



**THE OHIO STATE UNIVERSITY**

---

COLLEGE OF ENGINEERING

**ENGINEERING CAREER SERVICES  
STUDENT HANDBOOK**



1

## **BASICS**

4 Year Career Plan; ECS Overview; ECS Programs; Tools and Resources; ENGR 4191

7

## **DOCUMENTS**

Applicant Tracking Software (ATS); Tips and Guidelines; Curriculum Vitae (CV); Resume Action Verbs; Writing Your Resume; Resume Example and Tips; References; Cover Letter; Sample Job Posting and Cover Letter; Correspondence Samples

17

## **JOB SEARCH**

Your Job Search Plan; Attire; Networking; LinkedIn; The Elevator Pitch; Getting Results; Job Search Concerns; Alternatives to Intern/Co-op

23

## **EVENTS**

Annual Timeline; ECS Events; Making a Positive Impression

25

## **INTERVIEWS**

Interviews: What to Expect; Remote Interviews; In-Person Interviews; Types of Questions: Standard, Behavioral, and Technical; Closing the Interview

32

## **OFFERS**

Handling Job Offers; Compensation; Salary Negotiation



# 4 YEAR CAREER PLAN

## 1st Year

---

- Get involved on campus by volunteering or joining a club.
- Attend a career fair. Practice introducing yourself to employers.
- Register with ECS after Spring Break.
- Create a resume and have it reviewed by an ECS Advisor.
- Volunteer to acquire experience and/or secure a summer job.

## 2nd Year

---

- Register with ECS if you have not done so already.
- Explore opportunities for your major through the ECS Job Shadow Program.
- Discuss your major and what term(s) would be best for a co-op/internship with your Academic Advisor.
- Consider other resume builders (e.g., research, study abroad, project teams) that will add value to your career goals.
- Be active on campus by assuming leadership roles.
- Actively apply to co-op/internship opportunities through CareerEngine and company websites.
- Participate in ECS events: information sessions, workshops, employer panels, and Recruiter-In-Residence.
- Attend engineering career fairs during autumn and spring semesters.

## 3rd Year

---

- Explore opportunities for your major through the ECS Job Shadow Program.
- Continue to build your network with faculty, advisors, and supervisors for future networking and reference purposes.
- Transfer your CareerEngine account from Engineering Co-op and Internship Program (ECIP) status to Graduating Student (GS) status at the end of the year so employers know you are looking for full-time opportunities.

## 4th Year

---

- Transfer your CareerEngine account from Engineering Co-op and Internship Program (ECIP) status to Graduating Student (GS) status so employers know you are looking for full-time opportunities.
- Attend the annual Engineering Career Success Conference to prepare for your job search.
- Stay connected with ECS and continue to build your network with faculty, advisors, and supervisors for future networking and reference purposes.

# ECS OVERVIEW

## About Us:

ECS provides engineering students and employers with guidance and opportunities to connect; empowering students to attain lifelong career management and employment goals.

## Registration Steps:

1. Complete the ECS Registration Modules (ERM)
2. Use resume templates in CareerEngine Document Library to create and upload a resume
3. Come to 199 Hitchcock Hall to complete the registration form and schedule required job consultation
4. Activate your account in CareerEngine and meet with an ECS Advisor



## ECS Petition:

- Use the petition if you would like ECS to consider exceptions specific to your situation. The online form can be found on the ECS website.
- Address the rule, procedure, and/or decision that is impeding your progress.
- Be as specific as you can; the more details you provide, the more consideration can be given to your request.
- Each petition is evaluated on a case-by-case basis. You will be notified by email whether your petition was approved or denied.

## Missed ECS Appointment Policy

*Not attending your scheduled ECS appointment without canceling in advance results in a No Show status.*



### **FIRST NO SHOW**

ECS will send a notification message regarding the missed appointment.



### **SECOND NO SHOW**

ECS will send a notification message regarding the missed appointment, reiterating Missed Appointment Policy.



### **THIRD NO SHOW**

You will lose your privilege to schedule appointments in advance with ECS staff.

# ECS PROGRAMS

## Our Programs:

- **Engineering Co-op and Internship Program (ECIP):**

For students interested in obtaining cooperative education (co-op) or internship experience during their undergraduate degree. Students should register following spring break of their first year.

- **Graduate/Graduating Student Program (GS):**

For students who will receive a BS, MS, or PhD degree and are seeking post-graduate employment. Students should register one calendar year prior to graduation to take advantage of peak interview season. Students seeking internships for the summer immediately prior to degree completion should register with GS, not ECIP.

## Requirements:

ECIP	GS
Declared major or pre-major	BS student within one calendar year of graduation, OR alum who graduated within the last 12 months, OR students actively pursuing an MS or PhD degree
Successful completion of 1.5 full-time semesters at Ohio State (1 semester for FEH students or transfer students)	
At least 18 years of age	At least 18 years of age
Cumulative GPA $\geq 2.5$	Cumulative GPA $\geq 2.0$

## Co-ops and Internships Defined:

- Paid, career-related opportunities that allow students to gain real-world experience in their chosen field prior to graduation.
- Employers often consider co-ops/internships as a prerequisite to obtaining full-time employment.
- A chance to test drive career paths, companies, and locations.
- Both can occur any semester of the year.
- A co-op consists of two or more semesters of full-time work, typically alternating periods of work and school.
- An internship is a one-semester commitment.

## Co-op and Internship Benefits:

- **Choice:** You choose which semester, how many terms, industry, company, and job type: multiple rotations in a co-op with one company vs. internships with several companies.
- **Connections:** Access 1,500+ employers from a range of industries. Network with employers through a variety of events (pg. 23).
- **Career Management for Life:** The skills you learn through your engagement with ECS will enable you to be a successful job seeker for the rest of your life. Such skills include: networking, interviewing, resume building, and much more.

# TOOLS AND RESOURCES

These items are benefits of being registered with ECS:



## Personal Assistance

ECS Advisors provide professional help with resumes and other job search documents, interview strategies, job offer deadlines, salary negotiations, and more during 30-minute, scheduled appointments. For quick questions, we provide 10-minute walk-in sessions during limited hours daily.



## CareerEngine

A “one-stop shop” for finding jobs, researching employers, keeping tabs on ECS events, and accessing templates (resume, cover letter, etc.). It also provides links to external job search and career planning websites.



## Document Library

This library houses 50+ guides and tutorials to aid in your career success. You will find templates, timelines, diversity guides, job search guides (some major-specific), interview tips, information about graduate school, and more. It is located within CareerEngine under Resources.



## Workshops

ECS presents a variety of workshops every autumn and spring term to help you find success in your job search. Topics vary annually, but cover themes such as career fair preparation, professionalism, networking, job searching, interviewing, and salary negotiation.



## Professional Development Events

ECS offers several half day to day long events that aim to prepare students for the job search. For those seeking internships or co-ops, there is the First Year Gear-Up and Jump the Line Registration Event. For full-time employment seekers, the Engineering Career Success Conference is offered. See more information on [pg. 23](#).



# TOOLS AND RESOURCES



## Job Blog

The ECS Job Blog offers perspectives on finding success during your engineering career, co-op, or internship search. It is located on our website: [ecs.osu.edu](http://ecs.osu.edu)



## GoinGlobal

This resource helps domestic students who are looking for work abroad as well as international students who are looking for work in the U.S. International students can identify U.S. employers that are open on work authorization. Find GoinGlobal in CareerEngine to get started.



## Big Interview

This online mock interview program allows you to record and submit interview responses to an ECS Advisor for review and feedback. Big Interview is accessible through CareerEngine via a link in the shortcuts.



## ECIP Evaluations

This series of documents contain reviews written by students about their prior co-op/internship work terms. Access anonymous evaluations of companies by students who have “been there, done that.” The file is housed on a desktop computer in the ECS office.



88% of all Ohio State BS engineering graduates reporting career employment used Engineering Career Services. (2015-2016 academic year)

# ENGR 4191

## ENGR 4191 “Professional Practice in Engineering”:

- A zero-credit course with no meeting time for students on co-op/internship.
- Fee is billed at one half-credit hour.
- Appears on transcript as “Professional Experience” for each semester enrolled.
- Graded S (Satisfactory) or U (Unsatisfactory).

### Why Enroll:

- Ensures eligibility for student health insurance while working.
- Serves as enrollment verification for insurance if covered under parents’ car and/or health policies.
- Maintains student status for future term’s scheduling window.
- Provides the option to waive residence hall contract if working outside of Columbus.
- Allows student rate for athletic tickets and RPAC pass.
- Provides evidence of employment to count towards Professional Engineer (PE) license.

### How to Enroll:

- Report co-op/internship in CareerEngine by using an online form: choose “co-op/intern” under shortcuts on the right-hand side.
- Fill out the form and choose “yes” to enroll in ENGR 4191.
- Receive email confirmation after you are enrolled (it will also appear in your BuckeyeLink account).

### Financial Aid:

- No financial aid will disburse while enrolled in only ENGR 4191. The course maintains scholarship, grant, and loan deferment.
- Contact the Office of Student Financial Aid to confirm and review financial aid status.
- Engineering scholarship/grant students can direct questions to Marian Carter ([carter.733@osu.edu](mailto:carter.733@osu.edu)).

### ENGR 4191 and Work Authorization:

This course (or one similar to it) is required in order to maintain CPT.

- Have Academic Advisor fill out and sign CPT.
- Take the completed CPT form to Office of International Affairs (OIA) and receive new I-20.
- Bring the new I-20 to ECS.
- Report co-op/internship on CareerEngine, making sure to select “yes” for ENGR 4191.

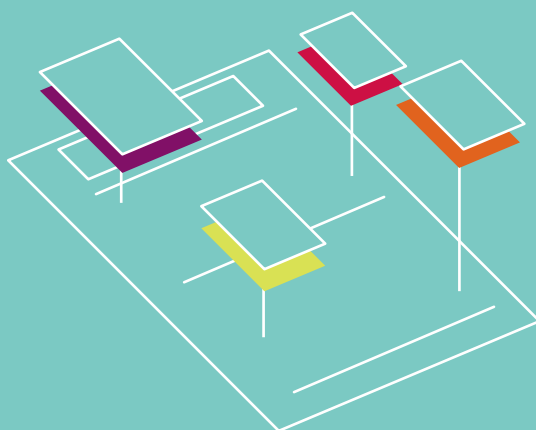
# PROFESSIONAL DOCUMENTS

## Applicant Tracking Software (ATS):

A majority of employers input candidates' resumes into their databases using applicant tracking software (ATS). Following a simple format, like those provided in the ECS templates, will ensure your resume makes it into the database successfully. ATS screens, parses, scores, and ranks uploaded resumes by matching job requirements to resumes that document matching skills and experience. The systems used are typically programmed to scan for keywords, previous employers, experience, and schools the candidate has attended.

## Tips and Guidelines:

- Avoid using the outdated templates included in Microsoft Word.
- Avoid columns, italics, underlining, and symbols. All formatting should be consistent throughout your document.
- Keep margins at 1", but sides and bottom margins can be 0.51" if additional space is needed.
- Use a conservative 10-12 pt. font for professional document body text.
- Proofread all documents to ensure they have proper grammar, punctuation, and are error-free.
- Use appropriate language and avoid slang in all professional communication.
- Update and tailor materials continually with GPA, skills, abilities, and accomplishments relevant to the industry or position.





# CURRICULUM VITAE

A curriculum vitae (CV) is a comprehensive document that details ALL of your past education, experiences, and proficiencies, including public presentations, academic writing, and professional development.

The main differences between a resume and a CV include:

- **Content:** While resumes typically target a particular industry or job type, a CV is broader. CVs provide a thorough overview of your life's accomplishments, usually focusing on experiences in academia. A CV would include areas of academic interests, education, grants, honors, awards, publications, presentations, teaching experience, research experience, work experience, professional memberships, references, etc.
- **Length:** Recommended length for a resume is 1 page per degree level. It would not be unusual for a CV to be 4-6 pages in length for a graduate student.
- **Job Focus:** CVs are used primarily when applying for international, academic, education, scientific, medical, or research positions or when applying for fellowships or grants. Candidates looking for jobs in industry should opt for a resume.

Typically PhD candidates will be the primary population using CVs. CVs may also be accompanied by a one-page "philosophy of education" or "philosophy in instruction" and/or a statement of "research interests" or "research objectives."



# RESUME ACTION VERBS

## Communication Skills



Addressed, Authored, Corresponded, Demonstrated, Developed, Directed, Drafted, Edited, Formulated, Influenced, Interpreted, Lectured, Mediated, Negotiated, Participated, Presented, Promoted, Publicized, Recruited, Translated, Wrote

## Financial Skills



Allocated, Appraised, Audited, Budgeted, Calculated, Computed, Managed, Planned, Projected, Reconciled

## Leadership Skills



Administered, Assigned, Chaired, Consolidated, Coordinated, Delegated, Directed, Enabled, Established, Executed, Expanded, Facilitated, Guided, Improved, Increased, Initiated, Oversaw, Produced, Revised, Solved, Streamlined, Supervised

## Organizational Skills



Approved, Arranged, Classified, Compiled, Inspected, Invented, Maintained, Organized, Planned, Prepared, Prioritized, Processed, Recorded, Screened, Validated

## Research Skills



Analyzed, Cataloged, Collected, Compared, Conducted, Correlated, Critiqued, Determined, Diagnosed, Discovered, Evaluated, Examined, Experimented, Extrapolated, Formulated, Gathered, Identified, Inspected, Interpreted, Investigated, Monitored, Observed, Proved, Researched, Resolved, Reviewed, Simplified, Summarized, Surveyed, Tested

## Technical Skills



Adjusted, Advanced, Altered, Amplified, Assembled, Built, Coded, Computed, Constructed, Converted, Designed, Developed, Devised, Eliminated, Engineered, Explored, Fabricated, Generated, Installed, Integrated, Measured, Obtained, Programmed, Remodeled, Repaired, Restored, Synthesized, Trained, Upgraded, Utilized

# WRITING YOUR RESUME

Resumes should be tailored to your experiences and job search goals. If you have more than one goal (e.g., a summer internship and a full-time job after graduation) create multiple resumes – even if only the objective is different. Your resume establishes your image and value to an employer. A poor resume will make your job search more difficult and may prevent you from receiving interviews. Use the ECS templates in the CareerEngine Document Library for section ideas and ATS compatible formatting.

## Standard Sections:

- Name and Contact Information
- Objective
- Education
- Skills or Qualifications (including coursework highlights)
- Experience

## Recommended Sections:

- Project Experience or Academic Projects (especially valuable for those without engineering work experience)
- Honors
- Activities and Interests (including campus and community activities)
- Leadership

### TRY THIS!



EXPLAIN A PROJECT AS IT WOULD  
APPEAR ON YOUR RESUME.

*See resume sample on **pg. 10***


# RESUME EXAMPLE

## Daniel Buckeye

25 Mozart Circle, Celina, OH 45822  
419-555-5555 dbuckeye.2017@buckeyemail.osu.edu

### OBJECTIVE

(Major/role) internship or co-op opportunity applying skills and experience in X, Y, and Z

### EDUCATION

The Ohio State University, Columbus, OH Overall GPA (4.00 scale): 3.29  
B.S. Major, Expected Graduation: Month 20XX

### QUALIFICATIONS

Computer: AutoCAD, MATLAB, and SOLIDWORKS

Technical: Facility layout, industrial safety, and technical reports

Coursework: Selected relevant engineering courses

### ACADEMIC ENGINEERING PROJECTS

Project Title, January – May 20XX

- Discuss the circumstance you faced; explain overall scope of project
- Highlight your specific actions; use strong action verbs and ensure verb tense agreement
- Point out positive results; if possible, quantify results or show skills acquired

### ACTIVITIES AND INTERESTS

Role, Organization Name, August 20XX – present

Leadership Position, Organization Name, June 20XX – present

- Show accomplishments for leadership positions using sub-bullets
- Include your action + results or action + purpose for each

Active Member, Organization Name, September 20XX – April 20XX

- Volunteered 15 hrs/week to ... (demonstrates time management skills)

### WORK EXPERIENCE

Company/Organization, location

Position Title, May 20XX – August 20XX

- Use action verbs to describe contributions; how have you excelled at your job?
- Emphasize transferable skills relevant to your career path (e.g., time management, leadership, teamwork)



# RESUME TIPS

The resume should be continually updated to provide a summary of your skills, abilities, and accomplishments. It is a “snapshot” 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 an interview. Accuracy and honesty are not optional, and everything on your resume must be true. You can strategically omit some information, but ask an ECS Advisor if you have questions.

The objective helps the reader decide who receives it, serves as a headline for your resume, and summarizes what you have to offer.

List your overall GPA, major GPA, both, or neither (whichever makes you look the best).

Point out skills relevant to your major/job target first. Present skills in clearly defined topic areas.

Content should appear in reverse chronological or functional order. Incorporate volunteer work and organizations that you are involved with outside of class. Give more detail (more bullets) for more significant jobs.

BS graduates should limit their resumes to one single-sided page. MS and PhD candidates may need multiple pages or consider a curriculum vitae. For multiple pages, your name and page numbers should appear on the bottom (footer) of each page.



Choose a resume filename employers can easily identify as yours, such as:  
Lastname-Firstname.doc

# REFERENCES

References are professional contacts who can validate your qualifications for a job. You should have a separate page that lists 3-5 references with their contact information. Have a list ready to provide should an employer ask.

Family members and friends are not suitable references. Appropriate references might include: supervisor, professor, advisor, manager, co-worker, or coach. Contact your references prior to disclosing their information to ask if they would serve as a positive reference for you. It is best practice to inform them when you begin actively searching, and provide them with an updated resume. Maintain contact with your reference.

Include the following information for each reference:

- Full Name
- Work Title
- Company Name
- Phone Number
- Email Address
- Relationship to person

ASK FOR REFERENCE

Dear Mr. Smith,
I am sending you this email in hopes you will be a reference for me during my job search this fall. Throughout my time working with you, I was able to grow professionally. This experience has really helped me become an ideal employee. [Include a specific project/experience that contributed to your skillset.] I hope you would be able to attest to my reliability and willingness to learn. I have attached my current resume for your review. Thank you for your consideration.
Regards,
Tina Grey



# COVER LETTER

Targeted cover letters, when written correctly, can enhance your application and pinpoint what qualifications you have that an employer is seeking for a particular position. A one-size-fits-all approach is not the route to take! Cover letters are not necessary for CareerEngine applications, however, when applying on a company's website or via a public job board, you are competing against many more applicants. To stand out among the competition, use an error-free, tailored cover letter with brief and positive language.

## Three Parts to a Cover Letter:

1. **The Introduction:** Tell the reader why you are writing, the specific job you are applying for (include reference number if available), how you learned about the posting, and a general statement about why you would be a strong contender for the job.
2. **The Body:** Convince the employer what specific attributes you have that match up with the job description, company, or industry. Focus on 4-6 related "selling points" that you can back up with evidence based statements. Do not just repeat your resume, and do not mention attributes you possess that are unrelated to the opportunity.
3. **The Closing:** Reiterate your interest and fit for the position. Request the interview. Encourage the reader to read your resume to learn more about you.



When emailing a cover letter, include the letter in the body of your email. When mailing a cover letter, include a business mailing address at the top left.

# SAMPLE JOB POSTING

## DESCRIPTION:

Heapy Engineering is a leading consulting engineering firm founded in 1945 by Marvin Heapy. Heapy has carried Marvin's name and his commitment to engineering excellence by providing engineering design and consulting services for high performance buildings.

Our continued success and devotion to engineering excellence has created a need for a Sustainability & Energy Services Spring Co-op for our Dayton office. As an Energy Engineering Co-op, you will be a part of a team that is responsible for facilitating on-site energy assessments, utility analyses, and utility rebate verifications. You will also develop and implement energy conservation measures, and construct and perform building energy simulations, renewable energy feasibility studies, field measurement and verification processes, and green building rating system management applying LEED, Green Globes, and ENERGY STAR. Involvement may cover schools, hospitals, industrial facilities, data centers, churches, and general office buildings. If you want a great career, join the Heapy Family.

## QUALIFICATIONS:

- Pursuing a 4-year Bachelor's Degree in an engineering and/or energy related program.
- Excellent oral communication skills, ability to effectively communicate technical concepts.
- Strong technical writing skills, ability to prepare and review formal reports.
- Detail-oriented, having the ability to perform thorough peer reviews of work product deliverables.
- Excellent time manager, comfortable with frequent deadlines and transitions.
- Effective at working with co-workers in a fast-paced environment.

# TAILORED COVER LETTER

Dear Hiring Manager:

I am applying for the Sustainability & Energy Services Spring Co-op position (Job ID: 12345) that was advertised through Engineering Career Services' CareerEngine online system. I learned more about Heapy at Ohio State's Expo, and I was very excited to learn that the company is a nationally recognized leader in sustainability.

My qualifications match up well with Heapy's needs outlined in the job posting, including:

- **Pursuing a 4-year Bachelor's Degree (BS) in an energy related program:** I have been successful thus far in my Environmental Engineering program; I have currently earned a 3.4 GPA. My sophomore year, I was also involved in the Green Scholars Program, where I learned more about a variety of "green" technologies. This included both green building and green energy.
- **Excellent oral skills:** I have practiced my technical, oral communication skills in several of my engineering courses. My first year, I presented my team's results for the Advanced Energy Vehicle (AEV) competition. Last year, I collaborated on the Green Engineering Research Project and co-presented our findings to a group of 60+.
- **Strong technical writing skills:** In both the AEV and Green Engineering Research Projects listed above, lengthy technical reports were compiled. The report for my group's AEV project resulted in "Best Documentation" for my course section.
- **Effective at working with others in a fast-paced environment:** My previous summer job as a server at First Watch relied on both my teamwork abilities and customer service in a fast-paced setting. I typically worked weekends, which were the busiest. My supervisor recognized my performance by asking me to train 2 other servers that summer.

Heapy's involvement in a wide variety of projects, paired with the possibility of getting to apply my learning of environmental engineering concepts to hands-on experiences, is very exciting to me. I look forward to learning more about this opportunity and discussing my qualifications in an interview. Thank you for your consideration.

Sincerely,  
Scarlett Ann Gray

# CORRESPONDENCE SAMPLES

DECLINE OFFER

Dear Mr. Brown,  
I truly enjoyed meeting with you and other representatives from ZZZ, Inc. and learning firsthand about your roles and operations. Thank you for your offer to be an Engineer Intern with ZZZ, Inc. Unfortunately, I am unable to accept the offer. After evaluating all opportunities available to me, I am accepting a position with a different company.  
Thank you again for your consideration.  
Sincerely,  
Laura Buckeye

ACCEPT OFFER

Dear Ms. Jones,  
It is with great excitement that I accept the offer for the position of R&D Engineer Intern. Attached is my signed offer letter. I look forward to joining the ABC team and am confident in the contributions I will make to the organization.  
Per our phone conversation, I look forward to starting work on Monday, August 10th. Please feel free to contact me if you have any questions. Thank you again for this opportunity.  
Sincerely,  
Brutus Smith

FOLLOW UP

Dear Mrs. Hernandez,  
I recently applied for your Spring Co-op Position (Job ID: 46875). I wanted to reiterate my strong interest and follow up about my application status. My project experience and technical skills prove I would be a great match. I would appreciate the opportunity to talk with you when you begin scheduling interviews.  
Kind regards,  
Dominique Scarlett

REQUEST EXTENSION

Dear Mrs. Niu,  
I am very thankful for the opportunity to be an intern at XYZ Logistics and continue to be interested in the experiences I know I will be afforded there. As I am considering the offer, I was hoping you could extend the decision deadline to [specific date]. Please let me know if this is a possibility as I want to take careful consideration when making my decision. Thank you.  
Best,  
Carmen Buck

# YOUR JOB SEARCH PLAN

TRY THIS!



FILL IN THE BLANKS.

## Job Search Action Plan

Reminder: *Complete the Semester Activation Link (SAL) every semester you are considering employment.*

- 1. Run your Saved Searches twice a week:** Saved Searches are located in Jobs for OSU Students.



Your searches:

(Ask an ECS Advisor to help you set up a saved search for maximum results.)

- 2. Apply as soon as the window opens—do not wait until the deadline!**  
Note the posted and deadline dates for current jobs and interviews.
- 3. Set goals:** # of job applications: \_\_\_\_\_ / semester.
- 4. Schedule job search time each week.**
- 5. Network with employers:** Attend employer events (see Events in CareerEngine).
- 6. Expand your options:** Search the Employer Directory. Search by: keyword, industry, or city/state. Do they have jobs posted with ECS? If not, click the link to their website. Use this option to find companies (or industries) that you may not have heard of before or thought of previously. *Caution: searching on location may provide insufficient results.*
- 7. Expand your options further:** Use the CareerEngine Document Library to view additional resources for your job search. Helpful resources:

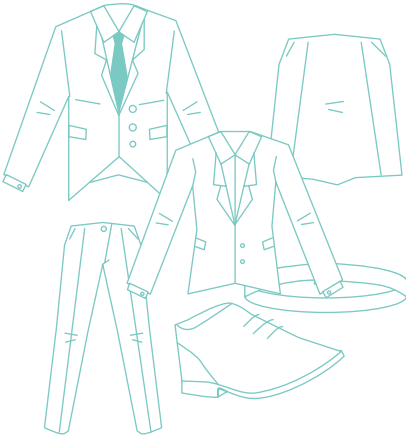
- 8. Attend career fairs:** Expo in autumn and SWE Fair in spring.  
Expo will take place on \_\_\_\_\_.  
SWE fair will take place on \_\_\_\_\_.  
Visit Events > Career Fairs in CareerEngine for companies and details.
- 9. Polish your skills:** Attend AT LEAST ONE workshop:  
\_\_\_\_\_  
\_\_\_\_\_ (name of workshop)





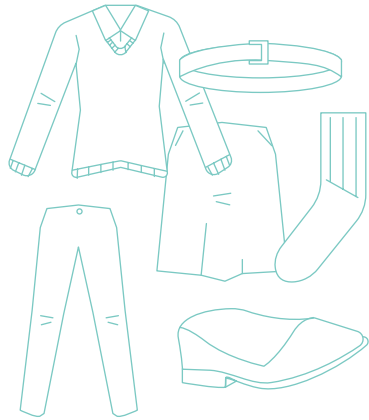
# ATTIRE

## Business Professional



- Dark business suit (pant or skirt)
- Knee-length skirt
- Long sleeve collared shirt
- Conservative blouse
- Classic and conservative tie
- Belt
- Polished dark leather shoes and coordinating dark dress socks
- Low heels or flat dress shoes
- Neutral hosiery
- Minimal jewelry

## Business Casual



- Collared shirt
- Blouse
- Blazer
- Sweater
- Polo
- Tailored dress pants
- Knee-length skirt or dress
- Belt
- Dress socks
- Dress shoes
- Low heels or flat dress shoes



Dress conservatively when you begin, then you can adjust based on office culture and norm.

## Other Tips:

- Cover tattoos
- Remove piercings (except ear)
- All clothes should be clean, pressed, and well-fitted
- Very light/no fragrance

## Occasions:

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

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

**Information Sessions:** Business casual (relaxed)

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

# NETWORKING

## Why and How:

Networking is important as it enables you to gather information about a job, career, industry, or location of interest. Making contacts and building relationships on a professional, personal, or social level helps you uncover job opportunities too.

## Networking takes practice!

- Attend career fairs, information sessions, or job shadows
- Sign up for mock interviews
- Talk with faculty, advisors, alumni, current/former employers, and relatives

## Informational Interviews:

- A one-on-one conversation with someone who has a job you might like, who is employed by a specific company or industry of interest.
- Purpose is to gather advice and information. Convince the interviewer to like you, trust you, and want to refer you.

## LinkedIn:

LinkedIn is the world's largest professional online network with over 500 million members. It connects you to contacts and helps users exchange knowledge, ideas, and opportunities.

## Creating a Strong Profile:

- Choose a professional photo where you are wearing a friendly expression and business or business casual clothing.
- Create a headline with area of study and/or career ambition.
- Briefly describe your experience, areas of interest, and what jobs you are currently seeking.
- Demonstrate you are well-rounded by including diverse experiences: volunteering, internships, and co-curricular activities.
- Collect a variety of recommendations to help build your credibility.

## Getting Started:

- Add professional contacts, friends, and family
- Join groups
- Follow companies
- Reach out to alumni and industry professionals

## Identifying Opportunities:

- Follow company pages to view open positions and current employee profiles.
- Visit [students.linkedin.com](https://students.linkedin.com) for entry-level jobs and internships. Once you apply, employers can see your full LinkedIn profile.
- Follow up on an application with a message to the recruiter who posted the opportunity (find this information in the posting). Briefly explain your fit and restate your interest in the job.

# THE ELEVATOR PITCH

A short summary that describes who you are, what you do, what you want to do, and how you can be a resource to your listeners.

Answering these questions should help you write an elevator pitch:

- Who am I?
- What do I offer?
- Why am I interested in the company or industry the person represents?
- What are the main contributions I can make?

## Example:

“Hello I am Mary Jones. I am a junior attending The Ohio State University. My major is in mechanical engineering, and I am interested in pursuing a career in the automotive industry. In my current role as the transmission team leader for Ohio State’s Buckeye Bullet, I have developed a strong, working knowledge of automotive design and demonstrated leadership and communication skills. I also work as an Undergraduate Teaching Assistant for the College of Engineering helping first-year students learn design fundamentals using MATLAB and Inventor. I am seeking a co-op or internship for this summer. I am excited about the prospect of contributing to X Company’s commitment to excellence and innovation.”

## TRY THIS!

	WRITE YOUR OWN ELEVATOR PITCH.

# GETTING RESULTS

Are you having trouble with your job search? If so, ask yourself if you are implementing the following best practices below.

## **Improve Your Resume:**

If you are not getting interviews, your resume may need help. Successfully highlight applicable experience and skills. Schedule a resume consultation appointment with an ECS Advisor for help.

## **Expand Your Search:**

Maintain flexibility regarding locations! Be realistic about where opportunities are available, and be willing to take the necessary path to achieve your goals. Avoid focusing all your energy on applying to “big name” companies. Smaller businesses have great benefits too.

## **Enhance Interview Abilities:**

Do your interview skills need improvement? ECS can help. Tune up your interview skills by attending an Interview Strategies workshop, seeking interview coaching, using Big Interview, and participating in mock interviews.

## **Understand Your Work Authorization:**

International students seeking full-time employment in the U.S. often find their job search more challenging than they expected. Understand your visa status and all associated regulations. Do not assume employers know what is involved in hiring an international student. Educate yourself on Curricular Practicum Training (CPT) and Optional Practicum Training (OPT). Meet with the Office of International Affairs (OIA) to ensure you have a clear understanding of your ability to work in the U.S.

## **Take Advantage of ECS Events:**

Attend ECS events such as information sessions, career fairs, and employer panels. Take every opportunity to meet with recruiters hiring Ohio State engineering students. See “Events” on [pg. 23](#) for options.

## **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. Remain constant with your networking efforts – attend information sessions, career fairs, and follow up with recruiters you meet after events.

## **Demonstrate Professionalism:**

Employers want candidates who are focused, polished, and will represent their company well. Research yourself online. Review your social media presence and remove content that could portray you as unprofessional. Take the extra step to thank individuals for their time after events. Appreciation is effective in standing out from competition.

# JOB SEARCH CONCERNS

## Use ECS Forms for Online Applications:

### GPA Override Request Form

- If you do not match the GPA requirements for an on-campus interview found in CareerEngine, use the Request for GPA Consideration Form, available only at the ECS front desk.
- Return the completed form, along with a hard copy of your resume, to ECS by the last date for resume submission.
- Override requests and resumes will not be accepted after the online submission period has closed.

### Major/Degree Override Form

- Use the Major/Degree Override Request if there is a specific job posting within CareerEngine for which you feel you are well qualified, but you do not match the specified major or degree requirements.
- Submit the request three business days before the posting deadline. The online form can be found on the ECS website.
- Approval of the request does not guarantee that the employer will pursue your application.

## Fraudulent Postings:

ECS screens every job posting we receive, however, a fraudulent one could make it through unnoticed. Additionally, when searching public job boards, you may encounter postings that are not trustworthy. Avoid being taken advantage of by looking for these possible signs:

- The ad is poorly written.
- It sounds too good to be true.
- Emails are from a non-business email address.
- You receive unsolicited emails from unidentified employers offering you a job, with the exceptions being third party recruiters and employer resume referrals from ECS.
- Distinguishing information is missing.
- You are being asked for personal information.
- You are being asked for money.

The good news is that most opportunities you encounter are legitimate. However, as with any job search activity, research is always advised. If something seems suspicious, trust your gut and investigate further by visiting the employer's website, Googling the company's name with the word "scam" to see if there is any cause for concern, or using sites like the Better Business Bureau or Hoover's to verify the organizations. Visit ECS if you have further questions.

# ALTERNATIVES TO INTERN/CO-OP

Employers like to see hands-on experience relevant to your major. While typically in the form of a co-op/internship, other opportunities will also enhance your resume and give you practical experience.

## Research:

Gain hands-on experience and broaden your knowledge base to further your skills for obtaining a job upon graduation or attending graduate school. This can be done in a variety of ways:

- Contact faculty in departments about supervision for independent study
- Participate on research teams as sought out by faculty
- Apply for positions through the Undergraduate Research Office
- Learn more about opportunities for undergraduate research distinction, scholarships, and forums within the College of Engineering: [engineering.osu.edu/undergraduate/research](http://engineering.osu.edu/undergraduate/research)

## Study Abroad:

Spending time abroad can enhance a variety of personal traits: maturity, independence, adaptability, culture sensitivity, and responsibility. Employers are impressed by students who have taken the huge step to experience another country.

- The College of Engineering (COE) has a variety of study abroad opportunities, including the Global Option in Engineering (GO ENGR). For information on GO ENGR, visit: [global.engineering.osu.edu/go-engr](http://global.engineering.osu.edu/go-engr)
- Visit the International Opportunities page of the COE website to learn more, or contact the Office of International Affairs (OIA) at: [oia-educationabroad@osu.edu](mailto:oia-educationabroad@osu.edu)

## Project Teams:

Involvement in a project team appeals to employers. These involve a significant time commitment and allow you to put what is learned in the classroom to practical use. Participation in a project team will showcase knowledge and skills and also open doors for networking with employers.



The top two attributes employers seek in candidates are: ability to work in a team and problem-solving skills.  
*(National Association of Colleges and Employers, 2017)*

# ANNUAL TIMELINE

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
AUTUMN SEMESTER		<b>Engineering Career Success Conference (ECSC)</b> <i>BS and MS graduating seniors</i>			
		<b>Jump the Line Registration Event</b> <i>ECS eligible students</i>			
		<b>Engineering Expo</b> <i>All engineering students</i>			
		<b>The Ohio State University Career and Internship Fair</b> <i>All students</i>			
		<b>On-Campus Recruiting (~70% of recruitment)</b> <i>All ECS registered students</i>			
					<b>First Year Gear-Up</b> <i>First year engineering students</i>
		<b>Job Shadow (throughout academic year)</b> <i>All ECS registered students</i>			

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
SPRING SEMESTER	<b>SWE Career Fair</b> <i>All engineering students</i>				
		<b>The Ohio State University Spring Career Fair</b> <i>All students</i>			
		<b>On-Campus Recruiting</b> <i>All ECS registered students</i>			
		<b>Job Shadow (throughout academic year)</b> <i>All ECS registered students</i>			

Workshops and Information Sessions are offered throughout autumn and spring semesters.





# ECS EVENTS

## **Engineering Career Fairs:**

ECS hosts two career fairs annually. Meet employers, discuss what you can offer and learn about their company. To fully participate in career fair related on-campus interviews, you must register with ECS. Pick up your nametag at ECS — this is your ticket into the fair. Identify companies attending and research them. Download the CareerFair+ App, which shows you the career fair map, connects you to company websites, and provides professional development tips.

## **Engineering Career Success Conference (ECSC):**

ECSC is offered in early autumn and the event targets GS engineering students. The conference provides a forum for full-time job seekers to gather the latest knowledge of professional development topics, meet industry professionals, and prepare for their career employment search. Highlights of ECSC include an employer panel, networking opportunities, and breakout sessions.

## **Registration Events:**

Jump the Line Registration Event occurs in early autumn for ECS eligible students. It includes priority ECS registration and career fair preparation prior to Expo. The First Year Gear-Up takes place in late autumn for first year students. It provides the skills and information necessary for participation in the ECIP program and completes all ECS registration requirements in one day.

## **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 on designated dates throughout the academic year. Gain insight into engineering careers, network with professionals, experience the professional workplace, learn more about company culture, and explore areas of study through participation. You must be an engineering student registered with ECS, and responsible for transportation to the employer site.

## **Information Sessions:**

Information sessions are conducted by employers to familiarize students with their company and employment opportunities. Learn about potential employers, network with company recruiters, and ask questions. It is possible to receive an interview with the company by attending as well.

# MAKING A POSITIVE IMPRESSION

- Wear appropriate attire. Determine dress code prior to event.
- RSVP (if applicable). This shows courtesy to event organizers.
- Bring copies of your resume. Do not be upset if the employer does not take them. If they invite you to apply online, do so.
- Prepare your elevator pitch. If there is time for networking, this will help you start the conversation and confidently communicate your skills and career interests.
- Take notes and ask thoughtful questions.
- Engage with recruiters and request business cards. Business cards will help you maintain contact with your network.
- Follow up with employers. If provided, you can use recruiters' email addresses to stay in contact. If not, LinkedIn allows you to connect with professional contacts. Remind recruiters of who you are, where you met them, and the subject of your conversation when following up.

## TRY THIS!



LIST FOUR COMPANIES YOU WOULD LIKE TO CONNECT WITH AT A RECRUITING EVENT AND TWO TALKING POINTS FOR EACH.

COMPANY:

TALKING POINTS

1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_

COMPANY:

TALKING POINTS

1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_

LIST TWO COMPANIES YOU HAVE NEVER HEARD OF THAT MIGHT BE OF INTEREST TO YOU.

1. \_\_\_\_\_  
2. \_\_\_\_\_

Use the CareerEngine Employer Directory to search employers by industry or keyword.



PRO TIP

# INTERVIEWS: WHAT TO EXPECT

## Before:

- Practice your interviewing skills (pg. 25).
- Review the job description and learn more about the company through information provided in advance and/or their website.
- Know when you are available to work.
- Be well groomed and dress professionally (pg. 17).
- Plan to be 15 minutes early. Double check the date, time, and location of interview.

Attend an Interview Strategies workshop, seek interview coaching, use Big Interview, and participate in mock interviews.



## During:

- Both you and the interviewer will engage in “small talk” on the way to the interview room to break the ice.
- Interviewer sets the stage outlining how the interview will go.
- Interviewer asks questions to gather as much information on you as possible to decide whether to invite you back for a second interview. Be concise with responses, but give pertinent details.
- You are invited to ask questions. Prepare 3-5 questions. Not asking questions gives the recruiter the impression that you are disinterested.
- Interview ends and next steps are discussed. Reiterate your interest, thank the interviewer for their time, and request business cards from all interviewers.

Site visits and meals may also be a part of the interview process. Remember that everyone you come in contact with during your interview day will likely have some say on the final hiring decision.

Be courteous to every person you meet.



## After:

- Send interviewer(s) a personalized thank you letter (email or mail) within 48 hours of the interview.
- Follow up with your interviewer if the previously discussed timeline has passed with no word.
- Research market value for the position’s salary so you have a knowledge base if an offer is made (pg. 32).



# REMOTE INTERVIEWS

## Preparation:

- Have a designated time for your interview, however, if the recruiter calls you at an unexpected time, politely ask them to reschedule if it does not work for you. Determine who will be initiating the next call before you end the conversation; consider time zone differences.
- Prepare as you would for a face-to-face interview. Research the employer, make a list of questions, review your list of skills, and create supporting examples. Have your resume handy for referencing.
- Find a quiet space; forewarn your roommates or family that you will be conducting this call and limit distractions. Consider reserving a room at ECS or a library on campus.

## Non-Verbal Behavior:

- Dress the part; the way you are dressed can affect your attitude and your mood even though the employer cannot see you.
- Add occasional interjections such as “OK,” “Sounds good!” or “Sounds interesting!” to compensate for the lack of eye contact and other non-verbal cues.

## Closing the Interview:

- Keep your calendar handy in case the employer asks to schedule a future interview with you.
- Ask the interviewer (if not already addressed), “What can I expect as the next step in this process?” “When will I hear from you?”

## Tips Unique to Video Interviews:

- Remember that the interviewer will see what is behind you. Have an appropriate and minimally distracting background. Room lighting is also important.
- Ensure your computer, webcam, speakers, and software are working properly before the interview begins; practice with a friend or family member ahead of time.
- Use Big Interview in CareerEngine to familiarize yourself with video interviews; assess areas for improvement.
- Put thought into your appearance and attire. Your hair/makeup/hygiene should be professional. Appropriate dress (tops AND bottoms) are important.
- Maintain eye contact by looking at the camera and not at the computer screen.
- Remain calm if the connection is lost during the interview. Call the interviewer back and explain what happened.

# IN-PERSON INTERVIEWS

## On-Site Interviews:

On-site interviews are an opportunity for recruiters to get a more in-depth assessment of the candidate prior to making a job offer. The visit also provides the candidate with a better idea of whether the company is a good fit before an offer is made. In order to prepare adequately, gather information on the type of work you will be doing and any details you can find out about your day-to-day responsibilities.

### Structure:

- Ask for a trip itinerary and get the names and titles of all individuals who will be interviewing you ahead of time.
- Expect to be interviewed multiple times throughout the day.
- Companies might also conduct testing or ask you to give a formal presentation in the interview.
- Greet each new person enthusiastically and answer the questions as if it is the first time, every time.

## On-Campus Interviews:

On-campus recruiting (OCR) makes it easier for students and employers to connect and to help students have the best interviewing experience at one convenient location – Ohio State’s campus!

- The on-campus interview is usually an initial interview. 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 September through March.

## Missed On-Campus Interview Policy:

- No Show is defined as an unexcused absence from a scheduled interview (either not showing up or canceling less than 48 hours in advance).
- If a late cancellation is unavoidable, call ECS as soon as possible.
- Send your apology letter within 48 hours, mention the reason, express sincere regret, and request a telephone interview.
- If you miss an interview, a hold will be placed on your CareerEngine account. You will not be able to schedule additional on-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.
- Two unexcused absences result in one semester of ineligibility for on-campus interviewing. Three such events will terminate your interviewing privileges for the academic year.

# TYPES OF QUESTIONS: STANDARD

Standard questions might seem so simple that you do not need to prepare, but your answer to each should be polished and sharp. Prepare your responses to standard interview questions and practice speaking them out loud.

## Examples:

- Tell me about yourself.
- What are your greatest strengths?
- Where do you see yourself in ten years?
- What is your biggest weakness? How do you deal with it?
- How would your co-workers or classmates describe you?
- Why do you want to work for X Company?

When the employer asks, “Tell me about yourself,” be prepared with a brief academic summary, quick highlight of strengths and interests, relevant experience, current goals, and career interests. Connect these to the position for which you are applying and do not assume that everyone in the room has read your resume.

“I am a recent graduate from The Ohio State University with a BS in mechanical engineering. I have a strong interest in environmental engineering, which I also minored in. With two co-op rotations at XYZ Company, I worked on several sustainability initiatives focusing on minimal disruption to the natural ecosystems within national parks. During my internship with 123 Engineering, my contributions focused on SolidWorks designs and communicating with customers to understand their needs. I enjoy hands-on work and being active; during college I was president of Design for Good and actively involved with the Green Engineers organization. With my design experience and passion for environmental engineering, I am excited about the possibility of making contributions to your company in this Sustainability Design Engineer role.”



# TYPES OF QUESTIONS: BEHAVIORAL

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 given a similar situation. It would be ideal for employers to observe you at work or on a project team but, because that is 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 S.T.A.R. format to structure your examples.

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



“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 online 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 and reduce weekly administrative time by 3 hours.





# TYPES OF QUESTIONS: BEHAVIORAL

## Examples:

- **Interpersonal/Conflict Management:** Describe a time when you experienced a problem or disagreement with a peer or co-worker. How did you handle it? How did it turn out?
- **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.
- **Technical Knowledge/Skills:** Tell me about a time you were required to draw upon all your experiences and skills. What additional knowledge did the task require? How did it turn out?
- **Time Management:** Give me an example of a time when you had to work under a tight deadline.
- **Initiative:** Tell me about a time you did more than required at a job or for a class assignment.

*TRY THIS!*

	USE THE S.T.A.R. FORMAT TO WRITE YOUR OWN RESPONSE TO ONE OF THE EXAMPLE QUESTIONS ABOVE.

# TYPES OF QUESTIONS: TECHNICAL

Technical interviews are common in engineering 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.

## Examples:

- You have five bottles with pills. One bottle has 9 gram pills; the others have 10 gram pills. You have a scale that can only be used once. How can you find out which bottle contains the 9 gram pills?
- What are the 7 layers of the OSI model?
- If  $x$  amount of weight was applied to a cable with a cutoff of  $xx$  weight, how much force would a motor have to produce to cut-off the cable?
- Given a string, find the minimum window containing a given set of characters.
- Can Bernoulli's principle be applied on gases? Explain.

## Structured Method for Answering

### Technical Interview Questions:

1. Restate the problem.
2. State assumptions and ask clarifying questions.
3. Quickly overview the approach you are going to take and confirm.
4. Prove the solution correct.

The goal of technical interviews is not always to answer perfectly. Rather, the interviewer is trying to see how you think when faced with a difficult problem.

Use tools like a whiteboard or notebook to show the thought process of your answer.



# CLOSING THE INTERVIEW

## Considerations:

Observe and research to understand the following:

- Where would you work? (facility/conditions)
- Do the job circumstances and conditions appeal to you?
- What are your long-term opportunities with this employer?
- What is the past and projected growth of the company, department, or division in which you will work?
- How are they different from their competitors?
- Do you like the city/region where the company is located?
- Are the employees interested and involved or stressed and anxious?
- Do employees relate positively to management?
- Do people greet one another in a courteous manner?
- Who will be your supervisor and what is their supervision style?
- Will you work alone or with others? Travel? (% of time)
- Where do most people who work there live? What is the commute like? (options? drive? public transit? bike?)

“Those are all the questions we have for you. Do you have any questions?”



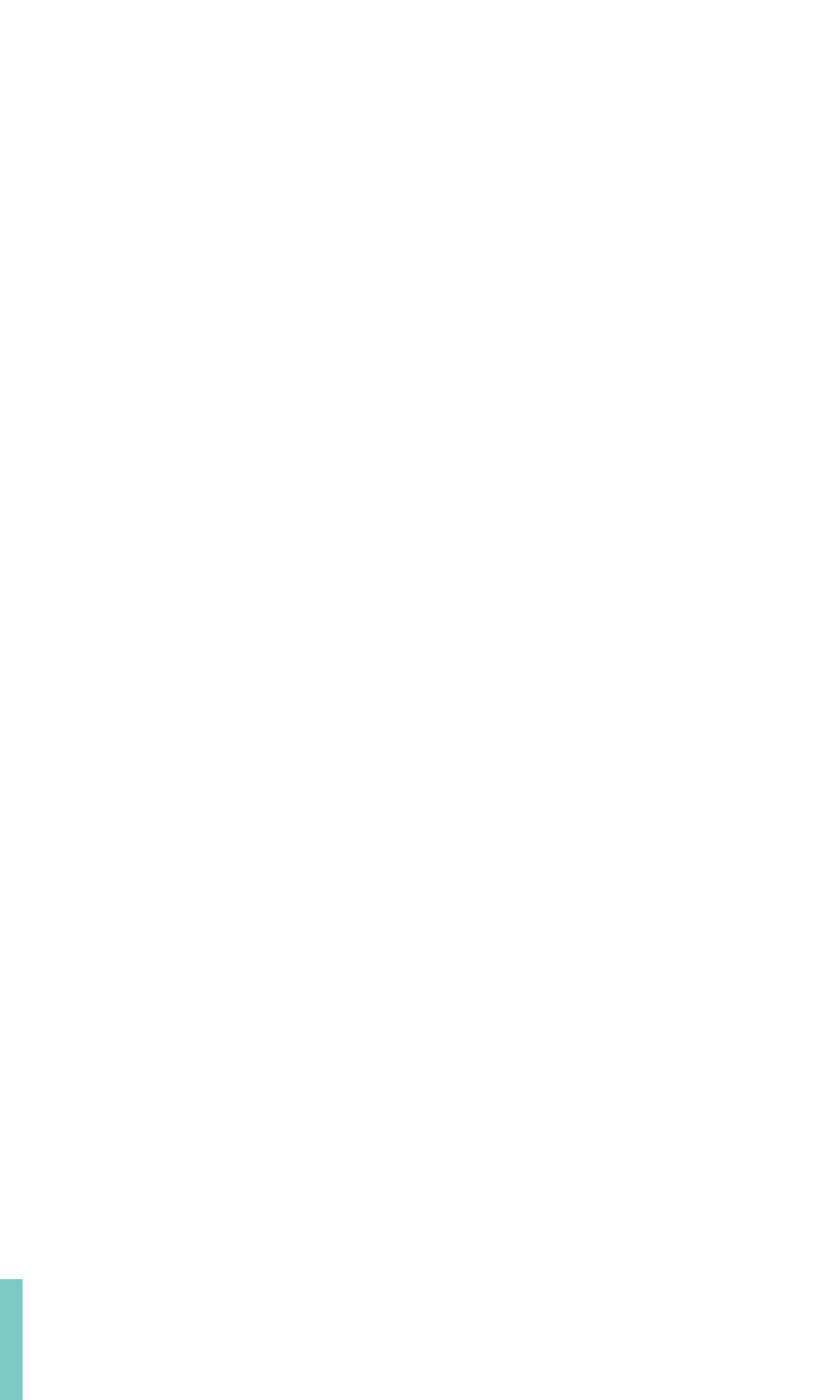
## Example Questions to Ask:

- How would you describe a typical [day/week/month] for a person in this position?
- What skills or traits are important in making a person successful in this position?
- If hired, what training is available to expand my skills and keep them up to date?
- What is your favorite part about working for [X Company]?
- How would you describe the work culture at [X Company]?
- Is there a team or department that this position collaborates with and what does that relationship look like?
- What are some of [X Department]’s current priorities and projects?



## Avoid:

- Asking about salary and benefits. This should not come up until after an offer is made.
- Asking questions that the interviewer has already answered during the interview; doing so implies that you were not listening.
- Not asking questions. It is important to have 3-5 prepared questions to ask in order to show your research and genuine interest in the company and position.



# HANDLING JOB OFFERS

Congratulations, you received a job offer! While exciting, do not accept the job offer on the spot. Gather information to help you decide if the offer is right for you. Also make sure to get all offers in writing.

## **Interested but not ready to make a commitment...**

- Express interest in the position and appreciation for being selected.
- Identify what questions you need answered in order to make a decision (start date, location, relocation assistance, salary, benefits, etc.).
- Determine how much time would be optimal in deciding — and ask for it (ideally within 4 weeks of obtaining the offer).
- Contact other pending opportunities (if applicable), let them know you have received an offer, and find out if you are still a viable candidate.

## **Not interested...**

Respond courteously to all offers via email or phone (see sample decline offer letter on [pg. 16](#)).

## **Report Your Job Offers:**

Maintain the value of your degree by reporting ALL job offers, regardless of if your offer was a result of ECS services. ECS collects and distributes statistical information on hiring patterns and salary offers received by all Ohio State engineering students. Information you provide is used for statistical purposes only (your name will not be connected to your data in published reports). Salary information helps you evaluate your own offers and helps employers establish competitive salaries.

Report by visiting: [ecs.osu.edu/report](https://ecs.osu.edu/report)

## **Reneges Policy:**

Reneged: (*verb*) to fail to carry out a promise or commitment.

Never accept a job with the intention of turning it down if "something better" comes along. Not only is it inconsiderate and unprofessional, it also reflects poorly on Ohio State and might negatively impact another student's opportunities with that employer. Also, employers communicate with each other, and you do not want to get a bad reputation.

After you have given your decision careful consideration and accepted an offer, stop looking. Inform other employers who have extended offers that you have accepted another position. Do not accept further interview invitations or search further. Come to an ECS Advisor if you are in a position where you are considering renegeing.

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



# JOB OFFER: COMPENSATION

## For more information about earnings:

- Visit the Statistics section of the ECS website for annual wages and salary reports of OSU engineering students.
- Check Statistics on the ECS website and use the NACE Salary Calculator to project your target income based on location, occupation, industry, education, and work experience.
- Consult the ECS Job Blog for a more thorough how-to guide on negotiating salary.
- Attend an ECS Salary Negotiation workshop.

### TRY THIS!

USE SALARY RESOURCES LISTED ABOVE TO RESEARCH THE MARKET VALUE OF YOUR POSITION.	
Salary/Hourly Wage:	Resource:
Average Range:	

## Other Important Considerations Related to Compensation:

### Specific to Co-op/Internship:

Housing and relocation assistance is an important consideration for students accepting co-ops/internships. Some employers provide financial assistance to help with your costs of moving to another city for work. Find out if the company offers housing benefits.

### Specific to Career:

When evaluating a full-time job offer, consider the total compensation package in addition to the starting salary. Read the fine print of your benefits package, which may make a difference between accepting one offer over another. Also, (if applicable) consider the position's bonus structure and how often you will be eligible for a pay raise. Here are some basic elements of a standard benefits package:

- Medical insurance
- Life insurance
- Disability insurance
- Time off (paid and unpaid)
- Retirement, pensions, and 401Ks
- Stock options, profit sharing, etc.
- Flexible scheduling
- Tuition reimbursement
- Dependent care
- Legal services
- On-site services

# SALARY NEGOTIATION

Employers determine salary based on many factors: market conditions, current supply/demand for your major and skills, job level 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: More education does not automatically result in higher pay, since it is only one of many factors.)

It is not always appropriate to negotiate. Before considering negotiation, think about one important question: “What about this offer is unsatisfactory?” As with almost all job search activities, research is especially important during salary negotiation. Know what you are worth, so that you are not undervalued.

## Possible Reasons to Negotiate Salary:

- The offer is not the current market rate for your major and degree level. Check the resources (pg. 32) 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 send 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. However, it could be a valid factor in choosing amongst multiple offers.

Negotiate only if you are seriously interested in the opportunity. Once you have done your homework and have the facts:

1. Call the person who issued your offer well in advance of your deadline.
2. Reaffirm your interest and fit for the opportunity.
3. State your concern, and back it up with facts.
4. Ask, do not demand.
5. Be prepared for both yes or no replies.

If they say yes, they will expect you to accept. In either case, ask for a day or two to think it over. Even if the offer does not change, you may decide it is the best one for you. Remember your goal is to find a place where you can enjoy your work and succeed financially.







**ENGINEERING CAREER SERVICES**

**199 HITCHCOCK HALL  
2050 NEIL AVE  
COLUMBUS, OH 43210**

**614-292-6651  
614-292-4794 (FAX)**

**[eng-ecs@osu.edu](mailto:eng-ecs@osu.edu)  
[ecs.osu.edu](http://ecs.osu.edu)**

