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Getting Started

Services
We are here to help you!

ECS serves co-op and internship candidates as well as graduating students (B.S., M.S., Ph.D.) with:
- Resume consultations
- Help with job search questions, planning, and strategy
- Interview help
- Preparation for on-campus interviews and recruiting events
- ENGR 4191: Professional Practice in Engineering—a formal record of co-op/intern experience
- Job offer evaluation and decisions
- Career employment salary negotiations
- Campus-to-work transitions

Schedule an appointment for any of your job search needs by calling 614-292-6651.

Eligibility
Engineering Co-op and Internship Program (ECIP)
Requirements:
- You are a full-time student pursuing a B.S. degree from the College of Engineering at Ohio State.
- You have completed 1.5 full-time semesters (after Spring Break) at Ohio State (1 semester for Fundamentals of Engineering Honors students and transfer students).
- You have a minimum 2.5 GPA at Ohio State.
- You are at least 18 years of age.

If you do not meet these requirements precisely, you may submit a petition to join (ecs.osu.edu/students/forms).

Graduating/Graduate Students (GS)
Requirements:
- You are actively pursuing a B.S., M.S., or Ph.D. from the College of Engineering at Ohio State and are either:
  - within 12 months of graduation and seeking internships or initial career employment OR
  - a transfer student or new graduate student and have completed 1 full-time semester at OSU.
- You have a minimum 2.0 GPA at Ohio State.
- You are at least 18 years of age.

If you do not meet these requirements precisely, you may submit a petition to join (ecs.osu.edu/students/forms).

Get Registered with ECS
Checklist for Starting Your Job Search

Step 1: Pre-Registration
- Complete the ECS Carmen modules and companion quizzes.
- ECIP only: meet with your academic advisor to plan when a co-op or internship work term will best fit into your schedule. Know when you can work before you apply for jobs!
- Use ECS resume templates in the CareerEngine “Document Library” to create your engineering resume and upload it to your job search account.

Step 2: Registration
- Come to ECS (199 Hitchcock Hall) to complete the registration form.
- Schedule your required job search consultation (optional for graduate students).

Step 3: Post-Registration
- Submit the Semester Activation Link (SAL) each semester you’re looking for employment (located on the CareerEngine “Home” page). Set your revised resume as the default.
- Meet with an ECS advisor for your job search/resume consultation.
- International students: meet with an advisor from the Office of International Affairs to verify your work eligibility.

Students within 12 months of graduation already registered with the ECIP program should submit the GS Transfer form online (ecs.osu.edu/students/forms).

Contact Us
Business Hours: 8:00 am - 5:00 pm, Monday - Friday
Visit our website for summer hours: ecs.osu.edu

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Columbus, Ohio 43210
eng-ecs@osu.edu
eng-ecip@osu.edu
Phone: 614-292-6651
Fax: 614-292-4794

In 2014-2015, 88% of OSU engineering grads reporting full-time employment had used Engineering Career Services.

“Every internship, co-op, and now full-time job that I was offered was initiated through ECS.”

-2014 ME graduate
ECS Resources

Personalized Assistance
Get professional help with:

- **Resumes**: Content, appearance, and strategy advice in a one-on-one session with a career advisor. Much more than just proofreading!

- **Job Search Documents**: Stand out from your competition by using cover letters, reference pages, and thank you letters! We’ll help you tailor your documents to specific postings and ensure you are including relevant material.

- **Interviewing**: Our knowledgeable advisors facilitate workshops about interviewing styles and strategies. We also offer individual coaching, mock interviews, and employer feedback for improving your skills.

- **Job Offers and Negotiation**: Should you take that offer as is or try negotiating? Need help juggling deadlines? Review your options with an advisor.

Workshops
ECS offers a variety of presentations to help you polish your job search skills. Attend as many workshops as you can! Topics include: Interviewing Strategies, Career Fair Success, Using LinkedIn for Your Job Search, Your Senior Year Job Search, You’ve Got a Next Day Interview, Case Interviewing, and Your First 30 Days on the Job.

Events
Network with employers and expand your opportunities by attending career fairs and company information sessions. Students also have the opportunity to participate in the annual Engineering Job Shadow Program (see p. 29) and the annual Engineering Career Success Conference.

Career Course
“ENGR 4910: Tools for Engineering Career Success” is a one credit course that helps students understand the process of seeking and gaining employment and will prepare you to effectively transition from college to the workplace.

Web Tools
Your CareerEngine account not only helps you find work and research employers, it also provides a list of useful job search websites and company research links to supplement your job search (see the “Document Library” in CareerEngine). The ECS Job Blog offers varied and timely perspectives on finding success during your engineering career, co-op, or internship search (see p. 9).

ECIP Experience Evaluations
ECIP students can find out what their peers say about their co-ops and internships by reviewing evaluations about their work terms. Any student can view these files in our office during regular business hours.

Student Handbook
Distributed to students during ECS registration. It is also accessible through CareerEngine the “Document Library”.

“ECS was essential in both my career and internship experiences. I definitely feel that it helped me land the job that I happily accepted.”

-2014 ISE graduate

Job Search Ethics

**Ethics: [noun]** the principles of conduct governing an individual or a group

When you register with ECS, you are asked to sign a form agreeing to abide by the following standards. Eligibility for services is based upon compliance with these guidelines for ethical behavior. If you are uncertain about how these guidelines might impact your job search, please ask for clarification.

**Ethics Checklist**

- I understand that my job search is my responsibility.
- ECS will offer support, guidance, information, and opportunities to link with employers.
- I will present my qualifications, interests, and availability honestly.
- I will schedule interviews only if I have a genuine interest in exploring a potential position with that company.
- I will keep scheduled interview appointments. If I must cancel, I will do so at least two business days in advance of the scheduled interview so another student may have that opportunity.
- I will maintain a professional working relationship with ECS staff members.
- I will no longer pursue other employment opportunities once I have accepted an offer, whether verbally or in writing.
- I will report my co-op, internship, and post-graduate plans to ECS to provide data needed by the College of Engineering.

3 Steps to Job Search Success

Maximize your opportunities!

1. Create a professional resume. See page 9 for help.
   - Your resume should clearly explain your skills and experience.
   - Eliminate any errors. Spell check isn’t enough. Proofread your resume and have someone else read it!

2. Register for your ECS CareerEngine account.
   - Apply to employers specifically seeking OSU students.
   - Take advantage of on-campus interviews.
   - Activate your account each semester.

3. Utilize ECS professional job search help. We offer:
   - Resume consultation
   - Interview help
   - Job search assistance
   - Free workshops for interviewing, career fairs, and job search strategies
   - Job offer consultations
## The Basics

### Build Career Success in Your College Plan

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<thead>
<tr>
<th></th>
<th>At the minimum</th>
<th>Maximize your efforts</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td>• Keep up with your classes and see your instructors early if you need help.</td>
<td>• Check out one or two campus organizations. Learn more about your major and build your skills by getting involved in clubs, professional societies, and engineering project teams.</td>
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<tr>
<td></td>
<td>• Learn to balance classes, homework, social life, and extracurricular activities.</td>
<td>• Complete the ECS modules on Carmen.</td>
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<td></td>
<td>• Get to know your academic advisor—an excellent resource!</td>
<td>• Register with ECS anytime after Spring Break.</td>
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<td></td>
<td>• Attend a career fair. Practice introducing yourself. Preview employers for next year.</td>
<td>• Create a resume and have it reviewed by an ECS advisor after Spring Break.</td>
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<tr>
<td><strong>Second Year</strong></td>
<td>• Continue to balance campus involvement and good grades.</td>
<td>• Join a committee or project of a student group or project team related to your major.</td>
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<tr>
<td></td>
<td>• Register with ECS if you haven’t done so already.</td>
<td>• Meet with the academic advisor for your major. Discuss your interest in your major and what terms would be best for a work term.</td>
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<td></td>
<td>• Activate your Career Engine account by the first week of classes.</td>
<td>• Explore opportunities for your major through participation in the ECS Job Shadow Program.</td>
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<td></td>
<td>• Learn to use job search resources. Understand how on-campus recruiting works.</td>
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<td></td>
<td>• Attend an interviewing workshop.</td>
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<td></td>
<td>• Attend the Engineering career fairs in September and February.</td>
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<tr>
<td><strong>Third Year</strong></td>
<td>• Ideally, you will have a work term this year. Update your resume after work terms while details are fresh.</td>
<td>• Chair a committee, run for office, or take a responsible role on a project team.</td>
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<td></td>
<td>• Maintain a strong GPA. Expand your technical and communications skills by taking electives.</td>
<td>• Attend workshops offered by ECS to prepare for your full-time job search.</td>
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<td></td>
<td>• Research companies that interest you. Speak with recruiters at career fairs.</td>
<td>• Attend the Graduate and Professional School Expo if interested.</td>
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<tr>
<td><strong>Fourth/Fifth Years</strong></td>
<td>• Transfer your CareerEngine account from ECIP status to Graduating Student (GS) status so employers know you are looking for full-time opportunities.</td>
<td>• Attend the annual Engineering Career Success Conference to prepare for your job search.</td>
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<td></td>
<td>• Meet with an ECS advisor to discuss your job search and update your resume.</td>
<td>• Treat your job search as you would a class. If you want a “Grade A” job after graduation, you will need to put forth “Grade A” time and effort.</td>
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<tr>
<td></td>
<td>• Activate your account and begin your search prior to the start of autumn semester.</td>
<td>• Build and maintain relationships with faculty, advisors, and supervisors for future networking and reference purposes.</td>
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<tr>
<td></td>
<td>• Polish your interview skills. Research each company before the interview.</td>
<td>• Invest in a dark, conservative interview suit and appropriate accessories. Be sure your interview attire is always clean and pressed.</td>
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</table>
Setting Up Your CareerEngine Account

Login to CareerEngine:
- Access CareerEngine on the ECS homepage: ecs.osu.edu
- Log in to your CareerEngine job search account with your lastname.# and your OSU password.

1. Complete your “Profile”:
   When you initially login to the system, you won’t be able to proceed with your job search until you complete your profile—which essentially includes updating your contact and academic information.

2. Activate your account:
   Activate your CareerEngine account using the Semester Activation Link (SAL). The SAL link will be located on the homepage of your CareerEngine account. Activating allows you to apply to jobs within the system and also allows employers to access your resume via the CareerEngine system.

   Activation is comprised of two quick steps:
   ▪ Upload a new version of your resume in the “Documents” tab using the “Add New” button
   ▪ Indicate on the online SAL form when you are open to working and the types of position(s) you are looking for

   Remember to activate your account every semester you are looking for a job!

3. Access resources via the “Document Library”:
   The “Document Library” in the “Resources” section of CareerEngine is comprised of numerous helpful job search related documents. For example: you can access resume templates, cover letter samples, documents with helpful job search links, an interview presentation, etc.. There is also a “Mock Interview” component for you to practice your interviewing skills using a webcam. You can request feedback from ECS advisors upon completing the interview.

4. Use the “Jobs” tab to begin searching:
   The “Jobs” tab has two options:
   ▪ “Jobs (for OSU students)”: Opportunities posted specifically by recruiters looking to hire OSU students. Maximize time spent looking for opportunities by using search criteria to narrow the scope of majors, job types, etc.. Save time by setting up a saved, scheduled search agent (see next page).
   ▪ “Jobs (through NACE)”: NACE (National Association of Colleges & Employers) is a job search aggregator powered by the US Department of Labor. Utilizing this search tool expands options beyond postings just for OSU students—but also increases your competition (as you are now vying for jobs with a broader applicant pool).

   Actively “apply” to job postings for which you are qualified!

5. Research “Employers”:
   The “Employers” tab allows you to keyword search employers that have worked with OSU career services. Use the “Industry” drop down menu to see who’s interested in your field. Even if a company isn’t actively recruiting at the moment with ECS, their website will be linked so that you can visit it and apply to jobs there.

6. Schedule on-campus “Interviews”:
   Once you are invited for an on-campus interview, sign-up for a time in the “Interviews” tab.

7. Build your skills and networks:
   The “Events” tab lists “Information Sessions”, “Workshops”, and “Career Fairs”. Network with employers and expand your opportunities by attending career fairs and company information sessions. ECS offers a variety of presentations to help you polish your job search skills. Workshops facilitated by other career services offices which are applicable to “all majors” are also viewable. For example, Arts & Sciences offers workshops targeting students interested in working for the Federal Government.

   RSVP through CareerEngine for these opportunities!
Creating Search Agents

Setting up Search Agents:

- A Search Agent is a saved job search “short-cut” which allows you to easily re-query your filtered search criteria. For the best results, create a “Saved Search” using the following steps:

1. **Start with an “Advanced Search”:**
   Use the “Advanced Search” tab to create Search Agents. Expand “Advanced Search” selection criteria by clicking on “More Filters” at the bottom of the window.

2. **Select your major within the “Majors” filter:**
   This selection will narrow options specific to your field of study.

3. **Choose “Position Type”:**
   Select positions—career employment, internship, co-op, or other (for scholarship opportunities). Press CTRL to multi-select additional options.

4. **“Ignore jobs with ALL majors”:**
   Selecting “Yes” will eliminate positions that do not have a focus on your major. If you would like to view broader technical positions that do not require a specific major focus, then you could set up a separate search by creating a secondary search and selecting “No” for this field.

5. **Consider “Work Authorization”:**
   US Citizens or Permanent Residents should leave this blank. F-1 Students should select “Eligible to work with visa sponsorship” to see opportunities that they qualify for in CareerEngine.

6. **View results:**
   Click “Search” to view matching jobs.

7. **“Schedule” your search:**
   Automate the Search Agent to run and email you on a specific schedule. Choose how often the search will run by selecting “Search Agents” tab and clicking “Schedule.” Do not select “Include only new results”—in order to see items from previous runs.

**Caution:**
- Be mindful of what your limits will produce (i.e. selecting Ohio as a location will eliminate jobs with unspecified or multiple locations that might be in Ohio. Check with ECS to set up a search agent that doesn’t overly restrict your opportunities!
Writing Your Resume

Your resume establishes your image and value to an employer. A bad resume will make your job search much harder and may even prevent you from getting an interview. ECS can help you with a resume that presents your experience, education and qualifications in the best possible light.

Resumes should be tailored to your experience and job search goals. If you have more than one goal (an internship for spring and a full-time job after graduation for example) you will need more than one resume – even if only the objective is different!

ECS resume templates are available in the “Document Library” section of CareerEngine. Use them for ideas of sections that best represent your work experience, education, and goals.

All resumes should include:
- Name and contact information
- Education
- Skills or qualifications
- Experience (in some form)
- Coursework highlights (can be a separate section or a subset of qualifications)

Objectives are not required but are standard. An objective:
- Helps initial readers decide who should receive the resume
- Provides a headline for your resume that attracts the reader’s attention
- Summarizes what you’re looking for and what you have to offer
- Encourages employers to read further

Optional (but highly recommended if applicable) sections for resumes:
- Project Experience (or Academic Projects): especially valuable for those without engineering work experience
- Honors
- Activities and Interests
- Campus and Community Activities
- Leadership

Is Your Resume Format Compatible with Applicant Tracking Software?

Many employers input candidates’ resumes into their applicant databases using applicant tracking software (ATS). According to the Wall Street Journal, approximately 90% of all Fortune 500 companies are using ATS. The sample resumes shown on the ECS homepage are compatible with applicant tracking software. Following a few simple formatting guidelines will make sure that your resume makes it into those databases successfully. Avoid using the outdated resume templates included in word processing software. Keep in mind that although you may hand your resume to a recruiter, that person may give it to someone else to be scanned in later.

- Your name should be the first line of text, no larger than size 14 font. Use a standard address format. Do not list your credentials (M.S., M.B.A.) next to name. Include on a different line.
- Avoid columns, italics, underlining (including hyperlinks) and graphics of any kind, including symbols, vertical and horizontal lines, borders, and boxes. Replace fancy bullets with text elements (“* or -”).
- Choose a conservative font such as Verdana, Arial, Tahoma, or Calibri. Serif fonts, such as Times Roman or Cambria may be rejected by screening software; font size should be between 10 and 12. Don’t use condensed type or anything script. Use all uppercase text to label sections.
- Left justify your text. Avoid columns and abbreviations. Margins should be .75 to 1” on top and sides; $.5” is the minimum printable bottom margin, but try to have a slightly larger one.
- “Print preview” before you upload your resume to ensure your resume is a single printed page.
- When you print your resume, use standard 8.5” by 11” white paper. Use black ink.
- Choose a resume filename employers can easily identify as yours, such as: lastname-firstname.doc.
- Update your resume in your CareerEngine account AT LEAST every semester (using the Semester Activation Link in your CareerEngine account). Employers can see the date of your latest version and assume “old” = “out of date, no recent experience or doesn’t care”.
- B.S. graduates should limit their resumes to one single-sided page. MS and PhD candidates may need multiple pages or consider a curriculum vitae, especially if they have extensive experience or published articles. Your name and “page x of y” should appear on each succeeding page.

Top 10 Resume Tips:

1. Order the sections in your resume and the items in those sections from most important to least important.
2. Be specific about your skills, software packages, and technical knowledge so employers can do keyword searches. Cross-reference job descriptions with the skills listed on your resume.
3. Use results-oriented statements and specific details to define your skills, experience, education, and professional memberships.
5. Always print out a copy, spell check, and proofread carefully. Check punctuation and capitalization.
6. Focus on results—how a project turned out is more important than how long it took. Be sure to include the process, as well, which is important.
7. Make the resume easy to read. Be concise; omit outdated items.
8. Think about how you can benefit the employer, not how they can help you.
9. Accuracy and honesty are not optional. Everything on your resume should be true. You can strategically omit some information, however. Ask a career advisor if you have questions.
10. Update when anything changes, at least every semester.
Resume Building

The purpose of the resume is to provide a summary of your skills, abilities, and accomplishments. It is a “snap shot” of you and does not have to incorporate everything you have ever done—rather it is industry or job specific with the overall goal of securing you an interview.

Resume Checklist

- Use an ECS template (found in CareerEngine Document Library)
- Lead with your strengths, most relevant sections/items at the top of the page: least relevant towards the bottom
- Read, re-read, and re-read again for typos/errors—use spell check, but don’t rely solely on it
- Save the document with your first and last name in the file name

Make every second count!

Recent research shows recruiters spend an average of 6 seconds reviewing an individual resume. Ensure your content is clear, concise, and organized efficiently!

Daniel Buckeye
Dbuckeye2011@buckeyemail.osu.edu | 25 Mozart Circle, Celina, OH 45822 | 419-222-5555

OBJECTIVE
(Major/role) internship or co-op opportunity applying skills and experience in X, Y, and Z
- X, Y, and Z = your top three qualifications (skills, knowledge areas, experience, interests, etc.)

EDUCATION
The Ohio State University, Columbus, OH
Overall GPA (4.00 scale): 3.00
B.S. Major, Expected Graduation: Month/20XX

QUALIFICATIONS
- Computer: AutoCAD, MATLAB, etc.
- Technical: Facility layout, industrial safety, etc.
- Coursework: Relevant engineering courses
- Communication: Fluent in X, Y and Z

ACADEMIC ENGINEERING PROJECTS
Project Title, January - May 20XX
- C: Discuss the circumstance you faced; the overall scope of the project
- A: Highlight your specific actions; what was your role within the project?
- R: Point out positive results; what skills or knowledge did you gain?

Project Title, August - December 20XX
- Include skills that employers find valuable (communication, problem solving, organization)
- Quantify results to show scope of your accomplishments (Received 2nd place for overall flight time)

ACTIVITIES AND INTERESTS
- Active Member, Organization, August 20XX - present
- Active Member, Organization, June 20XX - present
  - Volunteer 15 hrs/week (sends message to employer that you manage time well)
  - OSU Leadership Position, November 20XX - 20XX
  - Consider using sub-bullets to accentuate your accomplishments for leadership positions
- Describe bullets including the tasks you completed + results or task + purpose
- Personal hobby is X (should send additional message about who you are: team player, hands-on, socially responsible, etc.)
- Active Member, Organization, August 20XX - 20XX

WORK EXPERIENCE
Company/Organization, location
Position Title, August 20XX - present; part-time
- Describe responsibilities; how have you have excelled at your job?
- Highlight numbers if possible (dollar savings, budgetary responsibility, number of staff supervised or trained)

Company/Organization, location
Position Title, May 20XX - August 20XX
- Focus on transferable skills with unrelated work positions or activities
- Emphasize skills that you can “transfer” to your next career pursuit
- Examples of transferable skills: time management, leadership, team work, customer service, problem solving, and dependability

Resume Checklist

- List overall GPA, major GPA, both or neither... whichever makes you look the best
- List skills relevant to your major/job target first
- Present skills in clearly defined topic areas
- List the project title, a brief summary description, and date range
- Format bullet descriptions using “CAR”
  - Circumstance
  - Action
  - Result
- Projects should appear in reverse chronological order
- Incorporate volunteer work and organizations that you are involved with outside of class, show skills developed
- Help employers learn more about you, use these experiences to provide talking points during interviews
- List most recent work experiences first
- Give more detail (more bullets) for more significant jobs

Resume Checklist

- Use an ECS template (found in CareerEngine Document Library)
- Lead with your strengths, most relevant sections/items at the top of the page: least relevant towards the bottom
- Read, re-read, and re-read again for typos/errors—use spell check, but don’t rely solely on it
- Save the document with your first and last name in the file name

Purpose of objective:
- Helps the reader decide who receives it
- Serves as a headline for your resume, attracts attention
- Summarizes what you’re looking for and what you can offer

Recent second count!

Recent research shows recruiters spend an average of 6 seconds reviewing an individual resume. Ensure your content is clear, concise, and organized efficiently!
## Action Verbs for Engineering Resumes

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Addressed</th>
<th>Arbitrated</th>
<th>Authored</th>
<th>Corresponded</th>
<th>Demonstrated</th>
<th>Developed</th>
<th>Directed</th>
<th>Drafted</th>
<th>Edited</th>
<th>Enlisted</th>
<th>Explained</th>
<th>Formulated</th>
<th>Influenced</th>
<th>Interpreted</th>
<th>Lectured</th>
<th>Mediated</th>
<th>Moderated</th>
<th>Motivated</th>
<th>Negotiated</th>
<th>Participated</th>
<th>Persuaded</th>
<th>Presented</th>
<th>Promoted</th>
<th>Publicized</th>
<th>Reconciled</th>
<th>Recruited</th>
<th>Spoke</th>
<th>Translated</th>
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<tr>
<td>Financial Skills</td>
<td>Allocated</td>
<td>Analyzed</td>
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<td>Budgeted</td>
<td>Calculated</td>
<td>Computed</td>
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<td>Guided</td>
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<td>Increased</td>
<td>Initiated</td>
<td>Instructed</td>
<td>Managed</td>
<td>Overhauled</td>
<td>Oversaw</td>
<td>Produced</td>
<td>Recommended</td>
<td>Reviewed</td>
<td>Solved</td>
<td>Streamlined</td>
<td>Supervised</td>
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<td>Leadership Skills</td>
<td>Administered</td>
<td>Assigned</td>
<td>Coached</td>
<td>Chaired</td>
<td>Consolidated</td>
<td>Coordinated</td>
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<td>Directed</td>
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<td>Streamlined</td>
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<td>Organizational Skills</td>
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Managing Your Job Search

Job Search Tools

There are many employers who hire Ohio State engineering students without visiting campus to conduct interviews.

Resume Requests and Job Postings
All employers are required to register with ECS and set up an account when they want to:
▪ Post jobs or on-campus interviewing opportunities
▪ Request resumes
▪ Have resume viewing access

If you get a call from “out of the blue,” that employer probably requested your resume. You can go to the “Employers” section of your CareerEngine account to learn more about the employer and check out any current opportunities.

Employers set up accounts with ECS to advertise their jobs. Hundreds of job postings are added each semester. Unlike commercial job sites, all CareerEngine jobs are screened for relevance and authenticity.

Make these services work for you:
1. Complete your online profile, upload your resume, designate a default resume, and activate your account at the beginning of every semester that you are searching for jobs.
2. Reactivate your account every semester you’re still looking by completing the Semester Activation Link (SAL) located in your CareerEngine account.

Expanding Your Job Search Beyond ECS
Job seekers should also check out the ECS website for links to local and national career resources. Using a variety of resources is worthwhile, especially if your interests are specialized or your geographic focus is limited. You’ll probably want to make an appointment for assistance too. Some examples include:
▪ NACE: a network of university career services centers. Employers target specific schools when posting jobs. It is accessible via the “Jobs (through NACE)” tab of your CareerEngine account.
▪ USAJobs: a user-friendly resource for all Federal Government jobs. Government jobs offer great perks for students!
▪ Indeed: a job listings aggregate site—meaning you do not apply through the site, but see postings of interest and go to corresponding sites to apply. It has nice key word search functionalities, as well as a geographic search capability.

Quick Tips for Job Seekers

Search Effectively
Keep in mind that with most of these resources, you can search on multiple fields—but you will only get results that precisely match your stated search criteria. Sometimes fields which you use to search are not required fields for employers—or you might not think to use the particular keyword selected by employers. For example, if you search for “Ohio” under location, your results will not include listings by employers with locations in Ohio who may have selected values such as “Midwest”, “nationwide”, “multi-state” or those who left that field blank. Always start with a broad search and narrow only if you get too many results.
Similarly, remember that not every employer uses the same terminology for engineering majors—browse for similarities.

Use Caution with Public Job Boards
Watch for bogus companies and protect your identity. Many sites do not screen “advertisers” to determine if they really are employers. We’ve had a number of reports of highly questionable activity, ranging from businesses that post fake jobs to identify possible customers or candidates to schemers who promise jobs if you pay them upfront, to scammers who use these sites to collect personal information for other uses. The World Privacy Forum (worldprivacyforum.org) has helpful information on job scams.

Protect Your Privacy
Never provide your social security number, driver’s license, bank or credit card numbers, or mother’s maiden name for any online application. Never pay for lists of jobs (you’ll pay for nothing), nor should you pay any so-called employer for “job training.” Resumes used on public sites should not have full contact information: only your name and a disposable email address should be listed. ECS recommends that you visit the Job Search Privacy Landing Page at the World Privacy Forum (worldprivacyforum.org) before you post your resume on any public site. The resume posting advice and “Consumer’s Guide to Job Search Sites” contain valuable information.

Check out the ECS Job Blog!
ECS wants to make sure Ohio State’s engineering students are “in the know” about the latest news and advice pertaining to internships, co-ops, and careers. We also feature student and employer writers to offer you varied perspectives on your job search. Don’t miss this valuable resource!

A highlight of last year’s blog articles...
▪ Relocation considerations
▪ What to expect in a full-time offer letter
▪ Salary negotiation for beginners
▪ How to recover from a bad interview
▪ Tips for obtaining an international internship
▪ And many more!
Quick Tips for Job Seekers Cont.

Check your e-mail frequently. Most ECS and employer communications will be via e-mail. Clean out your inbox! Employers get many e-mail bounce-backs because inboxes are full—those students never knew they could have had interviews.

Caution: Any public information on the internet—your personal website, blog and e-mail address, as well as your profile on sites like LinkedIn, Facebook, and Twitter—can be used by employers to judge your suitability for employment.

If you’re still looking, update your status during the first week of the semester and upload a fresh version of your resume via the SAL (Semester Activation Link). Because employers don’t want to receive resumes of people who are not actually looking for jobs, every candidate’s account is automatically inactivated at the end of each semester, blocking the ability to participate in interviews and to have resumes viewed by employers.

Accurate, up-to-date information is crucial to your job search! Simply clicking the wrong choice in a menu or misspelling a word or number can mean big trouble. Be sure to update both the online profile and your resume each semester. Discrepancies between your resume content and our searchable candidate database could impair your job search.

Proofreading is essential. As everyone knows, spell check has its limitations; certainly it can’t catch omissions or content errors. In a recent survey, 93% of employers said they reject candidates for spelling and grammar errors in letters and resumes.

Honesty is always the best policy. Misrepresenting your GPA or work authorization may get you an interview, but it won’t get you a job. You should also know that employers will withdraw an offer upon discovering misrepresentation.

Log-in to CareerEngine at least twice per week, since new opportunities can appear at any time and interview schedules can fill very quickly. Many windows open on the weekends.

Set up a “search agent” to keep your job search on track and to receive e-mails when new opportunities appear that match your criteria (see p. 5). If you have questions, ask an ECS advisor.

Schedule an appointment for help jumpstarting a stalled job search, researching specific industries, organizing your search, or handling any other job search issue.

“ECS was very helpful with my resume, job search strategies and mock interviewing. I am very grateful to everyone in the ECS office!”

-2015 MSE graduate

Overcoming Common Concerns

GPA

- Listing a GPA on your resume is optional. If you choose not to include your GPA, be prepared to discuss it with employers. (“Do you believe your GPA is an accurate reflection of your ability?”)
- If your overall GPA is less than 3.0, but your major GPA is higher, it’s okay to just list the major GPA—make sure you specify that it is your “Major GPA” on the resume.
- Show improvement. Perhaps you had a rough semester but have progressed over the past year, calculate your GPA from the recent semesters (the ones that you’ve had success). Represent it as your “Past 3 Semesters GPA”.
- If your overall GPA doesn’t match the minimum an employer has set for an on-campus interview, you may still be able to apply by submitting a Request for Consideration. If you have related experience, a GPA just under the minimum, or a major GPA that matches or exceeds the overall requirement, submit the form accompanied with your resume and targeted cover letter. (Forms are available in ECS and must be turned in by the online application submission deadline.)

Limited Experience

Focus on what you DO have rather than what you DON’T. Identify aspects of coursework, projects, unrelated work experience, activities, etc. related to your career goals. Get involved with an organization related to your field of study. Engineering project teams and organizations are a great way to enhance your engineering knowledge, hone skills applicable to your career interests, and network with employers.

Location Limitations

- Search the Employer section of your CareerEngine account.
- Utilize the “Document Library” section of CareerEngine. There are reputable resources that can help you find a job in your desired location. “Indeed” and “Employer Locator” are search engines useful in identifying job/companies in particular areas.
- Expand your search radius. For example, are you really limited to Columbus? Instead, consider suburbs and outlying areas of central Ohio. Or, instead of limiting your search to Ohio, consider a mileage radius from your home town, which might include a neighboring state.
- Ask an ECS advisor for help.

Considering Graduate School

If you’re thinking about grad school, make an appointment with an ECS advisor to discuss options. Consider starting your career with an employer whose education benefits allow you to earn a Master’s degree part-time while working. Have a backup plan just in case you don’t get accepted. (Will your GPA and test scores get you in?) Another way to enhance your career credentials is to pursue the Professional Engineer (P.E.) designation. Get a head start by taking the Fundamentals Exam (F.E.) during your senior year. For more information on Ohio’s Exam, visit: http://peps.ohio.gov/Exams/FE.aspx
Letters of Recommendation

Anytime you ask someone for a letter of recommendation, keep in mind that it’s your obligation to yourself to make sure the person is comfortable writing one. (“Do you feel you know me well enough to write a strong letter of recommendation?” is a good way to approach this.) The person should also have all the information at his/her fingertips to be able to produce the letter promptly and with sufficient detail to be compelling. This is the most important part.

Provide Supporting Material
When you ask the person serving as your reference, be prepared with a memo and a copy of your resume. The memo would start by reiterating the purpose of your letter.

For a professor:
"Thank you for agreeing to recommend me for membership in Mortar Board. I’ve attached a page outlining specific requirements for this letter; please note that the deadline is February 16."

For an employer:
"Thank you for agreeing to write a letter of recommendation for x position."

Then you would provide back-up or reminder information to refresh their memory.

For a professor:
"As you may recall, I took X course from you in AU 14, and Y course in SP 15, and I got A’s in both. You commented very favorably on the report I wrote on the subject of ______."

For an employer:
"As you recall, I’ve co-oped two terms with XYZ Corp, SU 14 and SP 15. I’ve attached copies of my performance reviews. The projects I completed included ______, ______, and ______. You commented positively on how quickly I learned… (or whatever he/she might have praised you for)."

Get What You Need
Then you gently direct them towards the conclusion you seek.

"I’d appreciate it if you could comment on my qualities as an employee, such as teamwork, dependability, ______, and ______ (or whatever else you’ve noticed)."

Important: If this is a letter of recommendation for an honorary society or some other specific purpose, usually there are several factors that are important for selection.

Point Out Information They Might Not Know
“As you can see from the enclosed resume, I’ve also been active in (organization name); last year I worked on X project and chaired a committee on ______. While living in the residence hall, I was elected to ______. This role required (list the skills or qualities you had to demonstrate)."

Conclude with Courtesy
Conclude with thanks and an offer of help.

“Thanks again for your willingness to write this letter. Please let me know if any additional data would be helpful.”

“ECS staff are very dedicated and do an excellent job.”
-Current ISE student

GoinGlobal

What is GoinGlobal?
GoinGlobal is a comprehensive, one-stop career resource for identifying employment options both in the United States and abroad. GoinGlobal provides expert advice and resources for evaluating, selecting, and transitioning into a successful career in a foreign country. GoinGlobal also provides comprehensive city and country guides to help you navigate your job search near and far.

This service is especially helpful for international students seeking internship and career employment opportunities in the United States. GoinGlobal can help you identify employers who have hired international workers in the past and search for jobs. GoinGlobal is accessible through your CareerEngine account on your “Home” page.

Key Features:
- Searchable database contains country-specific career and employment resources for worldwide and USA locations
- Researched by in-country career experts; updated annually
- Topic areas include:
  ▪ Job search resources
  ▪ Work permit/visa regulations
  ▪ Country-specific resume guidelines and examples
  ▪ Interview and cultural advice
  ▪ Employment outlook/industry trends
  ▪ Professional and social networking groups
- H1B Plus database provides a customized sort of all Department of Labor H1B visa applications by job title, occupation, company, location and wage
- Features 34 Country Career Guides
- Contains 44 USA City Career Guides
- Includes 16 million+ worldwide job/internship listings
- Includes 450,000+ corporate profiles

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Cover Letters

Job search letters, or “cover letters” should communicate your value to a prospective employer in an understandable, brief, and positive way. Your letter convinces the employer to read your resume and highlights why you are a match for that particular job, company, or industry.

Cover Letter Checklist

☐ Double-check contact name and company name.
☐ Address the letter to an individual (not by first name). Alternatively, address it to “Hiring Manager.”
☐ Mention the position you are applying for and where it was advertised.
☐ Verify that your information is included and correct.
☐ Include the date if sending a paper copy.
☐ Mention connection at the company in the first paragraph if applicable.
☐ Target the letter to the position for which you are applying.

☐ Focus content and be concise, clear, and well organized.
☐ Aim for a letter no longer than 2/3 of the page.
☐ Select a font size (10 or 12 point) and type (Times New Roman or Arial) that is easy to read.
☐ Review for spelling, grammatical, or typographical errors.
☐ Read the letter out loud to avoid missing words.
☐ Sign the letter if it is on paper.
☐ Do not send the cover letter as an attachment if emailing. Instead, include it as the body of your email.

The Nestlé Operations Management Training (OMT) Program provides the opportunity for students to gain real world experience and an understanding of the role of Operations at the world’s largest food and beverage company. Designed with the support of the Senior Operations Management Team, this five year rotational program will allow OMT’s to gain exposure to all areas of Nestlé USA operations through three rotations that are unique and support specific areas in the many factories and corporate offices.

A goal of the OMT Program is to develop high-caliber candidates and support their development on the fast track to management and a successful career with Nestlé USA.

PRIMARY RESPONSIBILITIES:
Each OMT is expected to take initiative and responsibility for his/her success. Each employee is expected to:
* Analyze given data and operating conditions; make recommendations, obtain approval, and implement process change.
* Utilize project management discipline as an approach to achieving the desire results
* Work with other Operations team members to gain insight and understanding into Nestlé USA policies, procedures, and culture.

HIGH IMPACT PROJECTS:
As a Nestlé OMT, your projects will have measurable goals and objectives, which are achievable during your tenure. They are often engaged by the request of senior management. These challenging (value added) projects are often showcased at the end-of-rotation presentation to the Factory Management Team.

CANDIDATE PROFILE:
At Nestlé USA, we look for candidates who:
* Are graduating between December 2015- May 2016 with an undergraduate degree in the areas of Engineering, Food Science, Agriculture, or Operations Management.
* GPA of 3.0 or higher is preferred.
* Able and willing to relocate to any Nestlé factory in the U.S.
* Able and willing to work in a factory/manufacturing environment.
* Must be authorized to work in the United States.
* Strong communication, analytical, organizational, interpersonal skills.
* Are self-starter who are results-oriented and innovative.

The sample job posting for Nestlé USA is as follows:

Scarlett Ann Gray
100 Neil Avenue
Columbus, Ohio 43210
Gray.1@osu.edu
614-292-6651
October 1, 2015
Hiring Manager
Nestlé USA

Dear Hiring Manager:

I am applying for the “Operations Management Training Program” opportunity currently advertised with Engineering Career Services at Ohio State. In March 2015, I participated in Nestlé’s Job Shadow program at your Solon, Ohio facilities and have been interested in pursuing career employment with Nestlé ever since.

I will be graduating in May with my B.S. in Mechanical Engineering with a concentration in manufacturing and would like to outline some of my qualifications for the OMT program.

* Co-oped for two semesters in manufacturing.
* Led an experimental study to determine optimal processing conditions of an extrusion system. The reduction in waste and utilities produced a savings of $23,000/yr.
* Designed and installed an automated system to allow ingredient utilities produced a savings of $23,000/yr.
* Demonstrated strong communication, organizational, and interpersonal skills as a First-Year Engineering Program Peer Mentor for three semesters.

I look forward to having the opportunity to meet you and discuss my qualifications in an interview.

Sincerely,

Scarlett Ann Gray

Did You Know? You can add a cover letter when applying to job postings in CareerEngine. Paste the letter from a Word document in the “notes” field. There is no “notes” field for on-campus interviews so cover letters are not included.
Networking Defined

You have probably heard the saying “It’s not what you know, it’s who you know.” This age old saying speaks to the importance of using networking in your job search. Networking is one of the most effective job search strategies because many positions are filled by word of mouth. Many students are hesitant to take advantage of networking because they’re afraid of being seen as pushy, annoying, or self-serving. But networking isn’t about using other people or aggressively promoting yourself—it’s about building relationships.

Networking is the purposeful process of making contacts and building mutually beneficial relationships. It is a way to gather information about a job, career, industry, or geographical area. Networking is not only about meeting new people but also cultivating preexisting contacts; follow up and remain in contact with individuals that are valuable to your career aspirations. An easy way to follow up is to send a short email once every 3-6 months to provide an update on your career search or how classes are going. Networking is beneficial because it enables you to obtain advice and information relevant to your job search. It can also help you learn more about potential employers and uncover job opportunities.

A common objection to networking is “I don’t know anybody!” Connections can be on a professional, personal, or social level. Faculty members, current and former employers/coworkers, co-op or internship supervisors, alumni, family, and friends are all individuals who are already in your network. Networking takes practice; you can boost your confidence and hone your skills by having a well-written and rehearsed elevator speech. An elevator speech is essentially a sales pitch that summarizes who you are, what you are interested in doing, and how you can be an asset to your listeners in 60 seconds or less.

LinkedIn

LinkedIn is the world’s largest professional network, with over 380 million members and growing rapidly. Unlike Facebook or Twitter, LinkedIn focuses on managing and building your network of professional connections. LinkedIn is a valuable career resource and an excellent way for you to control your online presence. The resource enables you to build a professional online presence by creating a personal profile. LinkedIn will also provide you the opportunity to network with alumni, industry professionals, and employers. This social networking website allows you to post your resume, connect with recruiters and engineers, and join groups that pertain to your job search, school alumni, and professional organizations.

Tips for Creating a LinkedIn Profile

LinkedIn profiles are similar to resumes and serve as an abbreviated auto-biography, which encapsulates your motivations and accomplishments. Creating a thoughtful and professional profile can showcase your skills and talents so the right people and opportunities find you.

Start by completing an online profile with detailed employment history and list your experiences in resume style format.

Be sure to include the following in your LinkedIn Profile:

- **Professional photo of you alone**: Choose a professional looking photo where you are wearing a friendly expression and business or business casual clothing.
- **Headline with area of study and/or career ambitions**: The headline of your profile quickly helps other people understand who you are.
- **Keyword-rich summary**: Include a brief description of your experience, key areas of interest, and the types of positions you are currently seeking.
- **Volunteer activities, internships, and co-curricular activities**: Demonstrate you are a well-rounded candidate by including a variety of experiences.
- **Recommendations from professors, advisors, and internship/co-op supervisors**: Collecting a diverse set of recommendations is a great way to build your credibility.

Getting Started

Add your network of contacts, including your friends, family members, and current or former co-workers. You can expand your list by adding people you meet and wish to stay in contact with concerning your career development and job search. As you add connections, LinkedIn will tell you if you are “only one person away” from knowing someone. Think of it as the “six degrees of separation” rule. Want to talk to someone at Company X regarding possible employment with that company? If you read the profile of someone who works at Company X, LinkedIn will tell you if one of your connections knows that person. Ask your contact to introduce you to the person. The more connections you have on LinkedIn, the more powerful this resource becomes for you.

Join Groups

There are groups devoted exclusively to students and alumni of Ohio State. There are even groups devoted to OSU Engineering Departments. Join the “OSU ECS Students, Alumni, & Employers Group”—many industry organizations also have LinkedIn groups. Connect with organization groups with which you are professionally affiliated. Once you are a member, you can perform a keyword search to find alumni or other contacts you’re interested in communicating with regarding your job search.

Always use professional etiquette when contacting others on LinkedIn. If you don’t know someone, don’t send a random connection request. Instead, send an introductory email to the person explaining who you are and why you are contacting them. If you don’t know someone personally but have met that person at a conference or career fair, you may send a connection request, but remember to always include a message about where and when you met them.

LinkedIn can be a useful tool for your job search and career development if you appropriately utilize what it has to offer. For more information, attend one of ECS’ LinkedIn workshops.
There are numerous factors that contribute to your job search success; like it or not, appearance is one of them. It is important to dress appropriately, whether you are interviewing, attending a career fair, or heading to work for your first day.

**Dress Code Definitions**

**Professional Attire:**
**Men:** formal professional attire consists of a dark business suit, a neatly pressed white or blue long-sleeved dress shirt, a conservative tie, polished dark leather shoes and coordinating dark socks.

**Women:** formal professional attire can be a business suit (for engineers, usually a trouser suit), dress slacks with a conservative twinset, or a conservative dress and dark low-heeled closed-toe shoes. If you wear a skirt, wear hose. Women should also avoid fabrics with colorful print or floral designs. Opt for minimal, more conservative accessories.

**Business Casual Attire:**
**Men:** this falls into two categories. Casual in a business sense means neatly pressed khakis and a polo shirt. To upgrade the look for an interview or a business event, you can wear an ironed, long-sleeved dress shirt with a tie, polished dark shoes and coordinating dark socks. If you have a blazer or sport coat, that adds a professional look.

**Women:** can wear khakis (or dress slacks) and a polo shirt as well, but the upgraded look for women might include dress slacks with a shirt or knit top, perhaps a sweater set, or a jacket and slacks outfit.

**Always:**
- Try to find out in advance what the dress code is for the event you will be attending. If you are unsure of how to dress, remember it is always better to look more professional than too casual.
- Wear clean and neatly pressed apparel.
- Wear clean, polished shoes with low heels and closed toes.
- Match dress socks with shoes or suit color.
- Wear minimal cologne or perfume.
- Keep nails clean and trimmed.
- Have brushed teeth and fresh breath.
- Keep accessories and make-up to a minimum.

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**What to Wear at Different Functions:**

**Interviews:** Business professional unless the employer tells you otherwise.

**Career Fairs:** Professional attire or business casual.

**Info Sessions:** Clean-cut casual.

**Employer lunches/dinners/receptions:** Business casual; for nice dinners or formal receptions, business professional.

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**The Basics**

- If you aren’t sure what to order, follow your host’s lead.
- Skim the menu quickly. Order a medium-priced entree. (Don’t go overboard just because someone else is paying.)
- Relax and keep the conversation focused on business or campus issues.
- Don’t criticize the choice of restaurant, menu, or service.
- If you have serious food allergies, discuss possibilities quietly with the server.
- Stick to soft drinks, tea, coffee, and water. Avoid alcohol.
- Cut one bite (meat, fruit, or vegetables) at a time. Put your fork down on your plate while chewing, and don’t “reload” until you have finished each bite.
- Eat at the same pace as your host or hostess. This is not a race.
- Turn off your personal cell phone. If you must check on an urgent matter, excuse yourself from the table and do so in the lobby or a hallway.
- Don’t hunch over your plate or lean on the table while you eat.
- When you have finished, signal the server by placing your implements across your plate in the 10 AM-2PM position.
- Say ‘please’ and ‘thank you’ to the server.
- Thank your host at the end of the meal.

**The Formal Table**

The flatware is placed in the order of its use, with the implements to be used first farthest from the plate.
### Job Search Progress Tracker

**For each job opportunity:**
- Add factors to track your job search progress.
- For an online version of this tool, visit the “Document Library” in CareerEngine.

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<td>After the interview, when to hear back?</td>
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Career Fair Success

How to Prepare
Clarify your goals. What do you hope to get out of the career fair? Possible goals might be:

1. To learn about employers who hire your major—whether or not you’re actually looking for a job right now
2. To pick up information and business cards of potential employers so you could contact them later
3. To give your resume to recruiters
4. To ask if they will be interviewing the next day, and if so, to schedule an interview

Be sure to obtain—in advance—a program listing the employers who will attend. Review the list of employers; check the chart showing what majors they hire; highlight the floor plan so you can easily find the employers that interest you. Employers attending the fair are also viewable in your CareerEngine account, as well as the Career Fair + app. Think about why you are interested in them and how you might connect your background to their needs.

Prepare a 30-second introduction of yourself, express why you are interested in that organization or industry, and briefly relate your background to what you know of the employer’s needs. Practice your introduction. Think about two or three questions you might ask.

If you have a resume, bring copies. If not, don’t skip the event! Most employers will ask you to also submit an online application. Ask for business cards from the employers which interest you and send a letter and your resume later.

Dress and act professionally. You don’t always need to wear a suit—business casual is usually fine—but for business occasions, it’s best to dress more conservatively than you might normally dress. The top eighteen inches of your body are the most noticeable, not only for neatness and style, but also for anything distracting, like jewelry, heavy makeup, unusual hairstyles, body art, or multiple piercings.

During the Event
Take five minutes after you check in to review the list of attending companies. A big career fair can be confusing! If you haven’t already done so, highlight those which interest you on the floor plan so you can organize your time efficiently.

Show interest and enthusiasm by smiling and speaking clearly. Walk confidently, with good posture. Make direct eye contact and shake hands firmly. Have a positive greeting: “Hello, I’m Beau Buckeye. I’m a mechanical engineering major and will graduate in ____. I’m interested in talking with you about [co-op, intern, or career opportunities].” Prepare a short statement (a sentence or two) about something that interests you about their industry and/or specific company.

Answer questions clearly and concisely, especially if there’s a line behind you.

Ask about opportunities and hiring needs. (Don’t ask about pay!) Ask if they are accepting resumes. Ask for a business card, and thank them for their time. Pick up company information too, not just the giveaways.

When you leave, write down your impressions right away. (Since you will talk with several company representatives, it is easy to forget or mix up the information you received.)

After the Fair
Since you have business cards and company information, you can write individualized letters (include a resume with each) to those employers which interest you.

Many employers will interview on campus through ECS later in the semester. Many application deadlines fall at midnight on the night of the fair. Be sure you’re registered with ECS so you can be one of those interviewed!

Save the dates!!!
These career fairs target engineering and computer science students and recent grads.

- Engineering Expo 9.22.2015 and 9.23.2015
- Next Day Interviews 9.24.2015
- Society of Women Engineers (SWE) Engineering Career Fair 2.3.2016

For a complete list of career and job fairs open to all Ohio State students, please visit the Buckeye Careers website at: careers.osu.edu/students/career-fairs/

Pre-Career Fair Homework:
Learn about the company
- What products or services do they provide?
- Read the brief profile in CareerEngine, the career fair program, or the Career Fair+ app.
- Check their website (“about us,” “who we are,” “company profile”). How do they describe themselves?

Find out what they want in employees
- Don’t waste your time with companies that don’t hire your major or work authorization.
- Is an online application needed?

Pre-Career Fair Homework:
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Find out what they want in employees
- Don’t waste your time with companies that don’t hire your major or work authorization.
- Is an online application needed?
On-Campus Interviewing

The convenience of on-campus interviewing is unbeatable. ECS provides this valuable service to help employers identify and meet candidates at a location convenient to you—on campus.

Typically, the campus interview is an initial interview. An employer’s campus recruiting visit may include one or more interview schedules. Interviews are typically 30, 45 or 60 minutes long.

On-campus interviewing is seasonal. Each year, the majority of on-campus interviewing takes place from early-September through mid-April. During late spring and summer semester, company visits are sparse, so students should plan to begin interviewing well before graduation. On-campus interviewing is costly and time consuming for employers. Most employers schedule only one campus recruiting visit per year, per campus. If you miss an opportunity to interview with a particular employer in November, for example, you may not get another chance.

Interview Types and Times

1. Pre-selected Interviews
   For every interview date, there is a corresponding window in which you can submit your resume for consideration. Carefully read the job description to find out when this time frame occurs. To be considered, interested students submit their resumes online via their CareerEngine account when the window to apply is open.
   
   If an employer invites you to schedule an interview, ECS will send you an email notification to sign up for an interview slot. Invited students have first priority, followed by alternates. Some employers also allow a 24-hour “open” sign-up period before the schedule closes to fill any remaining interview slots with qualified candidates. Usually there are limited openings.

   Pre-selection begins three to four weeks before the interview date. This is why it is so critical to be registered with ECS with a fully activated account at the beginning of each semester. If you miss the window for a specific interview, you won’t be able to submit your resume.

2. “Open” Sign-up Interviews
   These interviews are open to candidates who precisely meet the criteria set by the employer. The employer sets specified criteria and doesn’t select candidates’ resumes before the interview. Those who match the set criteria may schedule interview times on a space-available basis.

On-Campus Interview Policies

In order to participate in on-campus recruiting, students must complete the ECS/ECIP registration process, meet employer criteria (where specified), provide at least two working days notice if canceling an interview, and honor the “no-show” policy.

Don’t be a “no-show”! ECS has a firm “No-show” Policy. We define “no-show” as an unexcused absence from a scheduled interview (either simply not showing up or canceling an interview less than 48 hours in advance).

If illness or an emergency beyond your control prevents you from keeping an interview commitment, please call ECS immediately (614-292-6651). The ECS office opens at 7:45 AM during interview season. You will be expected to write a letter of apology to the recruiter (please cc: eng-ecs@osu.edu) for any interview canceled with less than two working days notice, even for legitimate excuses.

If you miss an interview, a hold will be placed on your account. You won’t be able to schedule additional campus interviews until you write a letter of apology to the employer and copy ECS. After the copy is received, your account will be reactivated. You are expected to keep any prior commitments for other interviews, of course.

Two unexcused absences can result in up to two semesters of ineligibility for campus interviewing. Three such events will terminate your interviewing privileges for the academic year. A “no-show” steals an opportunity from another student, wastes the employer’s time, and reflects badly on OSU. We are very strict with our “no-show” policy in order to preserve interview opportunities for all students.

“The support at ECS is always excellent, friendly, accommodating, and helpful in everything we need.”

-ECS Recruiter

The Importance of Timing and Job Search

In 2014-2015, 82% of on-campus interviews occurred during Autumn Semester. Don’t miss out on these opportunities by getting a late start on your job search.

“Thanks for your help and resources. I’m pleased to have accepted an offer I received through an ECS on-campus interview.”

-2015 CE graduate
Interview Preparation

Preparation is one of the most important aspects in successful interviewing. Here are some ways to appropriately prepare for an interview:

Pre-interview Checklist

☐ Take advantage of ECS interview training workshops to polish your skills. Current workshop schedules can be found in the “Events” section of your CareerEngine account. Review additional articles in Job Choices magazine available in the “Document Library” of CareerEngine.

☐ Practice your interviewing skills through mock interviews—available at ECS or virtually through CareerEngine.

☐ Review the job description in your CareerEngine account to find out if the employer wants you to fill out an application prior to the interview. Many companies require online applications to be completed in order to invite you to interview. If the employer has a web-based application, complete it before your interview!

☐ Prepare for every interview. Read the job and company information the employer provided in advance. Visit the employer’s website. Think about how you match the qualifications in the job description and plan the examples you will use to support your qualifications.

☐ Know your availability if you’re interviewing for a co-op or internship! Review potential work terms with your academic advisor when you start your job search.

☐ Be well groomed and dress professionally. (See p. 14)

☐ Be prepared for transcript requests. Many employers will ask to see a copy of your transcript which could get expensive if you order an official copy for each interview. Ask if an advising report is acceptable for the first interview and provide official transcripts later as needed.

☐ Go to information sessions! Some companies require attendance. From an employer’s perspective, students who don’t care enough about the job to spend an hour hearing about the company and meeting company representatives probably aren’t good candidates. RSVP through CareerEngine.

☐ Double-check the date and time of your interview.

☐ Whenever you sign up for an interview via CareerEngine, verify your interview location. Plan your time to arrive at ECS 15 minutes early.

☐ Recruiting visits are posted daily at ECS. Double-check the location of your interview. If it’s a busy day, your interview may be in another building, so allow time to go elsewhere.

Upon arrival, check your name off of the company’s posted interview schedule. This lets us know you have arrived in case you don’t hear the recruiter call your name. Confirm all data printed about you; report any discrepancies to ECS. Check for announcements posted on the interview schedules so you don’t miss something important.

What to Expect

Recruiters gather impressions of candidates before the interview begins. To make the best impression, be on time, dress appropriately, be attentive and enthusiastic, sit up straight, smile, make eye contact, and shake hands firmly.

Typical Interview Timetable

- **Breaking the ice** (3-4 minutes): The interviewer’s goal is to set a pleasant tone to get you talking comfortably. Your goal is to respond positively and to be friendly and concise.

- **Setting the stage** (1-2 minutes): The interviewer’s goal is to briefly outline the format of the interview so that you know when it will be your turn to ask questions. Your goal is to be pleasant, interested, and eager.

- **Gathering data** (12-14 minutes): The interviewer’s goal is to get enough information to decide whether to invite you to interview further. The interviewer will need a lot of information in a short period of time. The answers you give should relate to your career objectives and demonstrate your communication, social and decision making skills, as well as your interests, goals, experience, and accomplishments. Your goal is to help the interviewer understand what you have to offer. Be prepared to support your statements with facts and brief examples.

- **It’s your turn to ask questions** (6-8 minutes): The interviewer’s goals are to answer your questions, to promote the opportunities at that company, and to learn more about you from the kinds of questions you ask. Your goals are to clarify your understanding of the job description, to demonstrate that you have some understanding of the company and/or industry, and to find out enough about the company and the job to decide if you will want to interview further.

- **Ending the interview** (1-2 minutes): The interviewer’s goals are to discuss the next steps and to conclude the interview on a positive note. Your goals are to let the interviewer know that you’re interested in the job and company, to find out what happens next (and roughly, when) and to thank the interviewer for his/her time. Ask for a business card from all interviewers. Shake hands and smile when you leave.

“ECS was very helpful getting me completely prepared for the career fair and interviews for all of my jobs. I definitely would not have succeeded as much without it.”

-2015 CE graduate
Answering Interview Questions

Standard Questions

When the employer asks, “Why are you interested?”
You should show your interest and illustrate how you would be a good fit for the job and company by mentioning two or more of the following points in your reply:

▪ Interest in the job itself (“I read the job description and particularly liked….”)
▪ Interest in long-term career opportunities with them (“I liked what your recruiting information said about opportunities for…” )
▪ Interest in the industry or a specific product they make (“I’ve been reading about this industry and there appears to be a lot of growth potential for your product.” Or “I’m impressed by the fact that your product is number one in the industry.”)
▪ Interest in the company itself based on what you’ve heard or read about the company (reference something on their website or a comment like, “I saw an interesting article in the Wall Street Journal that…”)
▪ Something about the company (job, product) and how it relates to a course you liked, project you worked on, hobby, etc. (“I’ve been interested in this industry since my sophomore year when I joined the Future Truck project team.”)
▪ Interest in one or more of their locations [CAUTION: make sure they’re hiring for that location first!]

When the employer asks, “What are your strengths?”
You should be prepared to list 3 strengths (with specific examples) that are relevant to the job for which you are interviewing. Examples can come from work experience, academic experiences, and extra-curricular activities. Make sure your examples follow the S.T.A.R. format.

When the employer asks, “What are your career goals?”
You should answer that question by focusing on what’s relevant, as if they had asked, “What elements of your career goals fit with this job, this company, this industry…?”

When the employer asks, “What questions do you have?”
You shouldn’t ask questions that have been thoroughly addressed in the job description or information session. Focus on details of the immediate job responsibilities, learning about the group in which you would work, asking about on-the-job or other training, the employer’s expectations of new hires, how your responsibilities might change over time, current challenges and initiatives faced by your future department, the organization as a whole, this industry. Your questions can help you determine whether this job and company are right for you! The questions you ask should be consistent to all your interviews, so you have a basis for comparison if you get more than one offer. (See p. 25)

When the employer says, “Well, I see our time is almost up.”
End your interview on a positive note. Say, “Thank you, I enjoyed the opportunity to learn more about _____. ” Express interest in the job and summarize why you’re a good fit. Ask about next steps in the process and decision timing. Ask for a business card—follow up with a thank-you letter or email within 48 hours.

Technical Interviewing

Technical Interviewing Questions
Technical interviews are quite common in the engineering world because they allow employers to evaluate your level of knowledge and skills through a demonstration of your analytical abilities, problem solving strategies, creative thinking, and communication skills. Some technical questions are general, meaning you may be asked to solve logic problems or brain teasers. Others may be more role-specific and will relate to the work that you will perform as a potential employee.

Guidelines for Technical Interviews

▪ Think out loud when walking an employer through your response.
▪ Watch for clues and direction from the interviewer that could help you find the solution or further your response.
▪ Don’t hesitate to answer questions if something is unclear or there’s not enough detail provided; these questions ensure you have all of the correct information, show your listening to directions and can reveal how you work with others.
▪ Use tools like a whiteboard or notebook to show the thought process of your answer.

Success Tips from Recruiters:

Before the interview:

▪ Learn about the opportunity before you interview. “Research the company/position prior to interview.”
▪ Make a positive impression at company information sessions. “Say hello and stand out at the info session.”
▪ Practice makes perfect! “Engineering students need to think about and practice answering common interview questions.”

During the interview:

▪ Dress appropriately. “When in doubt, suit up.”
▪ Ask targeted questions. “Specific questions about the company shows interest and does not waste interview time like general questions do.”
▪ Focus on your contributions rather than what the entire group did. “Showcase individual accomplishments and break the ‘we’ mold.”
▪ Diversify your answers. “Try not to use the same example for multiple questions asked.”
▪ Show and tell! “Bring materials with you—resumes, samples of work, etc.”
Behavioral Based Questions

Behavioral based questioning is an interviewing method that helps employers learn about what you have done in the past to better predict what you will do in the future in a similar situation. It would be ideal for employers to observe you at work or on a project team but because that’s not an option, behavioral based interviewing is the optimal alternative. Recognize these types of questions when you hear “tell me about a time when...” or “can you give me an example of...”

Employers are looking for specific examples. Use this STAR pattern to structure your answers.

S = Specific situation
T = Task you faced
A = Actions you took
R = Results (be concrete)

Behavioral Samples Utilizing the STAR Method

“Tell me about a time when you had to overcome obstacles to get your job done.”

(Situation) When I was project manager for an entertainment company, (Task) I had to coordinate the video presentation for a very important meeting with an extremely tight deadline. (Action) The first thing I did was get in touch with the other branches to see if anyone else had copies of the film. I was able to find everything I needed and have it shipped overnight. I stayed until three in the morning to get the project done, (Results) but it was quality work and was completed on time. My boss gave me extra points for getting through that one.

“Give me an example of a time when you did more than the job required.”

(Situation) I worked at Company X as a claims agent (Task) and while processing claims one day, I had the idea that the salespeople could enter claims on-line and shorten the entire process. (Action) I put in some extra time designing a system that could be used as a prototype. (Results) I showed it to my boss and she thought it was a great idea and design. In fact, she showed her boss. It eventually was incorporated into the company’s process.

Sample Behavioral Questions

- **Teamwork/Interpersonal Communications:** Describe a time when you had to work in a group or a team either in a club or a school project. What was your role? Was the group’s goal achieved?
- **Leadership:** Give me an example of a time when you had to take direct responsibility for the actions of others in order to accomplish a task or meet a goal. What did you do? How did others respond to you? What was the result?
- **Interpersonal/Conflict Management:** Give me an example of a time when you experienced a problem or disagreement with a peer or a co-worker. How did you handle it? How did it turn out?
- **Decision-making:** Provide an example of a good decision you’ve made within the last twelve months. Why was it a good decision?
- **Time management:** Describe for me how you allocate your time during a typical school day. What is your procedure for keeping track of items requiring your attention?
- **Technical knowledge/interests:** What was your most interesting course? Tell me what interested you and why. What course didn’t particularly interest you and why? OR Describe a time during your co-op assignment which required you to draw upon all of your experiences and everything you learned in school. What additional skills did the task require? How did it turn out?
- **Initiative:** Can you give me an example of a time when you did more than required at a job or for a class assignment?
- **Persuasiveness:** Can you give me an example of a time when you persuaded a supervisor, teacher, or peer to agree with an idea that you had?

What to Expect After the Interview

Send a thank-you e-mail to the recruiter. Express appreciation for the opportunity to interview and reiterate interest in the position. You can also review key points you discussed in the interview. Don’t expect instant action. Campus interviews are often screening interviews to determine which candidates progress to an on-

Sample Thank-You E-mail

Subject: Thank you for the interview

Dear Mr. Jones:

Thank you for taking the time to interview me yesterday for the Welding Engineering Internship position. I enjoyed meeting you and learning more about your company.

After meeting with you, I am more enthusiastic about the opportunity to work for [company name]. As I mentioned in the interview, Class A and Class B helped develop technical knowledge that fit with the job requirements, and I am sure that I could contribute to your engineering team. I am eager to complement my studies with real life experience.

Please contact me at 614-555-1549 or beaubuckeye@osu.edu if I can provide you with any additional information.

Thank you for your consideration.

Sincerely,

Beau Buckeye
Distance Interviewing

Rule #1: Be prepared to talk to employers any time the phone rings.
- Have a concise, professional-sounding voicemail message. Music or “funny” messages will hurt your professional image and make a poor impression. Make sure your voicemail box is set up and not full.
- Check your messages regularly and return calls from employers within 24 hours.
- If you share a phone with family members or roommates, make sure they’re prepared to take accurate, complete messages. (Keep a message pad and pen handy.)

Rule #2: Employers use every conversation—even to schedule a future interview—as a chance to assess your professionalism.
- Keep your calendar or planner handy.
- Keep paper and pen nearby so you can take notes.
- Turn off background music or television.

Rule #3: You can reschedule for a more convenient time.
- If the call comes just as you’re leaving for class or work, simply say, “I’m glad to hear from you and would really like to talk with you, but this isn’t a good time for me. Can we schedule for another time?” Since employers often use this type of interview as a means of pre-screening candidates, you can’t expect them to wait too long, so call back later that day or the next.
- Scheduling a time will allow you to prepare for the interview. Forewarn your roommates or family that you will be conducting this call and limit outside distractions.
- Consider time zone differences.
- Who’s calling whom? Make sure that you determine who will be initiating the next call before you end your initial conversation with the employer! (Even if the employer will call you, be sure you get his/her correct name and telephone number before you hang up.)

Rule #4: Your non-verbal behavior is still important.
- With telephone interviews, you have only one communication mode: audio. In a face-to-face interview, you can communicate interest and alertness by your facial expression (eye contact, smiling) and by non-verbal communication (nodding, leaning forward attentively). You probably do this without thinking.
- Even in phone interviews, your posture and mannerisms can still send a subtle message. Research has shown that if you sit up straight (preferably at a table or desk) rather than lounging on the sofa and if you smile while talking, you can communicate pleasant professionalism. Try it!
- To compensate for the lack of eye contact and other non-verbal cues to attentive listening, when the employer is talking, you can add occasional interjections such as “Uh huh...” or “OK” or “Sounds good!” or “Sounds interesting!” This is preferable to listening attentively in silence.

Rule #5: Prepare just as you would for a face-to-face interview.
- Make a list of questions, review your list of skills and create supporting examples. Have your resume handy for referencing.
- Research the employer by visiting their web site or checking out the employer profile in your CareerEngine account.

Rule #6: Never put the interviewer on hold and never answer call waiting in the middle of your interview. Doing this will make a lasting impression, but not the kind that you want to make! Remember, your goal is to continue on to the next stage of the selection process.

Rule #7: It’s a good idea to ask what comes next. Before hanging up, ask the interviewer, “What can I expect as the next step in this process? When will I hear from you?”

Tips for Acing Your Skype Interview

If you are unable to travel to visit a job site or participate in a traditional interview, employers may ask you to interview via Skype. Just like anything else you do—practice makes perfect! Follow the tips below to maximize your success using Skype for interviews

Pay attention to your environment. Sit somewhere quiet where you’re unlikely to be interrupted or distracted. Pick a plain background with no personal belongings visible. A cluttered bookshelf or brightly colored posters can be distracting for interviewers. Lighting is an important component. Don’t sit in front of a window or other light source, or you’ll simply be a black silhouette from the interviewer’s angle. Do a “dry-run” with a friend to make sure the conditions are perfect for your interview.

Appearance and attire matter. Your hair/makeup/hygiene should be professional just like for a real interview. Appropriate dress tops AND bottoms are important. Some think that because your lower body is not exposed, you could have pajama bottoms under that interview blazer. However, if you have to stand up for any reason, go and grab something from another room, etc., you want to be prepared head to toe.

Eye contact is important. No, not between you and their face on the screen, but rather, you and the camera lens! It’s easy to get distracted and stare at your own face when Skyping for an interview. It can also be tempting to look at the interviewer’s face while answering a question to watch for reactions, similar to how you would in a regular interview. However, from their perspective, this would mean you would be looking down below where they actually see you. Focus your attention into the lens of the camera in order to ensure eye contact with the interviewer.

Prepare for technical difficulties. Skype with a friend or family member before your interview to make sure sound levels, video, internet connection, etc., are working correctly. Test your internet connection a few minutes before your interview is scheduled to begin. You’ll also want to prepare some backups. Perhaps have a pair of headphones nearby in case your speakers aren’t clear, or they can hear reverberations from their own voices. Have an Ethernet cable available to plug in so you don’t lose service if your Wi-Fi is spotty. Finally, make sure you have a contact phone number for the interview and your phone handy in case something happens and you need to reach out to them to explain the issue.
The Site Visit or Plant Trip

Your Chance to Evaluate the Employer and Secure the Job

On-site interviews are an opportunity for recruiters to see how you would fit into their company. They also give you a chance to see if the company appeals to you.

The employees you meet should help you assess the company. If you have the opportunity to meet your supervisor, consider his or her management style. Speak with potential co-workers. Are they enthusiastic? How long have they been at their jobs? If you are replacing someone, where did the previous employee go?

Take the time to gather information on the type of work you will be doing and any details you can find out about your day-to-day responsibilities to determine if the work is appealing to you.

Things to Consider:

Job Details

- What’s a typical (day/week/month) like?
- Do the job circumstances/conditions appeal to you?
- Do you know where you would work? (facility/conditions)
- Will you work alone or with others? (% of time)
- Typical work hours? Evening/weekend hours? Busy or peak season?
- Travel? (% of time)
- What kind of training would be available to you to expand your skills and keep them up to date?
- How might your responsibilities change over time?
- What do they expect of a new employee?
- What are your long-term opportunities with this employer?

Company History

- How is the company culture described?
- What is the stated mission/vision?
- Ask about characteristics of successful employees.
- Past and projected growth of company? Of the department or division in which you would work?
- Layoff history? (frequency... how handled)
- How are they different from their competitors and who are those competitors?

Location Information (city/commute/region)

- Do you like the city/region?
- Are there opportunities to do the things you like in your off hours?
- What’s the commute like? (options? drive? public transit? bike?)
- Where do most people who work there live?
- What kind of help do they provide with relocation/finding housing?

Additional Observations

- Notice postings on bulletin boards—what do they tell you? Company picnics or sports leagues? Are there good or bad quarterly results?
- Are there empty work stations? Why? Layoffs or expansion?
- Are the employees interested and involved or stressed and anxious?
- Do hourly employees relate positively to management?
- Do people greet one another in a courteous manner?
- Notice the cleanliness and tidiness of production facilities, offices, and restrooms (or lack of it).
- Where do people eat lunch?

Avoid Expensive Misunderstandings: Inquire about Travel Expenses for On-Site Interviews

Although many—perhaps most—employers will reimburse students for travel expenses associated with on-site interviews, this is not always the case! It’s very important that you politely ask for specifics when the on-site interview date is established.

If the interview is within driving distance from campus or located in your city/state of residence (and you are planning to be home anyway, on break for instance), many employers will not reimburse travel expenses.

If automobile travel would be involved, the company is likely to think that you would drive your own car, so do not simply ask if your travel expenses will be reimbursed. They might think you are referring to reimbursement for gasoline expenditures or to a common mileage reimbursement rate. If you would need to rent a car, you should state that clearly. “Since I do not own a car, I would need to rent one in order to travel to the interview. Would Company X be willing to reimburse all or part of my car rental expenses?”

If air travel is needed, you would ask, “How will my travel arrangements be handled? Would someone in your organization make the arrangements and purchase the ticket, or will I need to do so to be reimbursed? If the latter, are there guidelines I must follow? What other travel expenses (airport to hotel transit, hotel costs, meals while traveling, etc.) might I incur? How will those be handled?”

If an overnight stay might be required due to available flight schedules or interview duration, it’s important for you to inquire about hotel arrangements. “Will I need to stay overnight?” If so, “Will someone in your company make the hotel arrangements? Will your company be billed directly by the hotel or will I need to submit a reimbursement request?” If you pay, ask, “Do you recommend a particular hotel? What expenses are allowable? What documentation do you need for reimbursement?”

If you are polite and inquiring—not demanding—you will not risk your interview chances by clarifying expectations in advance. You should not expect any employer to pay for something that was not agreed upon in advance, and of course, you don’t want to incur expenses that you really can’t afford on a student’s budget.
Troubleshooting Your Job Search

Your resume is complete. You’ve applied to jobs. Perhaps you’ve even had some interviews...yet there are no offers. Not getting the results that you desire? Check out possible problems along with solutions to improve your chances for job search success.

“There are no jobs for my (major, degree, job type).”

- Are you using your CareerEngine account effectively? Ensure that you are using your account correctly by making a job search strategies appointment with an ECS advisor.
- Are you looking in the right places? Learn the best job search sites for your degree level, major or specialization. An ECS advisor can help you with this.

“I’ve sent my resume out and haven’t heard anything. I’m not getting any interviews.”

- Does your resume need work? Does your objective fit the job? Make sure you are successfully highlighting applicable experience and skills. Your resume should also be error-free and compatible with applicant tracking software. Schedule a resume consultation appointment with an ECS advisor for help.
- Are you truly a match for the jobs you are applying for? Arbitrarily spamming out your resume to anyone and everyone is not going to produce results. Apply to jobs you have the skills and experience to perform.
- Has your activity level been sufficient? ECS recommends starting with 20-30 applications per semester. Continue applying until you secure employment. Meet with an ECS advisor to assess job search activity.
- Did you send a targeted cover letter for postings outside of your CareerEngine account? Cover letters explain to the reader why you are a perfect fit for the job/company that you are applying to. You need to clearly and concisely describe how your qualifications match up with the employer’s needs (see p. 12).

“I’m not getting any second interviews or offers.”

- Do your interview skills need improvement? ECS can help. Tune up your interview skills by attending an interview workshop, getting interview coaching, using ECS’ online mock interview tool “Impress” (found in CareerEngine), and participating in seasonal mock interviews.

Be persistent!

When it comes to your job search, keep at it! You are not likely to get a job with one or two interviews.

- <25% of 1st interviews lead to 2nd interviews
- <50% of 2nd interviews lead to offers

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To best use your time in job searching, strategize by thinking of the practical application of your knowledge and experience and then target the industries or companies that would benefit from your skill set.

“I went to the career fair, but I haven’t heard anything.”

- Did you plan your approach in advance? Career fair success requires preparation! Practice your 30 second introductory pitch. Research companies you are interested in and apply to their opportunities before the fair. Make an action plan for the employers you want to visit. Prepare your resume. Attend the ECS workshop “Career Fair Success.”
- Could your resume use improvement? Schedule a resume consultation with an ECS advisor.
- Did you follow-up? If a recruiter is willing to share their contact information with you, follow up within a week of the event. For an employer, the purpose of a career fair is to promote the company so that likely candidates will want to apply or interview for opportunities. Telling you to submit your resume on their website is not “turfing” you, it’s simply hiring protocol.

“I posted my resume on Monster and Career Builder but have yet to get results.”

- Are you focusing your efforts on activities that are more likely to yield results? Unless you have an advanced degree or multiple years of professional experience, you are likely wasting your time. Large, commercial sites typically post jobs that employers have difficulty filling—not entry level opportunities for recent grads. Focus on activities that are more likely to yield results. Set up an appointment with an ECS advisor to maximize job search efforts.

Top 10 Job Search Practices

1. Register with ECS as soon as you are eligible.
2. Create a resume that represents you well.
3. Create job-specific cover letters.
4. Take advantage of fall recruiting. Most on-campus interviews occur in the fall.
5. Meet with an ECS advisor before beginning your job search to discuss your resume and job search strategy.
7. Practice your interview skills and know how you will answer standard and behavioral interview questions.
8. Apply for every job that interests you and fits your qualifications.
9. Pursue your interests in the classroom, on campus, and in the community.
10. Be the best student you can be.
## Offer Comparison Chart

For each job opportunity:
- Consider factors and rate them from 1 to 5 (1= lowest and 5=highest).
- Skip factors that are not important to you.
- Add factors and compare totals.
- If totals are close or equal, use the last two questions to help you make your decision.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Job Offer 1</th>
<th>Job Offer 2</th>
<th>Job Offer 3</th>
<th>Job Offer 4</th>
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</thead>
<tbody>
<tr>
<td><strong>Type of Work</strong></td>
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<tr>
<td>Challenge Offered</td>
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<td>Work Environment</td>
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<td>Long-term Opportunities for Growth</td>
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<td>Travel Involved</td>
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<td>Other</td>
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<tr>
<td><strong>Company/Industry</strong></td>
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<td>Plant/Office Visit Experience</td>
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<td>Corporate Culture Compatibility</td>
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<td>Growth Potential</td>
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<td>Interest in Products/Services</td>
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<td>Work/Life Balance</td>
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<td>Financial Stability</td>
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<td>Other</td>
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<td><strong>Geography/Neighborhood</strong></td>
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<td>Location and Climate</td>
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<td>Career Opportunities for Spouse</td>
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<tr>
<td>Cost of Living (housing, for example)</td>
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<td>Cultural/Recreational Options</td>
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<td>Other</td>
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<tr>
<td><strong>Compensation and Benefits</strong></td>
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<td>Salary/Bonus</td>
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<td>Medical Insurance (eligibility and cost)</td>
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<td>Retirement Plans/Stock Options/Vesting</td>
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<td>Educational Assistance</td>
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<td>Relocation Allowance</td>
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<td>Vacation/Sick Leave</td>
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<td>Flexible or Alternative Work Schedules</td>
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<tr>
<td><strong>Final Results</strong></td>
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<tr>
<td>Total</td>
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</table>

What is the **best** thing I can identify about this opportunity?

What is the **worst** thing I can identify about this opportunity?
How to Handle Job Offer Deadlines

**Interested in the Offer...**

The good news: you’ve just received a job offer! The bad news: you’re waiting to hear from another employer and the first employer wants an answer. What should you say and do? Keep in mind that you shouldn’t decide on the spot. (In fact, if an employer pressures you for an immediate answer, ECS would like to know about it.) Make sure you have enough information to make an informed choice and are comfortable with your commitment.

**If you are interested, but you’re not quite ready to make a commitment, here’s how to handle the situation.**

1. Express interest: “I’m glad to hear from you! This is a very interesting opportunity.”
2. Ask questions you have about the start date, location, relocation assistance, salary, benefits, and so forth; in other words, ask about factors that would heavily influence your decision.
3. It’s unreasonable to ask for an open-ended offer while you explore all of your options, but it’s quite common to ask for—and get—time to think it over carefully.
4. Ask: “When do you need my answer?” Unless the offer is extended within a few weeks of the potential start time, the employer is likely to give you more time (one to three weeks, or possibly even longer, depending on the employer).

A May graduate who receives an offer early in fall might say something like, “I’m definitely interested in this opportunity, but I’m still heavily involved in my career search. I want to make sure that I make the best decision both for myself and my employer. I had set a goal of making my decision by mid-December, when I’ll have completed my on-site interviews. How does that sound to you?” You may end up negotiating a bit on timing, and you might not get as much time as you would prefer, but if you ask courteously, there’s no risk that the job offer will be withdrawn so long as you respond in the time allowed.

Your next step is to contact other pending opportunities that interest you.

Call the employer. You might say something like this: “Hello, this is Scarlett Ann Gray, an engineering student from Ohio State. I interviewed with Engineering Inc. on Sept. 20. I’m really interested in Engineering Inc. and am calling to find out if I’m still a viable candidate. If so, when could I expect an offer? I have an offer from another employer, but Engineering Inc. is more appealing to me.”

You won’t always hear what you want to hear: sometimes they’re not quite ready to extend an offer. (Maybe they’re waiting to hear from their first-choice candidate.) Sometimes you’ll find that they aren’t going to make you an offer. That’s disappointing, but at least you know where you stand.

**Not Interested in the Offer...**

Never accept a job with the intention of turning it down if “something better” comes along. This practice is called “reneging” and is not only is it inconsiderate and unprofessional, it reflects badly on Ohio State and the College of Engineering and might negatively impact another OSU student’s opportunities with that employer. Also, employers communicate with each other and with ECS and you don’t want to get a bad reputation.

**What if you’re really not interested in the offer?**

1. Respond courteously to all offers, even those you are not interested in pursuing. Reply to voicemails or send a brief e-mail. (“Thank you for your offer of employment. Although I appreciate your interest in me, I will be pursuing another opportunity.”) This takes only a few minutes, but shows that you are professional and reflects well on Ohio State.
2. If you’re sure that you aren’t interested, it is professional to politely decline the offer. You could say something like, “I appreciate the offer, but I’ve been thinking about this since the interview, and I don’t believe this [job, company, location] is a good fit for me at this time, so I will decline. Thank you for your interest in me.”

After you’ve given your decision careful consideration and accepted an offer, stop looking. Inform other employers who have extended offers that you have accepted another position. And, don’t accept further interview invitations or search further.

**Students who renege on a job offer will be evaluated on a case-by-case basis. Reneging is grounds for exclusion from ECS.**

**Maintain the value of your degree—report your offer!**

Congratulations! Please report all job offers, whether or not your offer was a result of ECS services. ECS is required to compile and distribute statistical information on hiring patterns and salary offers received by all OSU engineering students. This information is one component of our national reputation. Salary statistics also help you evaluate your own offers and help employers establish competitive salaries. All reports are based on information provided by you. The information you provide is used for statistical purposes only; your name will not be connected to your data in published reports. Reporting is just two easy steps.

- For full-time, visit the ECS website at: ecs.osu.edu/report
- For internships and co-ops, log-in to CareerEngine and fill out the job details (if you’re reporting an internship or co-op, you can request registration for Engineering 4191).
Negotiating Salary

Students often ask, “Should I try to negotiate my salary offer?” Contrary to what you may have read or heard, it’s not always appropriate to negotiate. Before you consider trying to negotiate, think about one fundamental question: “What is it about this offer that is unsatisfactory?” Base your answer on facts, not speculation.

Employers determine salary based on a number of factors: market conditions; current supply/demand for your major and skills; the level of the job within the organization; industry standards; company-specific factors (pay philosophy or promotion practices); and cost of living in that area. In addition, they may factor in the value of your previous experience and your degree level. (Please note, however, that more education doesn’t automatically result in higher pay, since it is only one of many factors.)

So, why would you negotiate salary?

- The offer isn’t the current market rate for your major and degree level. Check the resources below for current values, updated annually. Have your data at hand.
- You have a comparable yet stronger offer. Be prepared to document this -- the employer could ask you to fax or email a copy of the competing offer letter.
- You have something unique and special to offer. Perhaps you have done significant research directly related to their industry or you have directly related previous experience.
- Cost of living differential. Keep in mind that they probably live in that area and are aware of what it costs. It could be a valid factor in choosing among multiple offers, however.

Above all, you would negotiate only if you are seriously interested in the opportunity.

Once you’ve done your homework and have the facts, call the person who issued your offer well in advance of your deadline. Reaffirm your interest and fit for the opportunity. State your concern, and back it up with facts. Ask, don’t demand. Be prepared for both yes or no replies. If they say yes, they’ll expect you to accept! In either case, you can ask for a day or two to think it over. Even if the offer doesn’t change, you may decide it’s the best one for you. Remember your ultimate goal is to find a place where you enjoy your work, feel proud to be there, contribute, grow, feel challenged, and of course, succeed financially.

Before You Accept a Job

Application Forms

Honesty is the best—and only—policy on application forms

Assume that every employer will do drug testing (before and after you start work), check your online identity, and do a formal background check. The background check will reveal any brushes with the law, including traffic tickets, DUIs, and of course, all convictions. Many employers (all that require security clearance) also check your credit report. If an application form asks questions on these topics, answer honestly. There are some employers who will overlook some issues, but consider this above all to be an honesty check. Your offer will be withdrawn or your employment will be terminated if there is a discrepancy between what you stated and what they find out.

Your offer letter—employment contract

Read carefully before you sign! If you have any questions, ask the employer to clarify before you sign. Don’t sign unless you’re willing to commit to all conditions of the offer. You can make an appointment with ECS to discuss any lingering confusion. Be sure you understand all the conditions, including pay rate, start date, expected work terms (for co-ops), and benefits. Is your offer contingent on passing a medical exam, a background check, a credit check, a drug test, or providing proof of unlimited ability to work in the US? (Fair warning: if so, and you don’t pass, your offer will be withdrawn.) Is there a “non-compete” clause?

Co-op and Internship Housing

The Engineering Co-op and Internship Program (ECIP) has a strong commitment to helping students pursue opportunities, including evaluating job offers. While salary is an important aspect of the decision to accept or decline an offer, relocation and housing demand equal consideration.

When a co-op or internship requires relocation, some employers will provide financial assistance to help with your additional housing or relocation costs. You will need to inquire about the specifics.

Find out if the company offers any of these benefits:

- Company-provided housing
- Monthly housing allowance
- One-time, lump-sum housing stipend
- Arrangements with local university residence halls
- Gas mileage reimbursement between locations
- Relocation stipend prior to starting work
- Reimbursement of a hotel stay if required during travel
- Reimbursement of food expenses incurred during relocation
- Moving vehicle rental reimbursement
- Housing information, but no financial assistance

If you need assistance, contact the company’s human resources office or ECS at eng-ecip@osu.edu or 614-292-6651.

“ECS has been fantastic in helping me obtain interviews, as well as advise me on job offers and next steps in hiring processes. Thanks so much!”

-2015 ECE graduate

Additional Salary Resources

For more information about earnings...

- Check out the ECS Job Blog for a more thorough “how-to” guide for negotiating salary.
- Visit the “Statistics” section of the ECS web site for annual current wage and salary reports.
- Use the NACE Salary Calculator in the Statistics section of the ECS web site to determine what your income should be based on factors like location, occupation, industry, educational background, and related work experience.
Benefits of Co-op and Internships

- **Increases senior-year interview opportunities.** Related work experience is second only to students’ major field in hiring decisions.
- **Your competition has it.** Last year, 74% of OSU engineering graduates had participated in a co-op/internship; 87% of those with firm plans at graduation had a co-op/internship.
- **Possible job offer at graduation.** In 2014-2015, 35% of students who intern/co-op accept positions with their co-op or intern employer upon graduation.
- **Higher starting salary.** Students who have co-op/intern experience report 9%+ in starting pay than students without similar experience.
- **Inside look at careers, companies, even locations.**
- **Learn job search process,** including how to create a resume, apply, interview, follow up, and negotiate offers.
- **Coursework becomes more meaningful.** You begin seeing the value of your coursework, can apply on-the-job learning, and can make better choices of technical electives.
- **Stronger resume = happier senior job search!**

In 2014-2015, 87% of OSU BS engineering grads reporting full-time employment after graduation had previous intern, co-op, or research experience.

"I would like to thank ECS for the opportunity to use their services to land a great job! I am grateful and look forward to an exciting next step in my professional career as a full-time engineer!"

-2014 Masters of Global Engineering Leadership Graduate

Kappa Theta Epsilon

Kappa Theta Epsilon (KTE) is a national honorary society which recognizes co-op and internship students with exemplary academic and work performance. At Ohio State, KTE members officially serve as the “voice of co-op and intern students” for the College and University community and provide feedback to Engineering Career Services (ECS).

**Why join Kappa Theta Epsilon?**

- **Recognition:** Be recognized for your academic and professional achievements as part of a selective organization comprised of elite students who have excelled both in the classroom and on the job.
- **Influence:** Serve as “the voice of co-op and intern students” for the College and University community and provide feedback to ECIP.
- **Service:** Help with ECS workshops and engineering events.
- **Networking:** Connect with employers and peers locally and at the annual National Convention.
- **Leadership:** Build communication and presentation skills as a representative of the Engineering Co-op and Internship Program. Officer opportunities are available as well.
- **Rewards:** KTE offers scholarship opportunities and funding for its members to attend the National Convention.
- **Fun:** Relax at meetings and social activities and get to know other engineering students.

You are eligible to join this group of students who excel academically and professionally when you meet the following requirements:

- GPA of 3.0 or better
- At least 1 semester of completed Ohio State coursework
- Completion of a successful work term as an Ohio State University Engineering co-op or intern
- Strong performance evaluations with ratings of either “Very Good” or “Outstanding”

For more information about KTE, visit the website: https://sites.google.com/site/osukte/ or to pick up an application for membership, contact ECS.
ENGR 4191 for Co-ops and Internships

What is ENGR 4191?
- A zero credit course with no meeting times.
- Tuition is billed at one-half credit hour.
- Appears on your transcript as “professional practice in engineering” for each semester you are enrolled.

Why Enroll?
ENGR 4191: Professional Practice allows students to pay a nominal fee to maintain enrollment status and at a fee-paid status with zero hours of enrollment.
- This arrangement allows Ohio State to report you as actively “enrolled” to loan servicers (both federal and private loans) so that you do not enter the grace period for loan repayment. You are not eligible for financial aid for the semesters in which you co-op*. Any financial aid which has been awarded to you for a co-op semester will not apply to your university account, and you will not be able to receive any credit balance from your account. The Office of Student Financial Aid will recalculate your financial aid eligibility, if necessary, based on your reduced number of semesters of enrollment. If you receive departmental funds, please contact your college or department to see if re-distribution of the award is allowed. Co-op semesters during which you are not enrolled for additional hours for credit will not affect your standing under the Satisfactory Academic Progress (SAP) policy. Tuition is billed at one-half credit hour.
- Some employers require enrollment in ENGR 4191 for you to be employed. The course fits Ohio legal requirements.
- In Ohio, as in many states, full-time co-op and internship experience that is documented on your transcript may count towards the four year field work required to obtain the Professional Engineer (PE) License. Experience credit before graduation should be listed on the official transcript as professional experience and must be based on a 40 hour per week full-time basis. ENGR 4191 fulfills that requirement in the state of Ohio. No more than two years of experience can be obtained before graduation. Experience must be after completion of the second year of school and not overlapping in time with any coursework counted toward the education requirement. The Engineers and Surveyors Board will review your experience and determine applicability toward the PE requirement once you submit your application for the licensure.
- OSU students must have health insurance to participate as a co-op/intern and enrolling in ENGR 4191 ensures that you will be eligible for Student Health Insurance.
- If you are enrolled in ENGR 4191, you can pick up or purchase athletic tickets during the semester you are working.
- If you are working locally, you can purchase an RPAC membership. (If you are taking less than four credit hours you are not charged the RPAC fee in your tuition and fees statement, but you are eligible to purchase a semester membership as an “off semester student.”) Our office will verify full-time status.
- Students working outside Columbus who live in residence halls and want to waive their residence hall contracts while away need to be enrolled in ENGR 4191. You are not guaranteed the same room or location upon your return.

How to Enroll
- Request enrollment in ENGR 4191 by reporting your full-time co-op or internship through CareerEngine. Click the “Co-op/Intern” shortcut on the right side of the page. Check “yes” in the box asking if you would like to register for Engineering 4191. ECS will add the course to your schedule.
- Don’t forget to pay your fees. You are responsible for any tuition and/or late fees associated with ENGR 4191 registration. ECIP is unable to adjust or waive your fees.

How is ENGR 4191 Graded?
To receive a “satisfactory” grade in ENGR 4191, an Employer Evaluation (Performance Evaluation) and a Student Evaluation (Experience Evaluation) must be submitted to ECIP for each work term by the deadline indicated on the Academic Calendar (available under the calendar section of our homepage). All information that you give will be anonymous to protect your privacy. The evaluation forms can be completed online through links that are emailed out at the end of the semester.

A PDF file is also available under “forms” if you need to fax or email a copy. Our office fax is 614-292-4794. It’s best to email eng-ecip@osu.edu to verify receipt. It is your responsibility to make sure ECS receives a copy of both evaluations each semester.

Protect Your Financial Aid, Grants, or Scholarships
If you are receiving financial aid, grants, or scholarships, you will not receive any funding for the semester you are working. (You are getting paid by your co-op/intern employer instead).

Scholarship students should meet with the College Scholarship Coordinator, Dave Donley (donley.2@osu.edu or 614-292-7694).

For loans and grants, you should make an appointment with a financial aid counselor to inform him/her that you will be on co-op or internship assignment and reallocate your aid to semesters of full-time classes. Students can call 614-292-0300 for an appointment in the Student Academic Services Building.

If you do not take care of this in advance, you could jeopardize future aid. It is your responsibility to take care of these arrangements before you leave campus.
Job Shadow

Engineering Job Shadow Program
Job Shadow is a one-day opportunity for students to spend time with an engineering employer, observe engineers, and learn more about a particular industry. This event takes place at various company facilities during the Ohio State Spring Break week.

Why you should participate:
▪ Network with companies & engineers from some of OSU’s top employers
▪ Gain insight to engineering careers related to your major
▪ Learn about a “day in the life” of an engineer
▪ Experience a professional workplace and company culture
▪ Spark interest in areas of study or an industry
▪ Your competition is doing it!

Participation requirements:
▪ Engineering students registered with ECS
▪ Available during business hours of Ohio State’s Spring Break
▪ Responsible for transportation to employer site

Possible Job Shadow Activities:
▪ Welcome / overview from engineering / HR managers
▪ Company presentation
▪ Tour company facility
▪ Engineering panel Q & A
▪ Observe an engineer

Last year:
▪ 88% said they learned something specific to their major
▪ 92% of student participants said they would do it again
▪ 71% of employer participants said they use Job Shadow as a recruitment tool for their company

What Students Are Saying about Job Shadow:
▪ “This program has given me more insight into engineering careers than any other source. It also led to several interviews and an internship for me in the past!”

▪ “This may have been one of, if not the most helpful, experiences I have ever had in college in terms of gaining an insight into what engineering in the real world is like and seeing what being an engineer entails. I will use all that I learned from this experience probably until the day I retire.”

▪ “It is a wonderful chance to network, learn more about the industry, and spend a fruitful day with real engineers as part of the long spring break. I would recommend it to all students as it can only benefit them.”

“I got [my] internship through Job Shadow program, and then got the job offer after [the] end of my internship!”
-2014 CSE graduate

Research Experience

Whether you want to obtain a job upon graduation or are planning on attending graduate school, undergraduate research is a great way to gain practical experience, broaden your knowledge base, and add value to your resume.

Research can provide students with numerous professional and educational benefits such as:
▪ Make coursework come alive through hands-on experience. It’s also a way to make a unique contribution to your field.
▪ Explore possible career fields or specializations by learning more about specific interest areas (or even finding out what is NOT an area of interest so that it can be avoided in the future!).
▪ Build professional networks by working with faculty. These relationships will make for strong, meaningful letters of recommendation and references later on!
▪ Develop critical thinking, time-management, teamwork, and problem-solving skills necessary in any type of work.
▪ Enhance communication skills, which are essential in any career. Presenting findings at forums, like the Denman Undergraduate Research Forum http://denman.osu.edu/, or to classmates and faculty, strengthens technical writing and public speaking skills.

Research positions can be obtained in a variety of ways: students with unique ideas for a project may contact faculty in their department about supervision for an independent study; faculty may seek out students to participate on research teams; going onto college or department websites to identify research opportunities is also useful.

For more information, contact:
▪ The Undergraduate Research Office
▪ Undergraduate research opportunities with the College of Engineering
▪ The National Science Foundation
▪ Your OSU professors!
Are You Eligible to Work in the U.S.?

International students should meet with the Office of International Affairs (OIA) to determine whether they are legally allowed to work. OIA is your best source for accurate and up-to-date information about the laws and regulations that affect employment eligibility. Federal regulations state you can only participate in full-time CPT during vacation terms unless it is required of all students in the program, therefore international students are not eligible for co-op. However, graduate students who have completed all coursework, and whose only remaining requirement for graduation is the thesis or dissertation, may apply to work full-time on CPT during the academic year, if the CPT work is required for the thesis or dissertation completion.

Since employers require verification of your eligibility to work in the U.S., international students must verify their employment status prior to registering with ECS. This is important because a particular immigration status does not automatically allow employment.

ECS complies with all employer requirements regarding employment status and verifies the information given by each registered student. You should list your current work authorization when registering. Misrepresentation of this information or any other qualifications is grounds for immediate termination of ECS services.

ECS sponsors a workshop each semester on work authorization which is presented by OIA Immigration Coordinators. The workshop provides information about Curricular Practical Training (CPT), Optional Practical Training (OPT), and sponsorship for H-1B.

- CPT allows full-time international students to work as interns prior to graduation only if the work is directly related to their courses of study. For full-time internships, international students may intern summer term only. However, part-time, off campus internships are allowed so long as they are 20 hours per week or less.
- OPT regulations allow international students to work in their major field for 12 months following graduation.
- Employers can petition for an H-1B or “Temporary Worker” Visa to retain an international student beyond the OPT period.

The “E-Verify Program”, established by the U.S. Department of Homeland Security (DHS), is a database that collects information to ensure that employees are legally able to work in the U.S. If an employer is registered with E-Verify then a student has the potential to work for that employer during the additional 17 months. To qualify for the extension, an F-1 student must:

- Currently be participating in a 12-month period of approved post-completion OPT.
- Have successfully completed a degree in science, technology, engineering, or mathematics (STEM).
- Be working for a U.S. employer in a job directly related to the student’s major area of study.
- Be working for, or accepted employment with, an employer enrolled in U.S. Citizenship and Immigration Services’ E-Verify Program.
- Properly maintain F-1 status.

Academic Training

J1 students apply for academic training to work off-campus in a job directly relating to their field of study. Students may be authorized for AT before or after completion of their academic program.

Internships & Co-ops

Full-time CPT and AT will be approved only during summer terms and during official school breaks. Exceptions may be made for graduate students finished with all coursework. Part-time CPT and AT may be approved year-round. Speak with OIA to understand CPT and AT so that you can discuss it with potential employers. Be sure to discuss your internship plans with your academic advisor, so you can stay on track for graduation. ENG 4191 will be available only for students working full-time. For students using part-time CPT, work with your academic advisor or department to identify an appropriate course.

Documentation

- Update your resume to reflect your graduation date on a semester calendar. REMEMBER: AU = December; SP = May; SU = August
- Change your objective statement to reflect your availability on semesters. For example, summer internships in 2013 would mean that you are available from May—August.
- Make sure that your ECS account accurately reflects your graduation date. If not, please see your academic advisor ASAP so that this information can get updated.
- Be sure to include your correct semesters of availability in your Semester Activation Link (SAL).
- Enroll in ENGR 4191 for each semester that you are taking off from school to work full-time as an intern.

Even though U.S. law permits international students to work after graduation, employers are not required to hire someone with limited work eligibility. Employers wanting to hire an international student must sponsor you for an H-1B; if the petition is granted, it allows you to work beyond the 12 months of work authorization granted through OPT. This means that it’s more costly to an employer to hire international students. As a result, international students have significantly fewer opportunities for employment in the U.S. compared to U.S. citizens and permanent residents who have permanent work authorization.

Based on these facts, it is important to follow these tips to increase your chances of job search success:

- Master communicating in the English language to be effective during interviews with employers. Join the English Conversations Program (ECP) through OIA. Visit their website oia.osu.edu for additional information.
- Utilize CPT time available to international students to obtain an internship in your field of study.
- Get involved by joining an engineering project team to acquire hands-on experience and meet employers.
- Increase your value to potential employers by participating in research opportunities with professors to hone your engineering skills and develop an area of expertise.
- Gain work experience by getting a part-time job on campus.
- Take advantage of ECS services and information, attend job search related workshops, utilize CareerEngine to apply for all positions available to you, research companies that advertise they hire F-1 candidates.
- Utilize your network of contacts to assist you in your job search. Join professional groups and networking sites such as LinkedIn.com to meet new contacts.
Your Career After College

ECS employer partners contributed to this page in order to help you succeed once you transition from student to employee.

Getting Graded at Work: The Performance Review
As a student, you’re accustomed to getting grades on a regular basis, so you usually have a good idea of how you’re doing. On the job, evaluations come in the form of a performance review. For a co-op or intern, performance reviews are a critical part of the learning process. For new career hires, they are an essential part of your professional development. Your employer should make arrangements to meet with you for performance reviews. They should also explain the process and expectations.

Your annual (or semi-annual) review is meant to reinforce positive behaviors, reward your contribution, and give feedback on improvement areas. Outstanding performers seek on-going feedback. Don’t wait for the formal review—instead, perhaps on a monthly basis during your first year, ask your supervisor for feedback to help you learn. It’s a good idea to ask follow-up questions to make sure you understand what is meant.

Your supervisor will expect quality work. Double or triple check your work. Aim to complete assignments before deadlines. If you’re not sure how to do something, ask. Look for opportunities to do more than is expected of you.

Example: You ask your supervisor: “How am I doing? What behaviors would you like me to start, stop or continue?”

If your supervisor would say, “start showing more initiative,” you should ask follow-up questions like, “What behaviors demonstrate initiative to you? What behaviors should I start doing that I’m not doing? What behaviors should I stop doing? What behaviors that I’m already doing well should I continue doing?”

The Performance Management Process
- You and your manager agree on goals for you to accomplish.
- You are observed by your manager during the job.
- Your manager identifies and records your strengths and areas for improvement.
- Your manager measures your performance toward previously stated goals.
- Your manager reviews your performance with you, giving reinforcing or correcting feedback, a written review, and maybe a raise.
- Your manager sets goals for performance improvement and continued success on the job.
- You continue to learn, improve, develop new skills, and add value to your team, your department, and your organization.

Adapted from “Real Job 101” by Lockheed Martin

Success Factors
Success factors define the knowledge, skills and behaviors important for your personal and professional development. They provide a clear starting point for understanding what is required to reach new levels of excellence. Success factors are used in selecting new employees, promoting employees whose skills most closely match job requirements, and most importantly, developing all employees.

PPG identifies these “Prime Success Factors” as being important to all employees:
- Build Trust and Respect
- Develop Others
- Drive Change
- Focus on Results
- Promote Teamwork
- Understand Market
- Customer perspective

You can use these factors to achieve high levels of performance in your current job and to steer your career development.

Adapted from “Career and Interview Advice” on the PPG website.

Career Services After Graduation
Engineering Career Services serves students for 12 months following graduation. Registered students will still be able to log-in to their accounts one year past graduation, but will not be able to activate their accounts. We do occasionally post positions for experienced alumni with complete application information included. Consider joining ECS’ LinkedIn group, titled “OSU ECS Students, Alumni, & Employers” as well.

Office of Alumni Career Management
The OSU Alumni Association offers career advising, online career resources, career fairs, and career programming for alumni. Alumni can also view and apply to full time career opportunities of employers seeking experienced candidates via The Alumni Career Connection online job system. For more information, contact the Office of Alumni Career Management at 614-292-3314 or visit them online at https://www.osu.edu/alumni/services/career-management/

Tip: See something like this on a company website? Expect behavioral questions on these topics during an interview.
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## TOP CAREER EMPLOYERS

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<td>JPMorgan Chase</td>
<td>Marathon Petroleum</td>
<td>Cisco Systems</td>
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<td>General Motors</td>
<td>Nationwide Insurance</td>
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<td>ArcelorMittal</td>
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## TOP CO-OP & INTERNSHIP EMPLOYERS

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<td>Battelle Memorial Institute</td>
<td>General Mills</td>
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<td>JPMorgan Chase</td>
<td>Timken</td>
<td>City of Columbus</td>
<td>Hyland, creator of OnBase</td>
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