

THE

C2C



**Career
Connections
Center**



**COLLEGE TO
CAREER
GUIDEBOOK**

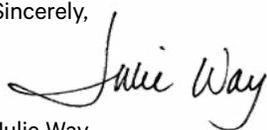
Welcome

As a student or alumni at MSOE, you're in high demand in the workplace and you'll receive a valuable return on your investment in earning your degree. Your hard work in a rigorous, hands-on curriculum is highly respected, and valued by employers throughout Wisconsin, the Midwest, and nationwide. They recognize that your knowledge, skills, experience, and character will allow you to make an immediate and significant contribution in numerous and diverse internship and full-time job opportunities within a multitude of industries.

The Career Connections Center can help you with your job search by connecting you to opportunities and to employers eager to hire you. We also want to help prepare you to be a "HI-PO" High Potential Candidate or a Candidate of Choice with a strong and effective resumé, confident interview skills, a compelling professional online presence, and career fair preparation. When offers start rolling in, we can help you manage and evaluate them, as well as negotiate an internship or full-time salary. And if you think grad school may be your next step, we're happy to help you apply.

We're excited to provide this MSOE unique College to Career (C2C) Guidebook as your career development roadmap and 24/7 resource. In addition to our guidebook, we enthusiastically invite you to come in to meet your Career Connections Center team for personal career coaching and even more resources. Schedule a one-on-one appointment or drop-in when you can.

Sincerely,



Julie Way
Director of the Career Connections Center

Career Connections Center

Campus Center (CC-370)

(414) 277-7120

career-connections-center@msoe.edu
msoe.edu/career-connections



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**Career
Connections
Center**

WE INVITE YOU TO VISIT US.

Find out how we can help with your:

- Resumé & Cover Letter
- Interview skills
- Job search
- Career Fair prep
- Handshake & LinkedIn Profiles
- Offer evaluation
- Graduate school applications
- And much more!

Prefer to make an appointment or find out our drop-in hours? Log into your  handshake account at msoe.joinhandshake.com

msoe.edu/career-connections

College Career Process Map

Follow this process map to internship and career success. The Career Connections Center will help you every step of the way.

YOU



1



Pay attention!

Emails from:

Career Connections Center website:

msoe.edu/career-connections

Handshake

2



Build your toolbox with help from the Career Connections Center

Strong resume

Cover letters

Interview skills

Personal introduction

3



Develop skills companies want

Teamwork

Leadership

Communication

REPEAT FOR

- Career Connections Center
- Your department
- Your student organizations

- Upcoming events
- 24/7 tools and resources
- How-to guides
- Document examples

- Find jobs (industry and community)
- Be found by recruiters
- Company contacts
- Company events
- Career Fair companies

- Fluff-free
- “No selling—just telling”
- Provide evidence of your skills and experiences
- Clear, concise, compelling format

- Fluff-free
- Make it personal—use your genuine voice
- Personalize to the company, role, or location
- Your networking initiative
- If it's “optional” it's expected

- Be prepared with stories about your experiences
- Research the company
- Follow-up with a thank you
- Know the job description

- Enthusiastic handshake
- Friendly eye contact
- Smile
- Short 30-second summary

- Senior Design
- Class projects
- Independent projects
- Student organizations
- On-campus jobs
- Greek life

- Honors Program
- Student government
- Student organizations
- Senior Design
- Peer coach
- Tutor
- Athletics

- Senior Design
- Class projects
- Interpersonal
- Written
- Presentation
- Cross-cultural
- Peer coach
- Tutor

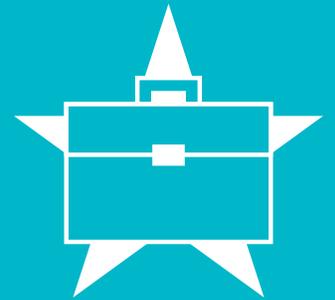


Hands-On Learning

- Internship
- Senior Design
- Class projects
- Externship
- Research
- Laboratory
- On-campus jobs



DREAM JOB



MORE SUCCESS

Planning for your career will change, just as you will as you gain personal and professional experiences, obtain more skills, and clarify your interests. It's important to take advantage of the numerous and diverse opportunities available to obtain hands-on, real-world experience, increase your professional skills, and develop your job search strategy.

MSOE provides you with endless opportunities to get internships while you're in school and full-time jobs when you graduate. To take advantage of these opportunities, you need to:

PAY ATTENTION TO ...

Career Connections Center Website

- Career Fair information
- On-campus employer recruiting events
- Employer and job highlights
- 24/7 tools, tips and resources
 - Resumé and cover letter
 - Interview and networking skills
 - **Handshake** and LinkedIn profiles
 - Graduate school application
- C2C Guidebook (this book!)

Your Email

From the Career Connections Center

- discover when and how you can meet with company reps to learn about job opportunities.

From your department

- learn when employers visit, upcoming Tech Talks and job opportunities.

From your student organizations

- get involved, find out what's going on and connect with employers.

handshake

- Find and apply for jobs
- Be found by recruiters
- Make appointments with career coaches
- Obtain company contacts
- Find out when employers will be on campus to recruit you
 - Career Fairs
 - Tech Talks, company info sessions, employer information tables
 - On-Campus interview opportunities
 - Employer networking events

Handshake

Handshake is MSOE's one-stop-shop for all things career. It's your professional online connection to your next internship or full-time job, and the number one online job search tool for college students.

1. Log in, customize and complete your profile, and upload your resumé.

Get help creating a strong profile and updating your resumé from a career coach

2. Make sure you complete your profile and make it public!

- 80% of students who complete their profile are contacted by an employer.
- You're five times more likely to be messaged by employers if your profile is complete.
- Employers conduct more than 25,000 student searches per month based on the information in a student's profile.

3. Keep "Your Interests" updated so **Handshake's** artificial intelligence (AI) will work as your job search agent and send you opportunities you'll be interested in. The three most important sections are: Job Type, Location, and Roles.

Get help with how to choose from a career coach.

Handshake is a powerful job board.

- 3.5 million jobs and internships in every industry for every student.
- More than 4,000 employers of all shapes and sizes—100% of the Fortune 500.
- Number one recruiting tool for employers because there are over 900 schools in the **Handshake** network.

Handshake is your information hub.

Find out when employers will be on campus to recruit you.

- Career Fairs
- Tech Talks, company info sessions, employer information tables
- On-campus interview opportunities
- Employer networking events

Handshake is your link to the Career Connections Center.

- Schedule a one-on-one career coaching appointment.
- Find the drop-in hours schedule.
- Learn about the pre-career fair Resumé Raids and Mock Interviews.
- Request a presentation for your student group.

You can count on the Career Connections Center to help you with every step of your job search! Drop-in, call, email, or schedule an appointment with a career coach through **Handshake**.

Connect your calendar with Handshake so you don't miss opportunities.

MSOE students are highly respected and in-demand by hundreds of companies. To showcase everything you've accomplished, you want a polished resumé that highlights your strengths and focuses on what's most important to employers. For example:

Hands-on experience – technical and problem-solving skills gained from internships, class projects and research.

Communication skills – examples of teamwork, interpersonal, technical writing, and presentation skills you've gained through internships, class projects, on- and off-campus jobs, and student org involvement.

Leadership – class projects, student orgs, co-curricular involvement both on- and off-campus, and community service.

Work ethic – jobs or co-curricular involvement on- and off-campus.



You've worked hard to gain valuable skills and experiences you want to highlight on your resumé, but if it's not organized to be visually attractive, it may never be read.

Employers spend less than 10 seconds reviewing your resumé before placing it in the 'yes' or 'no' pile for further consideration, so it has to make a *great first impression*.



No selling, just telling.

Make a strong visual impact

- Consistent formatting with balanced symmetry and spacing
- Bold, defined topic headings and categories
- Clean sans-serif font, such as Arial, Calibri, Helvetica, or Tahoma
- Font size of 11 or 12 (no smaller than 10)



Content

Write for your audience! Yes, they're experts in your field, but they don't know you or your work—you must provide specific details to help them get a picture of what you've done.

- *First*, describe the objective of your work—the problems you've worked on.
- *Then*, provide a few action bullets with specific details about what you did to accomplish your objective.
- Show you have demonstrated knowledge of engineering / business / nursing / actuarial science / user experience principles and practices.

Clear, concise and compelling format = Attention = Interview



Career coaches know what employers want to see on your resumé. They can help you write about what you've done so it provides detailed evidence of your problem solving and technical skills. **Visit the Career Connections Center for help creating a strong and effective resumé.**

- [Resumé Outline](#)
- [Nursing Resumé Outline](#)
- [NCAA Athletics Resumé Outline](#)
- [RA-Focused Resumé Outline](#)
- [Resumé Checklist](#)

Resumé Content

You've done a lot! It's hard to know exactly what to include on your resumé and how to write it. Use this format to get started. The Career Connections Center is here to help you brainstorm, create, organize, edit, or update your resumé.

1 Summary

Year and major, internship experience, hands-on project experience, involvement/leadership on campus, working while going to school, and three or four specific skills.

2 Education

Milwaukee School of Engineering

Your degree: Bold this; most employers are looking for specific degrees. Use B.S. or M.S.; these acronyms are universally understood.

Use the word "expected" if you have not graduated yet. It's acceptable for this to change throughout your college career.

GPA: You may have heard otherwise, but it must be on your resumé even if it's not as high as you'd like. If you don't include it, recruiters will have to ask, or they may assume it's much lower than it may be. Your resumé may not pass through Applicant Tracking Systems (ATS) if your GPA is missing. If it is improving, include your GPA from the past few terms.

Include high school information ONLY if you're a freshman.

3 Internship Experience

Industry experience is one of the most desirable experiences employers look for. Your ability to thrive and apply your knowledge in a professional environment is invaluable. You've done many things on the job, but project management or problem-solving experience is most valuable. Start with describing your objective and follow

with a few action bullets with details about how you accomplished your objective or worked towards it.

4 Project Experience

Campus-based, hands-on, teamwork, project experience: Senior Design, class projects, research. What kinds of problems did you tackle? What goals did you achieve? Be specific about your role.

Provide evidence with numerous and specific details.

5 Computer/Technical Skills

Provide a bulleted list of your computer software skills, equipment and tools you've used, and industry-related methodologies or techniques you've used. No need to categorize; you can speak about use and competency levels during your interview. Ensure all are spelled and capitalized correctly, or ATS systems won't recognize them.

6 Leadership

Companies are interested in hiring students who will help them become leaders in their industry. Provide evidence that you've led others to accomplish goals. List times you've held a leadership position. State your

position, name of the organization, dates, and hours devoted per week. List one or two accomplishments you're most proud of.

7 Co-curricular Involvement

Involvement outside the classroom develops teamwork, communication, and interpersonal skills that are important to employers. They're looking for students who will get involved on their team. List your position, the organization, dates and hours devoted per week. List one or two accomplishments you're most proud of.

8 Work History

This is where you list jobs you've had during the summers or high school. List your position, the company, location and dates. If you're working on campus while going to school, list that job first and include the number of hours.

9 Interests/Hobbies

If you have room at the end of your resumé, list your non-school related interests and talents. This makes you multidimensional and can act as an icebreaker during an interview.

For security reasons, don't include your address. You may add your hometown and state, if you wish.

Use your preferred name: Liz, Tom, Alex, Katie, Josh, Abby, Mike, etc.

Your Name

username@msoe.edu | linkedin.com/in/yourname

1 SUMMARY

Third-year Mechanical Engineering student with internship experience. Extensive engineering project experience through my coursework and co-curricular involvement. Campus leadership experience and working 15 hours per week with full academic schedule. Skills in SOLIDWORKS, MATLAB, Autodesk Inventor, and Revit.

2 EDUCATION

B.S. Mechanical Engineering | Milwaukee School of Engineering | GPA 2.75 | expected May 2022

3 INTERNSHIP EXPERIENCE

Mechanical Engineering Intern | ABC Company | Milwaukee, WI | June – Sept 2020

Project: Designed, built, tested, and distributed a lighter, more portable carbon brush customer demonstration kit.

- Developed design including a motor mounted vertically underneath a phenolic resin plate using Inventor.
- Determined plate thickness and motor mounting location based on FEA simulating expected failure.
- Presented final design to senior engineers who specified and purchased materials to produce demonstration kits.
- Tested demonstration kits to assure that design requirements and quality targets were met.

Resulted in a lightweight demonstration kit that Company representatives utilize at trade shows

4 PROJECT EXPERIENCE

Project: Design and fabricate unmanned aerial vehicle (UAV) used for firefighting.

- Researched UAV technology, fire suppressants, FAA drone and UAV regulations.
- Conducted feasibility study to identify effective and efficient UAV concepts.
- Designed prototypes using SOLIDWORKS and performed Ansys simulation.
- Fabricated components with 3D printer and built with other outsourced components.
- Performed field testing, collected and analyzed data, and modified design for optimal performance.
- Wrote technical report and produced project poster to present to project advisor.

5 TECHNICAL SKILLS

- SOLIDWORKS
- Autodesk Inventor
- MATLAB
- Autodesk Revit
- Ansys
- 3D Printing
- Simulink
- Arduino
- MS Office, Excel

6 LEADERSHIP

MSOE Chapter President | American Institute of Aeronautics and Astronautics | 2020 – Present | (4 hours/week)

- Plan, schedule, and lead biweekly meetings focused on professional development featuring aerospace news, faculty, or student aerospace presentations, in collaboration with executive board of 5.
- Collaborating with AIAA professional members to connect MSOE with state chapter of industry leaders.

7 CO-CURRICULAR INVOLVEMENT

Extreme Club Member | MSOE | 2020 – Present | (4 hours/week)

Ultimate Frisbee Member | MSOE Ducks | 2020 – Present | (6 hours/week)

8 WORK HISTORY

Mover | That Moving Company | Des Plaines, IL | Summer 2019

Cashier | Your Ace Hardware, Inc. | Des Plaines, IL | May 2016 – May 2018

9 INTERESTS

Aerospace | Rock Climbing | History | Guitar | Anime

This is an example only! For specific major examples, go to msoe.edu/career-connections

Writing About Your Hands-on Project Work

Employers want your resumé to highlight your hands-on projects: internship, senior design, class, lab, etc.

This is the most important component to your resumé as it provides detailed evidence that you've acted like a [your major] to solve real problems or innovate something new and unique.



First draft should be a brain dump detailing a lot of specific details and describing your work. Assume they know nothing about your work or why you did it.

- ✓ Start with the problem statement: what was the problem you were asked to solve.
- ✓ Then tell about what you decided to do (or were asked to do) to solve the problem.
- ✓ Then list the action/steps you took to obtain your objective or goal.
- ✓ Then tell about the results.



Then simplify ...

- The problem was/is ...
- So we decided/had to ...
- First I/we did this
- Then I/we did that
- Then we ...
- Then I ...
- Then, then, then ... you can't write enough detail. Remembering all the details of your work will help you in your interview, too!
- The result was ... (include writing a report/poster and presenting to management, professor, advisor, classmates).

It's going to look like a mess at first, but it is important to re-read your draft and revise your sentences by eliminating repetitions and arranging sentences in chronological order. You'll then remove the "I/we did" so your bullets begin with action verbs. You should have a long list.

How will this all fit on my resumé you ask? Career coaches are happy to help you with this step, so you come out with strong, detailed, and comprehensive action bullets.



For more help with your resumé, **log into Handshake** to schedule a [one-on-one appointment](#) with a career coach or [find out when you can drop in](#).



Resumé Checklist

LAYOUT AND APPEARANCE

COMPLETE ✓

My preferred name is at the top of the page, big and bolded.

I included my email address (required) and LinkedIn URL (optional).
For security reasons, we recommend eliminating mailing address and phone number.

My resumé is an appropriate length (one page preferred, but two is okay too).

My resumé's margins are in-between a 1 inch and a 1/2-inch.

Spacing is consistent throughout the resumé.

I used an easy-to-read sans serif font (e.g., Arial, Tahoma, Calibri).

Formatting: bold font, bullet points and sizes, and heading styles are consistent throughout my resumé.

Experiences are listed in reverse chronological order (most recent listed first).

There are no pictures, images, or icons on my resumé.

For my list of technical skills, I included a bullet point for each one. I used a table to help save space on my resumé (2-4 columns & removed the borders). There are no hanging words.

CONTENT

COMPLETE ✓

For my current experiences, verbs are listed in present tense (ing), and for past experiences, verbs are listed in past tense (ed).

My Summary clearly states my year and major, internship and/or project experience, on-campus involvement, and 3-4 specific skills.

My Education starts with my degree & major(s) & minor(s), followed by Milwaukee School of Engineering, GPA (yes, it should be there even if it's below a 3.0), and expected graduation year.

For my internship(s), I created a separate section titled Internship Experience and because employers highly value internship experience, I placed it toward the top of my resumé. I included details about the main problem/project I worked on and used bullet points to share detailed action steps I took to solve that problem. If I found a solution, I included that at the end.

For my MSOE project(s), I created a separate section titled Project Experience. I included details about the project's objective and used bullet points to share detailed action steps I took to solve that problem. If I found a solution, I included that at the end.

My Technical Skills lists ONLY technical skills. I avoided generic buzzwords like communication, organization & leadership skills.

I included other sections that are important and relevant to me (e.g., Leadership, Co-curricular Involvement, Work History (including dedication hours per week), and Interests/Hobbies if there's room).

My bullet points start with action verbs.

I featured my accomplishments, skills I used, and quantified my results (i.e., use numbers when possible).

I filled the whole page with relevant content (1 full page or 2 full pages - no 1/2 pages).

My resumé is completely free from spelling, punctuation, and grammatical errors - I've asked others to review to confirm.

YES, YOU SHOULD WRITE ONE—THEY'RE STILL IMPORTANT. The cover letter is your electronic handshake and introduction and a more personal compliment to your resumé. You're able to use your unique and genuine voice, allowing recruiters to get to know you a little bit better. And, most importantly, you can express your enthusiasm for the job opportunity, being specific about why you want to work for the company. Employers want to hire people who want to work for them.

Your well-written, personalized, and targeted cover letter will set you apart from, and above, other candidates. The more you make your letter specific to each company, the better your chances of getting attention, interest, and landing an interview.

Experts say that only 3% of job applicants write personalized cover letters and that those applications go directly to the “YES” pile for further consideration.



Cover Letter Dos

- Write and submit a cover letter even if it is not required.
- Tailor to every job/company you apply to.
- Use business letter formatting even if you submit electronically or embed in an email.
- Cover letters are an excellent way to network even if there's no current job opening. Sending a letter of introduction shows initiative and that you really want to work for that company. Remember, the vast majority of jobs are never posted because they are often filled by candidates the company already has a relationship with. So, introduce yourself—that person can be you!



Cover Letter Don'ts

- No fluff—don't use the words “I'd love” or “I hope” or “I'm passionate about.”
- Don't claim you have excellent skills without evidence to support. In fact, just provide the evidence.
- Don't tell them you're the right person for the job. Instead, provide enough detailed and relevant information that allows them to see if you're the best fit.



Remember! Don't Sell ... Just Tell

Use the same header as your resumé.

Jane Doe

doej@msoe.edu | linkedin.com/in/JaneDoe

January 1, 2020

ABD Company
12345 Paradise Road
Awesome City, MI 12345

Dear Ms. Smith: (if you don't have a specific contact, use Dear Hiring Team:)

Paragraph 1 – Answer questions you might be asked in a conversation over coffee...

Why are you writing and how did you learn about this opportunity?

- Be direct! Consider: "I'm writing to apply for the position of [exact position and any provided number]. I learned of this opportunity through [Handshake, company website, national job board, etc.]"
- When possible, mention you know others who work in the company and any positive things they've said. Or, you can mention that you know they have a strong tradition of hiring MSOE students.

Why do you want to work for my company?

- Research the company. Go beyond their website to find something unique and impressive, like current or future projects, innovation, growth, and/or goals. Be specific—it shows you've done your research (don't cut and paste from website and don't mention their mission/vision).

Why are you interested in this job?

- Read and understand the job description requirements and provide a sentence or two listing your skills and experiences that match their needs (ie: "I believe my mechanical engineering studies, internship and project experience, and skills in FEA, test design, and embedded systems may match your needs.")

How do you feel about living in our city, town, area?

- Are you from the company location or nearby? Do you have family, friends, or a significant other close by that makes you want to work in their location? If that's not the case, do some research to find things you like and ways you might participate in your interests or hobbies in the area. They hope you'll be happy outside of work, too, so you'll be happy to stay with the company.

Paragraph 2 – Tell about your hands-on experience (internship, coursework, laboratory, etc.)

- Choose 2–3 to describe briefly. Choose examples from your resumé. No need for all the details – just your objective/goal to solve a problem or design/develop something new.

Paragraph 3 – How have you developed teamwork, communication, and leadership skills?

- Tell about your experience working on a team in your internship and/or project team experience, as well as your co-curricular involvement and leadership on campus and in the community.

Paragraph 4 – Quick close telling them you'd appreciate an interview. Consider using these words:

- My resumé is attached for your consideration, and I invite you to visit my LinkedIn profile for more information (make sure your profile is strong and will provide a good first impression). I respectfully ask for the opportunity to interview with you at your earliest convenience. Thank you for your consideration.

Sincerely,

Jane Doe



Remember that Career Coach?

Ask them to help you write a compelling cover letter!



IT'S THE INTERVIEW THAT CLINCHES THE OFFER, SO YOU'LL WANT TO BE PREPARED!

Congratulations! You've impressed the recruiter with your skills and experiences. They believe you can do the work, now they want to meet to see if you'll be a positive and productive addition to their team, department, and company.

Getting to Know You

- Employers want to get to know you better through your professional, academic, and personal experiences.
- Hiring new team members is a tough decision, and it's also expensive. Employers want to hire the right people for their company.
- Yes, the interview is a conversation, but your interviewer will be prepared to ask pointed questions to gain specific information about you so they can make an informed decision to make you an offer.
- You'll most likely experience a behavioral-type interview, where most questions aren't questions at all—they're requests for examples about your past experiences, accomplishments, teamwork, and challenges.

Interview Confidence = Success

- Whether you're comfortable talking to anyone, or you're like most and an interview causes you some stress, you'll want to prepare.
- Many of your experiences might be way back in your memory, so recalling, preparing, and practicing is key to interview success. You get to choose examples you're most proud of.
- Recruiters tell us they want to hear numerous and specific details. Use the STAR method to provide the information they want to know.

How to Be Ready

- First write your experiences using the STAR method. That way you won't leave out any details and you'll eloquently provide a comprehensive and organized answer.
- Schedule an appointment with a career coach to talk about interview strategies for the tough questions.
- Participate in pre-career fair mock interviews with employers. This will give you a chance to experience close to the real thing.
- Learn a few things about the company such as their products and services, locations, and their competition.
- Review the job description for the position you're interviewing for.

It's Go Time!

- You're dressed professionally and your pre-interview preparation will allow you to feel confident. Bring a positive attitude, energy, enthusiasm, a smile, and a firm handshake.
- Try to remember that your interviewer is a really nice person, is looking forward to meeting with you, and really wants you to do well.

Asking Questions

Be Prepared to Ask Questions, too!

It's critical you prepare 3 to 5 questions to ask at the end of the interview. It's okay to write them down and bring them with you.

- What keeps you up at night and what's the first thing you need me to do to help?
- What's the biggest challenge for the company, department, team right now?
- Can you tell me more about the work you'd like me to do or projects I might work on?
- Can you tell me about the team I might be working with?
- What are the next steps after today?

STAR—Situation, Task, Action, Result

Employers want you to use the STAR method to answer interview questions. Following this outline will help ensure you're providing enough detail.



S	SITUATION	Introduce the scenario to your interviewer. Include: <ul style="list-style-type: none">• Where• What• When• Why• Who
T	TASK	State what they've asked you to describe: <ul style="list-style-type: none">• A problem solved• A goal you accomplished• A challenge you overcame• A conflict you resolved• Teamwork or leadership experience
A	ACTION	<ul style="list-style-type: none">• Tell what you did to solve your problem, meet your goal or overcome the challenge• First action you took• What you did next• Steps after that
R	RESULT	Good, or not so good. Sometimes not-so-good results are our greatest lessons. Be sure to explain what you learned and how you might apply that lesson to your future work.

Sample Interview Questions

Prepare and practice to nail your next interview.

The Career Connections Center can help you answer those tough questions, understand why specific questions are being asked, and use your genuine, informal but professional voice ... and even add some humor. While you won't be asked this many questions, we can provide you with the most common possibilities.

General (and sometimes tricky)

- Tell me about yourself.
- Why did you choose your major/to attend MSOE?
- What do you consider your strengths? Weaknesses?
- What's been your favorite class? What class did you dislike the most?
- Do you prefer working on teams or alone? Why?
- How well do you work under pressure?
- What are your hourly rate/salary requirements?
- How would a previous employer describe you?
- Why should we hire you over the other candidates?

Behavioral

- Tell me about an accomplishment you're proud of.
- Give me an example of a time when you went above and beyond what was expected of you.
- Describe a time when you failed. How did you handle it? What was the outcome?
- Tell me about a time that you juggled many things at the same time.
- What's the biggest challenge you've had to overcome?
- Tell me about a time you had a conflict with another individual. How did you handle it?
- Give examples of ideas you've had or implemented to solve a problem or improve something.
- Give me an example of something you did that motivated or helped build enthusiasm in others.
- Describe a situation where you were assigned a project without clear direction. What did you do?

Company-specific

- What do you know about our company?
- Why are you interested in this job/working for us/our company?

See more sample questions at msoe.edu/career-connections.

Want tips about how to best answer interview questions? Visit the Career Connections Center during [drop-in hours](#) or [schedule an appointment](#) with a career coach through **Handshake**.



Bonus: pre-interview preparation allows you to choose the examples you're most proud of and not just those that come to your mind under pressure. You don't want to leave an interview wishing you had mentioned this or said that.

Interview Strategies

You only have one chance to make a great first impression.

Before

- Learn a few things about the company, its competitors, and location.
- Read the job description for information and how your skills match their needs.
- Prepare several specific examples that give evidence of your skills, strengths, knowledge, and abilities. Avoid generalities.
- Prepare 2–3 questions that you want to ask your interviewer.
- Ensure your professional interview attire is cleaned and pressed. No worries about wearing the same thing you wore to the Career Fair—no one will remember.
- Organize your padfolio and include copies of your resumé, your questions, paper, and a pen.

During

- Arrive at least 15 minutes early. Greet your interviewer with a smile, a firm handshake, and thank them for meeting with you.
- Follow the recruiter to the interview room and remain standing until they invite you to be seated.
- Maintain good posture and eye contact throughout your interview. Be sure to use a genuine, informal but professional voice, smile and laugh, and add your own humor.
- Be positive and honest. It's okay to pause briefly and think before responding. If a question is unclear, ask for clarification.
- When the interview is finished, ask your interviewer for their card, and ask what the next steps are. Smile, offer another handshake, and once again, thank them for their time in interviewing you.

After

- Upon leaving, find a place to write down 2–3 items you spoke about in your interview. The more personal, the better. Include these details in your handwritten thank you note.
- Write a thank you note and send it within 24 hours of your interview. It's the right thing to do, shows your professionalism, and is expected and appreciated. It might make the difference in a hiring decision. People hire people they like ... and who doesn't like to be appreciated?
- Handwritten vs. email? Your interviewer gets dozens of emails all day, every day, but most likely doesn't get much, if any, personal mail. Demonstrate extra effort by handwriting and sending through the mail. Your email gets buried in a day, but your thank you note stays on a desk and is a physical reminder of you and your professionalism.
- Send your interviewer a personalized invitation to connect on LinkedIn.

Employers say, “Talk me through your resumé: what did you learn, were you a leader, what role did you play? I can read the bullets on the page, but I really want you to bring it to life. Our interview will allow you to show me your communication skills in addition to your technical skills. We want to make sure the people who join our team have motivation, drive, and the ability to learn, grow, and work on teams. Being able to exhibit that in an interview is important.”

What to Wear to Your Interview

Right or wrong, first impressions are based on appearance, so conservative business attire is always right.

Sports coat or blazer with coordinating pants or knee-length skirt

Black, navy, gray, or taupe business suit with pants or skirt

No jacket is okay. Dress pants or skirt, buttoned-up dress shirt or blouse, tie or necklace

Wear conservative shoes: dark dress shoes with two-inch heel or less or good-quality loafers

WHAT TO WEAR?

Dress shirt or simple blouse (solid white/light color/subtle print)

Contrasting tie (blue, red, plain, stripe, or plaid) or necklace

More Tips:

- Avoid tight or revealing clothing. Leggings are not considered professional attire
- Ensure jewelry is conservative
- Style freshly cut hair or keep long hair away from your face
- Groom facial hair
- Ensure make-up and scent are applied lightly
- Consider covering tattoos and/or removing piercings
- Use mints instead of gum for fresh breath

Skills & Strategies

You've got this! You've been doing it since pre-school—it's as simple as meeting new friends.

Networking is a buzzword that's everywhere these days. Everyone's talking about it, and you hear that you have to network and create a network. You may wonder what it really means and how you do it.

It's really about meeting new people. In the case of professional networking, or networking to obtain employment, you want to meet people who have the power to give you a job. The best part ... they want to meet you, too, because they want to hire you. People hire people they know, like, and trust, and networking can allow that to happen. Especially in this digital world, personal connections are still extremely powerful.

Network on Campus

- Career Fairs
- Your Career Connections Center Team
- Employer Networking Events
- Faculty and Campus Staff
- Employer Information Sessions and Tables
- Resumé Raids and Mock Interviews
- Tech Talks

“We can't hire you unless we know you.”

It's those you know who can help you best.

The first and most important step you can do: tell as many people as you can you're looking for a job. Tell your family, extended family, friends, classmates, neighbors, acquaintances, former teachers, coaches, bosses, co-workers, anyone and everyone.

It may seem a bit awkward, but why wouldn't you be looking for a job—that's why you're going to college, right? They'll be impressed that you're taking action and will share the news with others. Let the magic of networking do its work.

Network away from Campus

- Your Internship or Summer Job
- **Handshake** and LinkedIn
- Social Media
- National and Regional Professional Organizations and Conferences
- Informational Interviews and Job Shadowing
- Community Service

Hi, I'm studying [your major] at MSOE, and I'd really like to work in an internship this summer. Do you know of anyone in/at _____ company/industry? Can you introduce me to someone who works in _____ company/industry? Do you know anyone who's looking for a [your major] intern? Will you mention my internship search to others you know?

Be ready when your networking works!

- Your personal introduction
- Updated resumé
- Detailed examples about your experiences
- Professional interview attire

Your Personal Introduction

What exactly do I say?

Just a few things about yourself to get the conversation started.

My name is Casey Garcia and I'm from Pleasant Town, WI. I'm a sophomore studying computer science at MSOE. I had an internship with Cognex last summer, and here at MSOE, I've worked with teams to design user interface applications using Java. While going to school full time, I also work 15 hours per week with my on-campus student ambassador job where I provide tours and answer questions from prospective students. I'm also involved with the Society of Software Engineers, Artificial Intelligence Club, and National Society of Black Engineers. During my free time, I enjoy rock climbing, video games, and playing my guitar.

Your personal introduction is what you say about yourself when you first meet company reps at the Career Fair ... or other times when you meet someone new or you hear, "Tell me about yourself." Add a smile, enthusiasm, and a firm handshake, and you'll make a great first impression!

1

First 20 seconds

Just 3 points — the basics

1. Name and hometown
2. Major
3. Your year at school or expected graduation

2

Next 20 seconds

Just 3 points — a few of your experiences

1. Internships
2. Class or Lab Projects or Senior Design
3. Current and/or summer job

3

Last 20 seconds

Just 3 points — what you do outside the classroom

1. Student/Greek organizations
2. Community service
3. Activities or hobbies

Remember!

Recruiters *want* to meet you. They're already impressed with your knowledge, skills, and experiences while at MSOE.

WHAT

Handshake and LinkedIn can be powerful job search tools. They're a great way to find and connect with professionals in your field who might be interested in your talent. It's also a great way to be found.

- Your profiles are important components in your job search. Pay attention to them.
- You can attach strong examples of your work with technical reports, code, designs, and videos.
- Connect with and communicate with other pros like alumni and recruiters.
- Follow companies you're interested in working for to attract attention from their recruiters.
- Join professional organization pages to find and connect with industry professionals and potential employers.

WHY

Handshake and LinkedIn have become a very important part of most companies' hiring practices, so you have to be there when they look for you.

- There are over 3.5 million jobs posted on **Handshake** and 20 million posted on LinkedIn.
- Your profile allows you to highlight a strong professional image.
- 40% increase in LinkedIn InMail between recruiters and students in last few years.
- You're able to provide much more information than what is on your resumé.
- Recruiters will come to you and reach out with their opportunities.
- Your competition is on **Handshake** and LinkedIn.

HOW

Before you begin networking, make sure your profile is strong and compelling, so you make **a great first impression**.

- Include a professional photo—get yours taken at the Fall or Winter Career Fair.
- Express your personality and professionalism with an energetic and personal summary.
- Consistently update with new information about your experience and skills.
- Use a personalized message when connecting with other professionals.
- Be active often. For example, follow a new person or company, like and share a great article.
- Set-up job alert notifications.



96%

of recruiters are looking for and finding talent using professional online media, and **almost 100%** use it to initially screen applicants.

SAY HELLO TO



Your One-Stop Shop for all things career

- **Find thousands of internships and full-time jobs** close by or across the nation
- **Schedule an appointment** with a career coach or find out when you can drop-in
- See the companies coming to the next **Career Fair**
- Learn when **employers are on campus** to meet you
- **Find events** that will help you become a high potential candidate

Log in often. The more you do in Handshake, the smarter it gets and the harder it works for you (thanks to AI).

msoe.joinhandshake.com

CAREER FAIR PLUS

A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.

Search for **Career Fair Plus** on the App Store and Google Play Store.

FEATURES



COMPLETE
EMPLOYER LISTING



INTERACTIVE FLOORPLAN



EVENT DETAILS



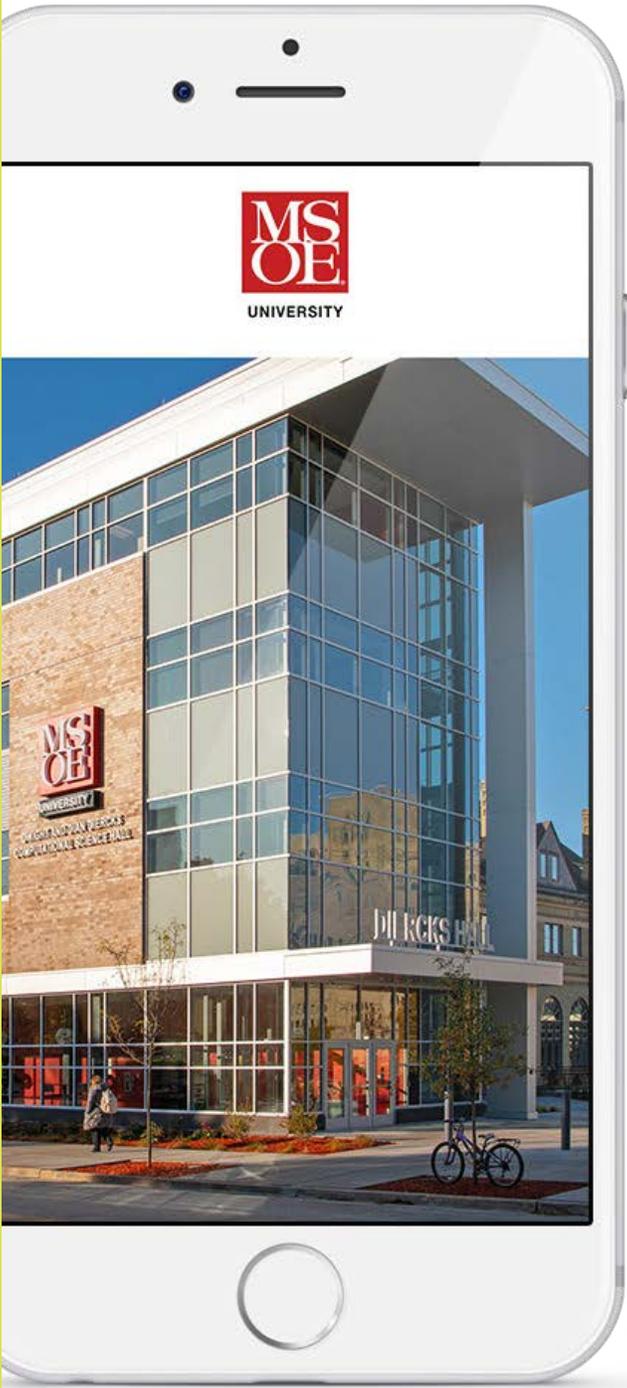
ANNOUNCEMENTS FOR
REAL-TIME UPDATES



FAIR TIPS SECTION TO
HELP YOU PREPARE



POWERED BY  CAREER FAIR+



Skills and Characteristics Companies Want:

- COMMUNICATION
- TEAMWORK
- LEADERSHIP
- MULTICULTURAL FLUENCY

Companies are already impressed by your technical talents. They trust your problem-solving skills because of the rigorous, demanding, and relevant education you receive at MSOE.

Companies also seek candidates with the ability and experience to:

- Communicate effectively, both verbally and in writing
- Be positive, energetic, and enthusiastic
- Meet and work with new and diverse people
- Be dedicated, diligent, and hard working
- Go above and beyond expectations
- Support and develop others
- Lead by example
- Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- Be innovative and process-oriented
- Look for and communicate ways to make improvements
- Use digital technologies ethically and efficiently
- Learn from mistakes
- Ask for help, advice, guidance, and resources
- Continue to seek out professional development opportunities

In and Outside of Your Classes

One of the hallmarks of MSOE is our hands-on, team-based curriculum. Consider becoming active in your classes, on campus, and in the community.

- Actively participate in groups, teams, and projects
- Attend and be prepared for team meetings
- Take a leadership or project management role
- Go above-and-beyond what's required of you



“We look forward to meeting you at the career fair or in an interview where you can share examples of your work, academic accomplishments, and tell us about times you've worked on a team.”

—Todd Jaworski, Engineering Manager, Cognex Corporation

Internship | Research | Course Projects

The number one desirable quality employers want is hands-on experience. MSOE offers plenty of opportunities in the classroom and through internships—be sure to get yours!

“

I hear and I forget, I see and I remember, I do and I understand."

—Confucius

“

Tell me and I forge, teach me and I remember, involve me and I will learn."

—Benjamin Franklin

“

There is an intimate and necessary relationship between the process of actual experience and education."

—John Dewey

- Make your future courses easier because you have already applied skills and technologies to solve industry problems.
- Receive a full-time offer from your internship company. About 85% do.
- Earn money that can help you pay for school—the average wage is \$20 an hour. This may mean fewer student loans to pay when you graduate!

How Do I Get It?

- From your classes. Right from your first term, you'll participate in team-based projects.
- Get an internship by attending the Fall and Winter Career Fairs where hundreds of employers want to speak with you about their internship opportunities.
- Find internship opportunities through **Handshake**. There are new postings every day.
- Get involved in on-campus student organizations that work on fun and challenging projects: SAE, AIAA, ACSE, Global Brigades, MIEC, NASA Lunabotics, SDE, CRON, and more.
- Become a research assistant to help faculty with their high-level research work

What is Hands-on Learning?

Hands-on learning is simply learning by doing. It's direct, relevant, real-world experiences that increases your knowledge about your field, helps your personal and professional development, and gets attention from employers.

Ensure you'll be in high demand by developing your technical, professional, and personal skills through internships, research, coursework projects, study abroad, volunteer work, and on- and off-campus jobs.

Why is Hands-On Experience So Important?

- Gain both technical and professional skills and experience that employers want, giving you an edge in your full-time job search when you graduate.
- Clarify your interests and gain a clearer picture for your possible career path.
- Identify what you like and want to do ... and what you don't.
- Be able to choose valuable electives that will help you advance to your chosen career path.

Successful Internship

DEVELOP YOUR SKILLS

An internship is an excellent opportunity to try out a career path, build or strengthen your skills, earn some great money, and may lead to a full-time offer from the company. Making a great impression is key, and here are tips to make the most of your experience.

- **Be professional:** Ask your supervisor or HR representative about the appropriate attire for the workplace. Write all your emails professionally—never start with “Hey” and avoid using “textese” language. When you meet others virtually or onsite, give everyone a friendly greeting and smile. Be punctual, say thank you, and follow through with your project responsibilities on or before deadlines.
- **Set goals** with your supervisor: Meet with your supervisor to learn about the project you’ll be focusing on right away. Ask questions—how often should you meet or report project updates? Would they like to receive updates via email or

in-person? Make sure to share your own internship goals with your supervisor, such as interests and skills you’d like to learn more about, so they can provide opportunity.

- **Meet your new colleagues:** Don’t be shy, say hi! Introduce yourself and learn what your colleagues do within the department/company. Having an understanding of everyone’s role will help you when you’re seeking answers to questions or require feedback on your ideas. And the more your colleagues know you, the better the chances of you receiving a recommendation for a full-time offer.
- **Observe and learn:** A great way to learn about a workplace’s culture, processes, and procedures is to observe others. Watch how your colleagues and peers approach and solve problems. If appropriate, ask to sit in on meetings or shadow other employees so you can learn the ins and outs of the business.

- **Go above and beyond:** If your work is slow, don’t wait for someone to bring you more work. Ask your supervisor, team members and fellow interns if they need assistance with their projects. If you see something that could be improved, take initiative and propose your solution to your supervisor. And then if work is still slow, find professional development opportunities such as industry-specific articles or online classes.
- **Keep track of your projects:** Create a list of all the projects you worked on during your internship so you can share your progress with your supervisor. It will also help you update your resumé and share specific details during future interviews. Ask if you can keep examples of your projects, but remember that some information will be confidential, so always get approval before taking copies of work with you.
- **Reflect on your experience:** Ask for feedback from your supervisor and colleagues on your performance periodically, so you can learn what you’ve done well and areas that need improvement. Reflect on the skills you’ve gained and update your resumé with your experiences and accomplishments. Even if this career path is not the right one for you, write down what you liked and disliked. This will help you identify how future opportunities might be a good fit for you. Meet with a career coach to discuss what you learned and steps you can take to move forward.

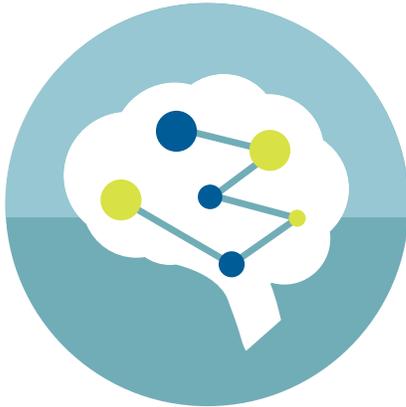
PROFESSIONALISM

- Honesty & integrity
- Look for ways to help
- Open communication
- Friendliness
- Take initiative
- Responsible & accountable
- Positive “can do” attitude



Smile often | use professional email etiquette | be humble and respectful
listen | show gratitude

Characteristics that employers are talking about and looking for.



What is Emotional Intelligence (EQ)?

Emotional intelligence (EQ) is a valuable skill that helps improve communication, management, problem-solving, conflict resolution, and relationships at the workplace.

Emotionally intelligent people

- Pay attention to their feelings and how their emotions affect others
- Have high levels of empathy
- Are productive and highly motivated to achieve their goals
- Manage their emotions in a healthy way
- Think before they act
- Adapt to changing circumstances

Why is it important in the Workplace?

Companies consider EQ to be just as important as IQ for predicting success in the workplace. It's the number one characteristic employers look for in current and future leaders. In fact, 75% of hiring managers value an employee's EQ over IQ.

How do I improve my EQ?

- Get to know yourself and become more aware of your emotions
- Recognize your stress triggers and develop strategies to avoid them
- Identify your strengths and what circumstances lead you to be your best
- Interact often with diverse people and observe their point of views

Want to learn more and determine your EQ? Visit msoe.edu/career-connections.

What is Intercultural Fluency

Intercultural fluency involves understanding and appropriately responding to the unique combination of cultural variables in each of us. This includes age, ethnicity, gender, race, religion, sexual orientation, socioeconomic status and more. Understanding others in the workplace offers enhanced productivity, increased creativity, multiple perspectives, and opportunities to overcome social injustices. It's essential to take every opportunity to learn about other's cultures, validate other's perspectives, and demonstrate openness and inclusivity.

Visit msoe.edu/career-connections to learn more your intercultural fluency and ways you can improve it.

“It’s not always the most talented student who gets the job ... it’s the most talented job searcher”

There are some easy steps you can take to become good at your job search, and the Career Connections Center will help you every step of the way. We'll help you find job opportunities, connect you with employers, review your application documents to ensure you stand out, and help you be interview ready. We invite you to [schedule an appointment](#) with a career coach or visit the Career Connections Center during [drop-in hours](#).

Like everything else in life, the more effort you put into your job search, the more successful you'll be.

Job Search Best Practices

- First and foremost, utilize **Handshake!** It's a powerful system that focuses on college students and recruiters are using it that way. Be sure to complete your profile and upload your resumé as employers are more apt to reach out to those with a complete profile and a resumé they can review. Students with a completed profile are 5 times as likely to be messaged by employers, with 25,000 searches for students occurring monthly.
- Review past Career Fair participants to identify companies who are already interested in MSOE students—there are a number of search options (major, industry, location, etc.). Go to your target employer's website and create a profile on their “Work for Us” or “Careers” webpage, as well as visit often to track job postings. If there are a few specific companies you'd really like to work for, we're happy to reach out to try to get you connected with a representative.
- Visit your target companies' websites often. Write a letter introducing yourself and ask for the opportunity for an informational interview (where you ask the questions) or a facility tour.
- Join professional organizations (for a very low student rate) for access to their careers webpages or job boards. You can create an account and upload your resumé, so someone might contact you.
- Contact recruiting agencies directly, as speaking with a recruiter will provide a progressive and professional first impression. Create a profile and upload your resumé on their website as well.
- Check LinkedIn and other national job boards. You can create accounts and upload your resumé with those systems too, and again, someone may reach out to contact you.
- If you're looking in a specific location, find companies to target and use local job boards and recruiting agencies in that area.
- Do some research into different industries and job types to find out what's out there. There are numerous and diverse key words and/or phrases you can use for a variety of information. Keep a website log to visit and revisit as you narrow your search.
- Tell everyone you know! Ask friends and family to tell everyone they know. Why wouldn't you be looking for a job? That's why you're working so hard to earn your degree!



Specific Job, Company, or Location

Your MSOE degree, skills, and experiences allow you to choose.

Maybe you want to work in a unique industry, a specific company, in a particular position, or maybe you want to live in a special part of the country. Your MSOE education and experiences allow you to decide where you want to go and what you want to do. It just takes a few extra steps to put you on the career path of your choice.

Plan, Prepare, and Pursue

Plan:

- Target and research companies you'd like to work for, or find companies that need your talent
- Find posted job opportunities on **Handshake**, LinkedIn, company websites, and industry and location specific job boards
- Find contacts within specific companies using LinkedIn, **Handshake**, Alumni Relations and the Career Connections Center, as well as your own personal and professional network
- Attend career fairs at other universities. The Career Connections Center may be able to help

Prepare:

- Strong resumé with specific details about your skills and experience
- Cover letter that outlines unique reasons why you want to work in your target industry, company, or geographic location
- A confident personal introduction
- Powerful **Handshake** and LinkedIn profiles with a compelling headline and summary
- Confident interview skills, including detailed examples about your experiences: academic, professional, and personal

Pursue:

- Apply to specific job opportunities
- Tell your current network about your unique job search
- Network with industry and company representatives by inviting them to connect via LinkedIn
- Ask for the opportunity for an informational interview, job shadowing experience, or company tour
- Reach out to company recruiters and hiring managers through "introductory cover letters"

Keep a record of your job search efforts so you remember who connected with you. Track companies, contacts, application submission dates, and correspondence sent (letters, emails, LinkedIn invitations, phone calls, interviews, thank you notes, and any kind of follow-up), so you remember how you've connected when they call to schedule an interview. Google Drive is the perfect tool for you.

You don't have to search for your ideal job by yourself. **The Career Connections Center is happy to help.** Let's get started early!



Attend a Career Fair

It's big, exciting, and sometimes overwhelming, but it can be fun, too. And it's the easiest way to get a job as companies are searching for you! Be ready to meet company representatives who can offer you internship or full-time jobs, *just follow these Career Fair Prep steps!*



Before

- Create or update your resumé
- For expert help, visit the Career Connections Center to meet with a career coach or attend one of the many Resumé Raids in the Campus Center in the days before the fair.
- Sign-up for a Mock Interview—your goal is to get as many interviews after the Career Fair as you can, so be prepared!
- Download the Career Fair Plus app, so you can see all the companies coming to the fair and exactly where they're located in the Kern Center.
- Develop and practice your Personal Introduction.
- Plan your wardrobe. There are many ways to find affordable business attire.

Research and Learn

- Identify the companies you may be interested in working for and learn just a few details about them
- What they do: products, services, current & future projects
- Location and size
- What's being said and written about them and/or their industry
- Write notes and bring them with you—you can review them while you're in line
- Apply for their job(s) through **Handshake** before attending Career Fair. Companies **MUST** ask you to apply before they're able to interview you! You can tell them you already did, and they'll be impressed
- Find company Information Sessions in **Handshake**. You'll get to meet company reps in advance

During

- While you stand in line, review your company notes and/or the Career Fair Plus app. When it's your turn, walk up to the company rep with a smile and firm handshake ... and say **THANK YOU** for coming to campus to meet with us. Then introduce yourself **BEFORE** you give them your resumé. Your personal Introduction:
- Name, hometown, field of study and class standing
- Hands-on experience in internships, research, or class projects
- Your co-curricular involvement—what you do outside the classroom
- See the Personal Introduction guide for “how to”
- Then give the recruiter your resumé and they will continue the conversation
- When your turn is over, ask for the recruiter's business card and/or their name for possible follow-up (many won't but some will)

After

- If you got it, write down the company representative's full name
- Write down two things you talked about
- Even if you don't get an interview following the fair, send a follow-up email to the recruiter. Thank him/her for their time in meeting with you at Career Fair and reiterate your interest in their company. Plus, mention the two things you talked about. They'll appreciate your follow-up and will remember you for the next time
- Connect with company reps on LinkedIn within 24 hours to help them remember you. Always include a personalized message
- Then, get ready for those interview invitations. Prepare and practice your interview skills. Meet with a career coach to learn what to expect, get sample questions, and get tips for answering the tricky ones



Congratulations!

You received a job offer ... or maybe more than one.

What you'll want to know and evaluate:

Internships

- Expected start date, end date, and daily hours
- Hourly wage (will you be paid for any OT?)
- Job location (one location or expected to travel to different locations or sites?)
- Housing arrangements, stipend, or relocation expenses (if away from Milwaukee or home)
- Drug and physical testing requirements
- Because internships are short term, time off may not be available. Ask your interviewer about ability to attend important pre-arranged events (weddings, family reunions, etc.)

Full-time

- Expected start date, end date, and daily hours
- Salary and/or commission (will you be paid for any OT)
- Job location
- Will you work in one location or expected to travel to different locations, sites, or to customers? Will you be compensated for travel?
- Cost of living index in job location
- Moving or relocation expenses (if away from Milwaukee or home)
- Benefits package details
- Out-of-pocket health insurance expenses (premiums, deductibles, co-pay, etc.)
- Vision and dental coverage
- 401K retirement company contributions
- Bonuses, award basis, and historical amounts/percentages
- Formal training program
- Potential for lateral or vertical movement
- Non-disclosure agreement
- Equipment costs (cell phone, laptop, etc.)

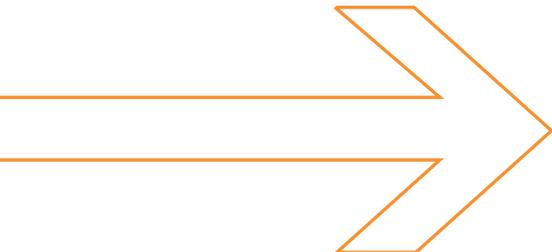


Evaluating Your Offers

Companies should give you at least two weeks to respond to their offer, however, **beware** of what's called an "exploding offer," where companies want you to make a decision about their offer in less than a week, usually in just a couple days. We encourage you to ask for enough time to evaluate their offer. You may also be in the interview and hiring process with other companies, so you'll need time to receive and evaluate other offers. The Career Connections Center can help you manage your current and future offers.

Before accepting an offer, get help from the Career Connections Center to:

- Evaluate and negotiate your starting salary
- Request an offer deadline extension
- Request an accelerated job offer

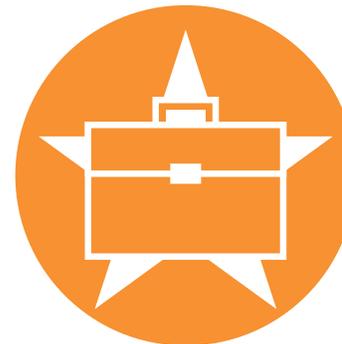


Please **DO NOT** accept an offer with the thought that you'll decline it if you receive a better offer. It's unethical to renege on an accepted offer! **Once you've accepted, you've accepted.** And, just as a verbal job offer from the employer is considered a commitment from them, a verbal acceptance is a firm commitment from you, even if you haven't yet received a written offer.

We expect you to be completely ethical throughout your entire job search, upholding your own integrity, as well as MSOE's. Once you've accepted a job offer, you must keep your commitment. Discontinue any further job search—it is unethical to renege on an accepted offer.



When you've accepted an offer, it's a professional courtesy to contact the companies who have extended you an offer, or invited you to interview, to respectfully decline. If you've had consistent contact with a representative, decline with a phone call. If you've had limited contact, you may decline with an email. The Career Connections Center can help you with what to say.



Managing Interviews and Job Offers

Multiple and Simultaneous

Understanding the recruiting process – We strongly encourage you to visit the Career Connections Center for help understanding the recruiting and hiring process. It can be especially challenging when employer interviewing and hiring timelines vary.

**Don't say “yes” right away—
take some time to decide!**

You followed all our advice and guides in your jobs search efforts and this happens ...

- You've received invitations to interview with numerous companies.
- You begin to receive multiple offers.
- You receive offers from some companies even before you interview with others.



**SLOW
DOWN**

Before you accept a job offer, there are a few things you should consider.

Get more time to consider offers

Multiple offers is your goal –There's nothing more valuable and powerful than choice. But, of course, you want to be able to evaluate all offers to determine which one is right for you. It may feel overwhelming when you receive several offers and are asked to accept before you've finished interviewing with other companies. Getting that phone call with a job offer is very exciting, but don't accept an offer before you've evaluated it thoroughly, compared it to other offers, and potentially negotiated the starting salary.

The employer may want you to give them a verbal acceptance immediately, but you just want **to thank them and ask for time to consider**. The amount of time you'll need will depend on where you are in the hiring process with other companies. Even if the offer is from your favorite company, receiving other offers can help in potential salary negotiations.

Requesting an Offer Acceptance Deadline Extension

While companies should give you two weeks to make your decision, some don't. The Career Connections Center can help you ask for more time to make your decision. An offer acceptance deadline extension is usually about two weeks (sometimes up to four weeks to allow you to interview and receive offers from all the companies you're in the hiring process with).

Requesting an Accelerated Offer

You can ask for an accelerated offer if you've interviewed with a number of employers and some have extended you an offer very quickly, but you're still waiting for offers from others. While this is somewhat of an awkward situation, most employers really appreciate you letting them know you have an upcoming offer deadline from another employer. The Career Connections Center can help you write an email that politely and respectfully asks for an accelerated offer if one should be forthcoming. Some employers can move quickly, and some may have to comply with their strict hiring practices, but it's definitely worth asking.

IMPORTANT: A verbal acceptance is considered a binding, official acceptance!

Accepting or Declining an Offer

Accepting an Offer

You may be asked to call your future employer and accept over the phone, or you may be asked to sign an official offer letter and return to them, or they may have an online portal for an electronic signature. It's a good idea to follow up any of these methods with a short email that repeats the job title, salary and agreed upon start date. The Career Connections Center has example emails.

Declining an Offer

Sometimes this is easier to do by email, and the Career Connections Center has thoughtful and respectful examples. Be sure to send an official declination email to all received offers as soon as you accept another offer. This is a professional courtesy that keeps the door open for possible future opportunities.

Declining an Interview

Once you've accepted a job offer, you want to contact any employer that has scheduled an interview with you or extended an interview invitation. This is a professional courtesy that keeps the door open for possible future opportunities.

Please **DO NOT** accept an offer with the thought that you'll just decline if you receive a better offer. **IT'S UNETHICAL TO RENEGE ON AN ACCEPTED OFFER!** Once you've accepted an offer, keep your commitment. MSOE expects you to be completely ethical throughout your entire job search, upholding your own integrity as well as in alignment with the MSOE Mindset.

You should also discontinue your job search, to be honest and fair to other employers you may be working with.

Ethical dilemma story:

Bryan met with a lot of companies at the career fair and interviewed with some the week after. He received an offer and is being asked for his response, but he has more interviews scheduled and is waiting to receive interview invitations from more companies, with hope of receiving offers from many or all. However, he doesn't know when he might receive them, and he also knows there's no guarantee he'll even receive more offers. Bryan has this sure thing, and he's very tempted to accept and just continue to interview and accept future offers and then renege if something better comes through.

BUT HE KNOWS HE SHOULDN'T DO IT! This is unethical and an unacceptable professional practice that doesn't align with the MSOE Mindset and reputation, let alone his own moral code. Bryan gets help from the Career Connections Center to navigate this situation ethically.

Negotiating Your Starting Salary (or internship hourly wage)



#1 Reason to negotiate your salary

Make sure your starting salary meets or exceeds industry standard! It's very important that you begin your career with a strong base salary, as it sets you on a greater compensation trajectory throughout your career. A strong base salary is the foundation for future raises, bonuses and could be part of your negotiations with future new employers.

Ask the Career Connections Center to help you ...

1. The Career Connections Center can tell you what your starting salary should be. They have the industry standard averages for MSOE students, the Great Lakes region and regions nationwide.
2. Ask for reasonable acceptance deadline (at least a week) so you have time to receive as many offers as possible to consider and compare. An offer with a higher salary can be used as leverage in salary negotiations with the company of your choice.
3. Send a polite and respectful email to inquire if salary negotiations might be considered (we have email examples). Add your reasoning: to meet the industry standard, average starting salary you received from your Career Connections Center office, or that you'd like them to match another higher offer.

IMPORTANT: If the employer meets your request, ask for time to re-evaluate. Just two to three days, maybe until the end of the week or over a weekend. Make sure you request an official modified offer in writing.

4. For your number one choice, you can also tell them you'd like to accept if they're able to match the number you're asking for. Hiring managers are more motivated to request or find additional funds if they know they'll be successful securing your offer acceptance.

SURPRISE! You may be asked what your salary expectations are right up front on the job application or in your first phone screen interview. The Career Connections Center can provide you with the industry standard.

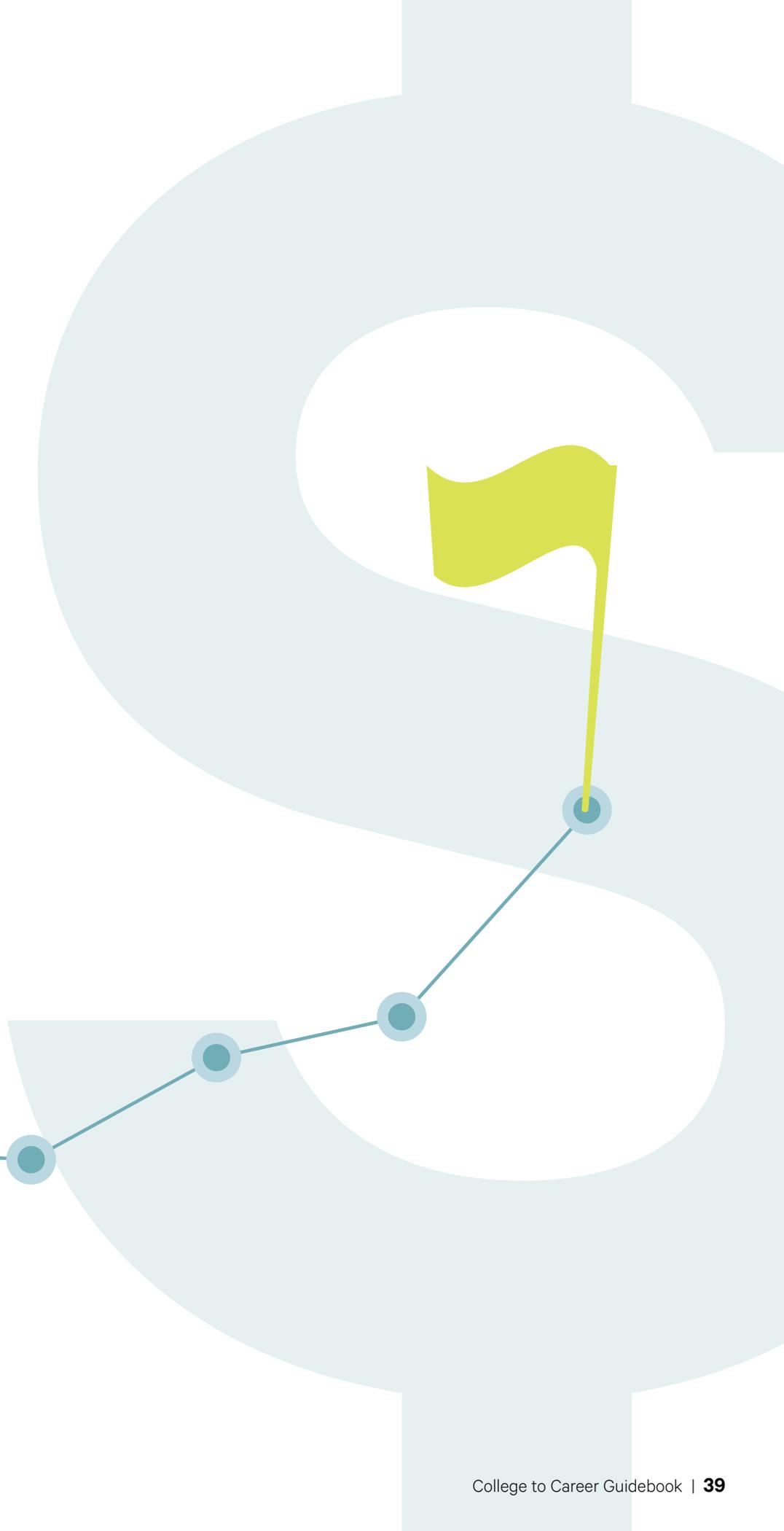
We highly recommend that you conduct all salary negotiations via email.

- Employers may request to negotiate over the phone, but this can be uncomfortable for you and even tilt the balance of power to their side.
- Email gives you the opportunity to get help from the Career Connections Center through possible back and forth.
- Email gives you a permanent record of what you requested and what is finally agreed upon.

IMPORTANT: Ask for an official modified offer in writing before you accept.

REMEMBER! You **MUST provide EVIDENCE** to support your request for a higher starting salary.

- The Career Connections Center can provide industry standard data.
- Leverage another higher offer.
- Don't negotiate "just because" someone told you you should, or that you should never accept the first offer. Employers know they must compete, so most do their homework and offer an industry standard starting salary.
- Your stellar grades and internship experience is what got you consideration and the interview—these are not salary negotiation factors.
- Beware of the offer of a bonus or a company vehicle in lieu of base salary.



Going On to Grad School

Job or Grad School?

It's a big decision to continue your education.

Your career goals should always be top of mind when choosing a degree program—or deciding whether to attend graduate school at all.

When considering graduate school, there are a number of factors to take into account in order to make the right decision for you. The Career Connections Center can help you find and evaluate programs, understand the application process, and create strong application documents.

Why should I go?

Will it impact my career path? Is it necessary to accomplish my career goals?

- Always keep your career interests and goals in mind.
- Do you wish to pursue a unique career path?
- Are you interested in a specific industry, company, role?
- You want to better position yourself for career advancement.
- You wish to increase your professional options and prospects.
- You want to gain skills to do your best work.

To more fully follow your interests

- You're loving what you're learning in your undergraduate work and want to learn and do more by working on more advanced projects.
- You want to do more in-depth and advanced study in your current or a related area of study.

What should I study?

Career goals should always be top of mind when deciding what to study or choosing a program.

- How will your specific choice of study help you attain your career goals?

Know what inspires you most—what are your interests and passions?

- What classes, projects, or labs interested you the most and why?
- What did you want to learn more about?
- What internship experiences excited you and why?

M.S. vs Ph.D.—find out what's available to you and speak with faculty, do research, or talk to a career coach.

Where should I go?

Keep these factors in mind when deciding which program is right for you:

- Program specifics: delivery and timeline
- Faculty and research options: desired area of study
- Facilities and resources: labs, libraries, office space, co-curricular space, Career Connections Center
- Financial Aid: grants, fellowships, scholarships, research or teaching assistantship jobs
- Location: housing, climate, extra-curricular opportunities
- Culture: positive, respectful, supportive, inclusive

How do I apply?

Each program has different application processes, requirements, and deadlines that you must comply with to be considered.

Some typical requirements include:

- Standardized exams (GRE, GMAT, LSAT, MCAT, etc.)
- Personal statement (personal, well-thought out essay)
- Updated resumé and official transcripts
- Reference/recommendation letters from faculty, academic leadership, employers
- Interview (on-campus or virtual)
- Statement of research interest (for Ph.D. programs)

We've created a Graduate School Application Checklist that will help you stay on track.

Once You're an Alumnus

Real Connections Start Here



Connect with Alumni Affairs

- Meet and network with fellow alumni and friends in your area. Check the list of regional alumni events!
- Come back to campus to celebrate Summer in the City with great professional development opportunities and fun social events.
- Attend Oktoberfest after the Fall Career Fair
- Join LinkedIn alumni groups

Encourage your employer to recruit MSOE students. Come back to campus to represent your company at career fairs or volunteering for on campus pre-career fair student development events, such as mock interviews and resumé raids.

Career Connections Center for Alumni

We provide all alumni with career and professional development services throughout your career. A career coach can meet with you in-person, on the phone, or virtually.

We can help you with all your career development needs:

- Assistance with a job search, updating your resumé, writing a cover letter, interview readiness, job search skills, and much more
- Ability to attend our Career Fairs and employer networking events on campus
- Help connecting you with corporations that recruit on our campus
- Use **Handshake**, featuring a job board with hundreds of new jobs posted daily, as well as contact information for recruiting companies
- Help making a career change

Schedule your appointment in **Handshake** or call our office at (414) 277-7120 or email us at career-connections-center@msoe.edu.

More Benefits:

- Create an MSOE alumni email address to keep your **Handshake** account active
- Transcript ordering through the Registrar's Office
- News publications to keep you informed
- Continuing education and upskilling opportunities
- Reduced membership rate at the Kern Center
- Free admission to the Grohmann Museum for you and your family

Other Resources

Resources for Special Populations

The Career Connections Center is committed to helping all MSOE students with your career development and internship and full-time job search. We're dedicated to providing you with a welcoming and inclusive atmosphere, and we hope you visit in person and online early and often. Being proactive and well prepared can provide you with a strong and effective job search strategy and be a stand-out candidate in the recruiting and hiring process.

We know that everyone has unique backgrounds, abilities and identities, making it so each job search is different, sometimes with unique challenges as well. Because there's no cookie-cutter or one-size fits all job search strategy, we encourage you to schedule a one-on-one appointment with a career coach so we can help you identify and highlight your skills, experiences, and strengths to employers eager to hire you.

We can also help answer questions you may have about the hiring process and your rights in the workplace. We've collected numerous and diverse resources for you from well-respected organizations and experts from across the nation. Please visit the msoe.edu/career-connections for more information and resources.



Students of Diverse Ethnicity

Research proves the tremendous economic and social value of diversity in the workplace. More and more employers have implemented diversity, equity, and inclusion hiring programs, as well as embedded those values into their workplace.

Your background has given you a set of experience, perspective, and intercultural fluency (competencies) that is highly valued. Meet with a career coach to identify the unique benefits you can bring to any organization in an internship or full-time position and effectively communicate them on your resumé and interview. We're happy to help you find employers who honor diversity and have created an inclusive work environment. Please visit the Career Connections Center website for more information and resources.

Disabilities

The team at the Career Connections Center office is committed to supporting students with both visible and non-visible disabilities throughout your career development and job search process. You're gaining valuable skills and experiences at MSOE, and we want to work with you to emphasize and highlight all your significant strengths when meeting with recruiters and applying for internships and full-time jobs. We invite you to schedule a one-on-one appointment with a career coach.

It's important that you also know your hiring process and employment rights and the resources that are available to you. We can also help you identify companies that appreciate your abilities, as well as opportunities that might be right for you. Please visit the Career Connections Center website for more information and resources.

LGBTQ

As a student or alumnus who identifies as lesbian, gay, bisexual, transgender, non-binary, or queer, you may have different challenges, concerns, and questions about your job search that your straight and cisgender peers may not. We encourage you to meet with a career coach so we can help you develop a strong job search strategy that includes disclosure decisions and connecting you to LGBTQ friendly companies. We can help you learn about and pay particular attention to your rights and potential benefits for you and your family, now and in the future. We'll help you make informed career decisions that honor your values and overall identity development. Please visit the Career Connections Center website for more information and resources.

Veterans

Your Career Connections Center team respectfully thanks you for your service, and we want you to know that we're here to assist you in your transition from military to civilian work as an MSOE student and graduate.

You have unique skills, along with work and life experiences that employers greatly value and will provide you with a competitive edge in the job market. The leadership, discipline, sense of duty, and honor characteristic of those who serve in the military are qualities that distinguish veterans in the workplace. In addition, you've acquired technical and teamwork skills, along with a proven ability to handle responsibility, and employers specifically seek these attributes in the candidates they recruit.

A critical factor for your success is highlighting your unique skill set acquired through military services, as well as how you've built upon your talents at MSOE,

throughout the civilian hiring process, specifically on your resumé, in your professional online profile, and in interviews. Schedule your one-on-one appointment with a career coach. We look forward to helping you prepare for valuable internships while going to school, as well as your next steps after MSOE. Please visit the Career Connections Center website for more information and resources.

Women

It's important to know your rights as well. It's against the law for employers to discriminate against any employee on the basis of race, color, national origin, sex, religion, disability, pregnancy, and age. Employers cannot ask you about your family or marital status, pregnancy (current or planned), or your spouse's occupation during an interview. We encourage you to meet with a career coach to discuss specific interviewing strategies, along with how to evaluate your career development and growth opportunities throughout your career. Please visit the Career Connections Center website for more information and resources.

We recognize there are multiple identities, backgrounds, and experiences, and we covered only a select few. We're happy to work with you to discuss your unique concerns, challenges, and questions for your career and professional development.

Frequently Asked Questions

Don't see your question? Make an appointment or walk in to the Career Connections Center. We're glad to help.

If I don't know what questions I'm going to be asked, how can I prepare for an interview?

A: You may not know the exact questions you'll be asked, but you can prepare detailed examples of your experiences focusing on your strengths, accomplishments, problem-solving skills, and teamwork and leadership skills. Another great approach to interviews is to determine three points you want to make about yourself; find opportunities during the interview to share those. It's very important to research the company and have a couple questions prepared regarding the company and/or position. Schedule a mock interview with the Career Connections Center to practice.

Do I have to include my GPA on my resumé if it's not as high as I'd like it to be?

A: Yes; some employers have company-wide minimum GPA requirements. Even if a company doesn't, recruiters tell us it is inconvenient and uncomfortable asking for a student's GPA or one from the last two semesters, if it's improving.

I have a job offer deadline coming up, but I'm still waiting for offers from other companies. Can I get an extension on my first offer deadline?

A: You can call or email to ask for more time before you give an answer. Ask for two weeks, add that to your original date, and tell them the exact date you'll respond. Most companies will give you extra time, but you may want to contact the companies you're waiting on to tell them you have an offer.

How can I find a job in a company or industry that doesn't come to campus or Career Fair to recruit, or one in a special location like Colorado or Oregon?

A: Schedule an appointment with the Career Connections Center. We'll help you identify the best strategies for a specialized job search. We have regional contacts who

help us make connections in your targeted location. You'll need an effective LinkedIn profile—it's becoming one of the best ways to network.

What can I work on with the Career Connections Center's Peer Coaches?

A: You can work with our coaches to create or update your resumé or cover letter, develop and practice your personal introduction, prepare for Career Fair, practice interview skills, write thank you notes—and any other career-related work you need assistance with.

I'm just a college student—do I need to be on LinkedIn?

A: 96% of recruiters are using LinkedIn to find and hire talent. It's highly recommended you create an effective LinkedIn profile while you're in college. Establish a professional image and start building your network now.

Should I go to graduate school after I graduate with my bachelor's degree?

A: It depends on the job and career path you wish to pursue. If the jobs you're looking at require a master's degree or more, then yes, you will need to go to graduate school soon after earning your bachelor's degree. However, many times jobs for new graduates don't require a graduate degree. Going to graduate school is expensive and time consuming and it may not lead directly to your dream job or guarantee a bigger starting salary. And, many times employers will finance your graduate degree because they see great leadership potential in you.

Can I, and how do I, negotiate the salary in my offer?

A: You can ask your employer if they're willing to negotiate the salary offered. If they are, be ready with the amount you want and most important, the reason why you believe you should receive an increase. A career coach can provide you with industry-



standard salary data and can help you ask an employer to match that number or a higher salary you may have received from other companies.

What can I work on in a one-on-one appointment with a career coach?

A: Anything career related! Career coaches can help you explore career options, create your resumé, improve your **Handshake** and LinkedIn profiles, conduct a job search, help you be interview ready, prepare graduate school application materials, evaluate job offers, negotiate a salary, and much more.

Do I submit a cover letter when I apply for jobs online?

A: Yes, unless specified to submit resumé only. Even if it's noted as optional, it's a good idea to write and submit a cover letter.

My recruiter told me I would hear back from them in two weeks after my interview, but it's been three weeks and I haven't heard from him. What should I do?

A: Definitely call to follow up. Tell them you're still interested in the position and ask if there's anything you can do to help move forward to joining the team/company. Your follow-up efforts will impress your recruiter and may make a difference.

What if I received more than one offer for an internship or co-op?

A: You'll have to decide which one to accept, but ensure you contact the other company to respectfully decline their offer. Ask if you can stay in contact with them in case there may be a possibility for you to work for them in the future. Most companies are happy to consider you again; the key is to stay in touch.

Notes



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