my professors and peers.
Ability to quickly learn new skills	I am often nervous/shy in social situations. I am working to overcome this by joining clubs on campus and participating more in class.
Persistent – will do whatever it takes to get the job done	I sometimes struggle with time management, so I am working on scheduling out time for each homework assignment and keeping an updated calendar of deadlines in my phone.



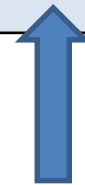
# Bridging Part II

## Company Specifics

SPECIFY 3 INTERESTING FACTS ABOUT THE COMPANY	WHY DO YOU WANT THE JOB?
They let interns work on projects that matter and help.	I want some real work experience working on projects and learning how a programming job feels like.
They develop time management software for a variety of industries including retail, financial institutions, universities, etc. Hannaford supermarkets is one of their customers.	I want to work for a company where I will be motivated to work hard.
Glassdoor ranked them a top 100 Best Place to Work	I would have the opportunity to learn more about Java.



Find facts that truly interest you  
(i.e. not the year the company  
was founded)



How would you answer this in a job  
interview? Avoid saying “the easy  
commute” or “free snacks”.

# Desired Skills & Related Examples

DESIRED SKILL, QUALITY, EXPERIENCE, INTEREST THAT IS RELEVANT TO THIS EMPLOYER FOR THIS JOB	RELATED EXAMPLE (DESCRIBE WHERE & HOW YOU HAVE DEMONSTRATED THESE SKILLS)	
	Too Vague	Detailed
Enjoy solving hard problems	I worked on hard problems at school	I constantly push myself to improve my programs a step further than the rest. As an example, in the Ants & Doodlebugs project I had to....
Object –oriented programming concepts	I know C++	I have taken 3 semester's worth of OOP and am familiar with data structures, polymorphism, encapsulation, etc. I know C++ well and am comfortable with basic Java.
Familiarity with Linux or Windows	I use Windows all the time	I've used Windows for most of my life and I currently use Linux for all programming needs.

# PARK Statements

**PROBLEM:** What problem or challenge did you face in the situation?

**ACTION:** What steps did you take to address that problem or challenge: What were you thinking and feeling, and, most importantly, what did you DO about the problem?

**RESOLUTION:** What happened? How did the problem or challenge get resolved? What was the outcome for you and others affected by the problem?

**KNOWLEDGE GAINED:** What did you learn from the experience? What did it teach you? What lessons did you take away here, and how do they apply to the job that you're seeking now?

PROBLEM	ACTION	RESOLUTION	KNOWLEDGE GAINED

# PARK Statement

Run Time Error causing image to not be displayed	Run several tests to determine the exact issue, turned to internet and co-workers, and tried code with other pieces of hardware to see if the problem was the hardware itself	When sending images through wifi, there seemed to be a small amount of lag, but enough to corrupt the first few images being sent through. To fix the issue, I simply ignored the first few images being received and didn't display the new ones until I knew they were complete.	There are other problems besides the code itself that could be causing issues such as hardware. It is best to try other pieces of hardware before you give up to see if you can find a solution that way.
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# Have I practiced answers to common interview questions?

- Types of Questions
  - General (examples on pg. 103)
  - Behavioral (Appendix E)
  - Technical



# What is the most common 1<sup>st</sup> question?

## Tell me about yourself....

You may be tempted to:

- Recite your resume
- Give your life story
- Totally freeze

# What Employers Want to Know...

- Who you are
- Why you are interested in...
  - The position
  - The company
  - The industry
- Why they should invest in you



# Present-Past-Future Formula

Student @ UMass Lowell  
studying [major].

- Involved in...
- Interested in...
- Pursuing...

PRESENT

-Interested in field  
because...

- Grew up in...
- Attended high school...

PAST

-Future goals and  
aspirations

- Why THIS co-op at THIS  
moment
- Why are you here...

FUTURE



# Think-Pair-Share



PRESENT



PAST



FUTURE

# Interview Wrap-Up

- Prepare 3-5 questions to ask your interviewer(s)
  - Consider who you're asking (HR rep vs. technical recruiter)
  - Avoid questions whose answers can easily be found on the website

What Made You  
Decide to Work  
Here?

Where Do You See the  
Organization in the  
Next Five Years?

What is the  
training process  
like?

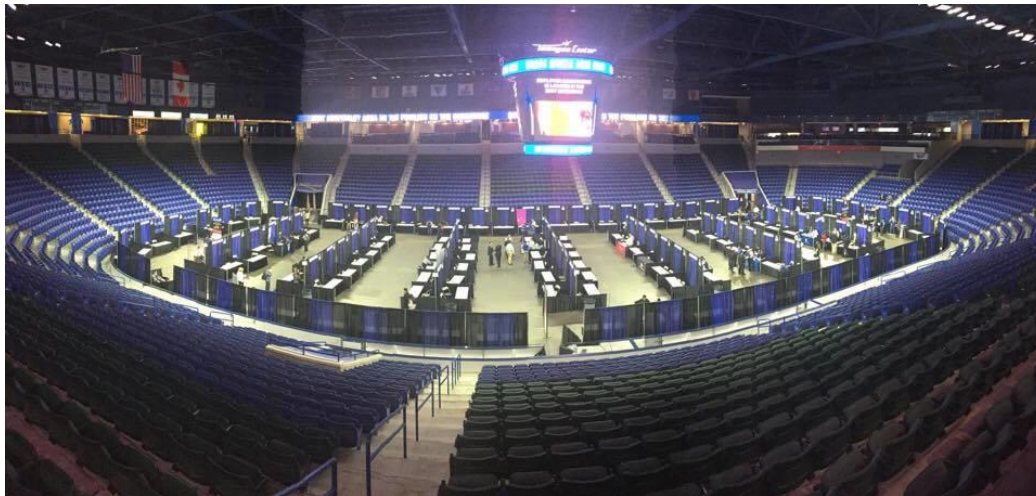
What could a co-op  
do to be successful/  
stand out?

# Remember!

- It's not about knowing it all – it's about enthusiasm and willingness to learn
- Tell detailed stories about your projects and experiences
- The person sitting across from you is HUMAN – they are simply trying to get to know you and see if you would be a good fit for the team

# Career Fair Prep

Professional Development Seminar



## Coming Up Next...

- Wed, 10/10 – Bridging Due
- Thurs, 10/11 – No Class (Monday Schedule)
- Thurs, 10/18 – No Class (Career Fair)
  - Come say hi at the fair!
- Thurs, 10/25
  - Interviewing Part 2
  - Read Appendix E