CWIT Affiliates Professional Development Day
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What you Will Learn

- Invaluable career management techniques
- What technique leads to 80-97% of job offers
- How to make connections, uncover job openings and get referrals
Explore Majors and Career Paths

Career Insider powered by Vault
- Online Career Library with industry information and more

Sample Resumes by Major
https://careers.umbc.edu/tools/samples-downloads/

Links by Major
https://careers2.umbc.edu/tools/links.php
- Helpful career information for each major

Major Sheets
https://careers.umbc.edu/tools/major-sheets/
- Find out career possibilities with your major
What Can I Do With My Major?

What Can I Do With My BIOLICAL SCIENCES DEGREE?

What Can I Do With My ENGINEERING DEGREE?

What Can I Do With My PSYCHOLOGY DEGREE?

What Can I Do With My VISUAL ARTS DEGREE?
The most widely used personality inventory in the world, the MBTI, will provide you with insight about yourself in 4 areas:

1. How you energize and re-energize
2. How you perceive and acquire information
3. How you make decisions
4. How you prefer your external environment.

Knowing your own preferences can help you understand your strengths and the type of work environment and activities you might enjoy and thrive in.
GOAL=Match your personality to the work environment

THE BEST JOBS FOR EVERY PERSONALITY TYPE

We consulted the book "Do What You Are" and one of its authors, Paul Tieger, to determine five of the best jobs for each type of personality.

**INTERACTION WITH WORLD**
- **INTROVERTS** are like anything alone or in small groups, prefer to work on their own, and like to be on the job at a time.
- **EXTROVERTS** are energized by people, analytical, a lot of work, a quick pace, and are good at purchasing.

**ABSORPTION OF INFORMATION**
- **SENSORS** are realistic people who like to work on their hands, and they are detail-oriented people who look for practical solutions to problems.
- **INTUITS** prefer to focus on abstract ideas, they are good at suggesting solutions, and can work with creative solutions to problems.

**DECISION-MAKING**
- **THINKERS** use logic and reason to make decisions, they believe in value, and are good at working with practical solutions.
- **FEELERS** use their emotions to make decisions, they are good at understanding human behavior, and are good at working with creative solutions.

**ORGANIZATION**
- **JUDGES** tend to be organized and prefer to work in a controlled environment.
- **PERCEIVERS** prefer to work in an unstructured, creative, and spontaneous manner.

**ESTJ**
- Realists who are quick to make practical decisions.
  - Insurance sales agent
  - Accountant
  - Judge

**ISTJ**
- Hard workers who value their responsibilities and commitments.
  - Auditor
  - Chief financial officer
  - Government employee

**ESTP**
- Inventors who love excitement and excel in crisis.
  - Detective
  - Investor
  - Sports coach

**ISTP**
- Inventors who love excitement and excel in crisis.
  - Civil engineer
  - Pilot
  - Data communications analyst

**ENTJ**
- Natural leaders who are logical, precise, and good strategists.
  - Executive
  - Lawyer
  - Management consultant

**INTJ**
- Creative perfectionists who prefer to do things their own way.
  - Investment banker
  - Personal financial advisor
  - Economist

**ENFJ**
- People-lovers who are energetic, articulate, and diplomatic.
  - Advertising executive
  - Public relations specialist
  - Consultant

**ENTP**
- Enterprising, creative people who enjoy new challenges.
  - Entrepreneur
  - Advertising creative director
  - Marketing director

**INFP**
- Independent and creative problem-solvers.
  - Computer programmer/Software designer
  - Financial analyst
  - Economist

**ESFJ**
- Gregarious traditionalists motivated to help others.
  - Sales representative
  - Social worker
  - Loan officer

**ISFJ**
- Modest and determined workers who enjoy helping others.
  - Dentist
  - Librarian
  - Customer service representative

**ESFP**
- Warm and sensitive types who like to help others in tangible ways.
  - Social worker
  - Massage therapist
  - Environmental scientist

**ISFP**
- Creative people who enjoy new challenges.
  - Fashion designer
  - Actor
  - Interior designer

**ENFP**
- Curious and confident creative types who see possibilities everywhere.
  - Journalist
  - Restaurant
  - Event planner

**INFP**
- Sensitive idealists motivated by their deepest personal values.
  - Graphic designer
  - Psychologist/Therapist
  - Physical therapist
Career Assessments can help

**Meyers-Briggs Type Indicator (MBTI)**
- Provides insight on how users make decisions, interact with people, gather information, and gain energy. Facilitates exploration and understanding of an individual’s choice of study, occupations, and work setting.

**FOCUS 2**
- Utilizes self assessment by allowing users to develop an accurate picture of their interests, work values, personality, skills, educational and leisure time preferences, and matches these to potential careers.
What Is Networking?

IT IS THE PROCESS OF...

• Making personal and professional connections and building relationships over time

• Gathering information about potential employers

• Uncovering job openings

• Getting personal referrals to other people who might provide information or job leads
Why Network?

- According to the U.S. Department of Labor, approximately 70% of jobs are found through social and professional networks.

- Networking allows you to break into the “hidden job market.”
Preparation is Key!

- Make A Good First Impression
  - It’s based on appearance and manner
  - Smile and act friendly (applies both virtually and in person)
- Develop Your 30-Second Commercial
- PRACTICE, PRACTICE, PRACTICE!
What Is It?

- It’s a personal introduction and an overview of your *education, experience, skills, strengths, accomplishments*, and *goals*
- Your goal is to get them to ask you for more information
- It helps you quickly and effectively market yourself to others based on *their* needs
30-Second Commercial

Elements Include…
• Identify who you are
• Highlight a few strengths, accomplishments, and ways you can add value
• Indicate areas of interest
• End by asking questions that will stimulate further conversation or action
The 30-Second Commercial

- Concise/ Clear
- Emphasize your strengths and connect them to the audience
- Use descriptive statements and specific examples
- State the kind of position/career you are seeking
- Project confidence, not need
The 30-Second Commercial

1. Greeting
2. Education
3. Experience
4. Interests
5. Strengths
6. Goals
30-Second Commercial

Additional Tips:

- Keep it concise.
- Always tailor it to the job or organization
- Practice saying it out loud so that it sounds natural.
Example:
• Hello, my name is Barry Business. I am a junior at UMBC studying Financial Economics with an accounting certificate. I am interested in an accounting internship with your company.
• Currently, I am serving as the treasurer for the UMBC Accounting club where I have been effective in managing our budget for events, activities and out-reach programs.
• I am enthusiastic about helping others increase their financial literacy, and it appears that my interest mirrors your company’s dedication to helping others navigate their tough financial situations.
• Would you happen to know anyone who would be interested in hearing more about my strengths and interests?
Activity

30-Second Commercial

- Now you try!
- Make your own 30-second commercial, perhaps with a specific position in mind
- Share your 30-second commercial with a colleague
- I will ask someone to share
Additional Tips for Effective Networking

- Follow up with contacts
- Cultivate your network through periodic/ongoing contact
Networking Etiquette

- Honor the networking “code”: return other people’s phone calls if you want yours returned
- Call people when it’s convenient for them
- Follow up with requests for information – do what you say you will do
Networking Etiquette

- Send requested materials within one week
- Before using a person’s name as a referral, get their permission
- Express your thanks to people who are helpful
- TURN YOUR CELL PHONE OFF
How and With Whom Do I Network?

- Contact people you know already, including your family’s network
- Reach out by LinkedIn, email or phone, briefly introducing yourself and identifying your purpose
- Join and get involved with professional organizations related to your field of interest
How and With Whom Do I Network?

- Attend networking events (Campus, departmental, and Career Center sponsored events – now virtual)

- Utilize your “professional” online presence
Informational Interviews

- A great way to gain information on an industry, company, or job
- Possible questions to ask:
  - What skills and/or personal characteristics are important to do well in this job?
  - What is a typical day like?
  - How competitive is this field?
  - What should I do before I graduate to make myself marketable?
  - Is there anyone else you would suggest I speak to?
LinkedIn 101:

5 ways LinkedIn can help you help students build a professional brand and land a job
LinkedIn

How can LinkedIn be Useful to Me?

Build a Professional Online Presence: Profile

Add Connections with “Warm” Contacts and Alumni

Research Companies and Industries: Company Pages

Help Undecided Students Explore Opportunities

Find Relevant Jobs and Internships: Student Jobs Portal

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Who Uses LinkedIn?

- 225M+ professionals
- 64% outside the U.S.
- 60K+ college and university alumni groups
- 150+ industries
- 30M+ students and recent grads
- 2.9M+ companies
- Executives from every Fortune 500 company

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Build a Professional Online Presence: Profile

Lindsey Evans
Student at New York University
Greater New York City Area | Marketing and Advertising

Summary

Experience

You can also add:
- Projects
- Languages
- Publications
- Organizations
- Honors & Awards
- Test Scores
- Courses
- Patents
- Certifications
- Volunteering & Causes
Profile Tips for Students

- **Professional photo** of you alone
- **Headline** with area of study and/or career ambitions
- **Keyword-rich** summary that includes type of position you are seeking
- **Inclusion** of volunteer activities, internships, and extracurricular
- **Recommendations** from professors, advisors, internship colleagues and supervisors
Research Companies & Industries: Company Pages
Research Companies & Industries: Groups
Help Undecided Students Explore Opportunities
Utilize the LinkedIn Alumni Tool
https://www.linkedin.com/school/university-of-maryland-baltimore-county/people/
LinkedIn Alumni Tool cont’d

1. Browse schools
   - Carnegie Mellon University, 2003-2004
   - University of California, Los Angeles, 1995-1999
   - Saint Francis High School, 1991-1995

2. Find an interesting major
   - Computer and Information Sciences and... (119)
   - Computer Science (117)
   - Engineering (72)
   - Social Sciences (45)
   - Computer Engineering (39)
   - Mechanical Engineering
   - Mechanics and Repairers, General
   - Mechanical Engineering Related Technologies/Techniques
   - Engineering Mechanics
   - Mechatronics, Robotics, and Automation Engineering
   - Mechanical Engineering/Mechanical Technology/Technology

3. See where those alumni are working now
   - Northrop Grumman Corporation (13)
   - Raytheon (9)
   - Boeing (7)
   - Boeing Satellites Systems (7)
   - Intel Corporation (4)

See more | 
Find Relevant Jobs and Internships: Student Jobs: https://www.linkedin.com/jobs/search/?keywords=studentjob
Job Searching Using UMBCworks

- Login to UMBCworks using your myUMBC login information.
- Click on Jobs
1. UMBCworks

2. Search by job function
Search by Major on UMBCworks

1. Click on “more filters”

2. Search Desired Major
UMBCworks Contin... Scroll Down and Hit Apply

3. After selecting major, scroll down and hit “Apply”
UMBCworks Continued…

- Some employers accept all majors
- To screen out these jobs click on “more filters” “ignore all majors” “YES”
Job Search Through Vault

Career Intelligence
Find out what it's really like to work within an industry, company, or profession, and how to position yourself to start, advance, or change your career.

Companies
Internships
Advice

Keyword or Title
All Industries
Search

Start Working on Your Career

Company Rankings
The best places to work, as rated by employees of those firms.
View Rankings

Company Reviews
Read reviews from thousands of verified employees of top companies.
Research Companies

Internship Programs
The best internships in the country, as rated by interns at those programs.
Explore Internships
Skills to Leverage on Resume

- Major Accomplishments
- Foreign Languages
- Professional Development
  - Conferences
  - Seminars
  - Presentations
- Study Abroad Experiences
Examples of Accomplishment-Based Statements

- **Provide** an exceptional level of **customer service** in all forms of patron interaction, including phone, e-mail, and face-to-face.
- **Reconcile** the daily sales through the cash register, including the printing of receipt **reports**, **accounting** for all daily sales and filling out proper deposit **paperwork**.
- **Supervise** the **logistics** of events including security, ticket sales, entrance and crowd control, readmission guidelines and event set-up.
- **Generate ideas and strategies** to improve the appearance and services of the Commons and University Center.
Virtual Services

- The Career Center is still open!
- All appointment types are still available virtually through Webex
- Resume Reviews are available via email in lieu of drop-in hours
- Send your resume to resumereviews@umbc.edu to get your resume reviewed and approved by a Career Peer
Schedule an Appointment

- **Online:** UMBCworks
- **By Phone:** (410) 455-2216
Where to Find Us

CAREER CENTER

Math/Psych 201
(410) 455-2216
careers@umbc.edu
careers.umbc.edu

Drop-ins: M-Fri., 2:00-4:00PM; last at 3:45PM
Late Hours: Tuesdays from 5:00-7:00 pm
Find All Career Events Here
Get Connected – Stay Connected

facebook.com/UMBCcareers

Follow us!

twitter.com/UMBCcareers

Follow us in MyUMBC

Events Tab for Workshops & Information Sessions

www.instagram.com/umbccareers/

Read the Jobs-Internships and Events & Opportunities emails each week