CAREER & PROFESSIONAL DEVELOPMENT @ CMU

Graduate Student Orientation
Presented by: College of Fine Arts, Dietrich College, Heinz College, & Mellon College of Science

Tuesday, August 16th, 2016
Your Career Consultants

Katie Cassarly
Jimmy Fabrizio
Diane Taylor
Dave Fortna

Career & Professional Development Center
Heinz College
# CPDC Overview

We empower students and alumni to optimize their professional and life potential through career exploration, experiential learning, and connections with employers & opportunities.

## Career Consultants
- Staff members who assist students with all aspects of the career planning and job search process
- Assigned to specific student populations by college and major

## Employer Relations
- Staff members dedicated to employer development and recruiting operations
- Manage all on-campus career fairs, recruiting events, and interviews
Heinz Career Services Overview

- Ron Delfine, Director Advisor for MSISPM & MSIT
- Anita Nichols, Advisor for MSPPM (MS3, MS-JD, MS-MBA) / MPM
- Dave Fortna, Advisor for MS-DC, MS-DA, and HCPM
- Maureen May, Advisor for MEIM
- Terri Alderfer, Advisor for MISM, MISM-BIDA
- Christine Sundry, Advisor for MISM
- Jessica Bowser, Advisor for MAM
- Rebecca Clarkson, Recruitment Coordinator

Hamburg Hall, lower level (A002)
Office Hours
Monday – Friday 8:30 a.m. – 5:00 p.m.
Career Consultants

Schedule an appointment with your career consultant to discuss:

- Resume/Cover Letter/Portfolio Reviews
- Networking: Strategy & Communication
- Interviewing Skills & Mock Interviews
- Job/Internship Search
- Job Fair Preparation
- Job Offer: Evaluation & Negotiation
CPDC Website

- Identify interests
- Explore career options

- Research companies
- Networking
- Interviewing
- Job Offers and Negotiating

- Tips for creating job search documents
- Sample documents

- “Elevator pitch”
- CPDC workshops
- Career fair and information session details
Additional CPDC Website Resources

- Browse Resources/Resources by Population
  - Click on your School/College to view targeted resources
  - [http://www.cmu.edu/career/resources/index.html](http://www.cmu.edu/career/resources/index.html)

- CMU Offer Policy
  - All students and employers participating in on-campus recruiting at CMU agree to abide by the Offer Policy
  - [http://www.cmu.edu/career/employers/offer-policy/](http://www.cmu.edu/career/employers/offer-policy/)
Handshake

• Handshake is CMU’s recruiting platform for students and employers

• Use Handshake to:
  o Schedule appointments with Career Consultants (CPDC only)
  o RSVP for career fairs and career events
  o Apply for on- and off-campus jobs and internships
  o Sign up for on-campus interviews
  o Research employers/organizations that recruit at CMU
  o Upload your resume/cover letter for employers to view

https://cmu.joinhandshake.com
Use Andrew ID & password to login

Carnegie Mellon University
Handshake Basics – Update Your Profile

- **Setup your Profile**
  - Upload Resume
  - Basic Info
  - Education
  - Work Experience
  - Extra Curriculars
  - Your Skills

- **Upload a public resume that will be viewable to employers**

- Add relevant information from your resume to your profile:
  - Undergraduate Education
  - Work Experience
  - Internship Experience
  - Academic/Research Projects
  - Skills

- Add as much information as possible to ensure you show up in employer search results!

Carnegie Mellon University
# Handshake Basics – Career Appointments

Select the category for your school/college, degree level, and academic program

<table>
<thead>
<tr>
<th>Choose a Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started with the CPDC</td>
</tr>
<tr>
<td>For any undergraduate student just getting started with exploring the CPDC resources and services, seeking help finding an on-campus job, or interested in participating in job shadowing opportunities.</td>
</tr>
<tr>
<td>College of Engineering - Undergraduate ChemE, CivE, and all BME</td>
</tr>
<tr>
<td>For undergraduate Chemical Engineering and Civil Engineering majors as well as all Biomedical Engineering students.</td>
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<tr>
<td>College of Engineering - Undergraduate ECE &amp; MSE, and all EPP</td>
</tr>
<tr>
<td>Ray Mizgorski sees undergraduate Electrical &amp; Computer Engineering and Material Science Engineering majors as well as all Engineering &amp; Public Policy students.</td>
</tr>
<tr>
<td>College of Engineering - Undergraduate MechE</td>
</tr>
<tr>
<td>Lisa Dickter sees undergraduate Mechanical Engineering students.</td>
</tr>
<tr>
<td>College of Engineering - Graduate: CHEME, ECE, EST&amp;P, MSE, MECH&amp;E, MII-PS</td>
</tr>
</tbody>
</table>

Choose the appointment type that best fits your needs – may need to scroll to see all types

<table>
<thead>
<tr>
<th>Choose an Appointment Type</th>
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</thead>
<tbody>
<tr>
<td>Mock Interview and/or Interviewing Skills with Julie</td>
</tr>
<tr>
<td>Discuss how to best prepare for an upcoming interview or practice your interviewing skills in a mock environment.</td>
</tr>
<tr>
<td>Graduate School with Julie</td>
</tr>
<tr>
<td>Questions about researching, selecting, and applying and preparing for graduate school.</td>
</tr>
<tr>
<td>Elevator Pitch and/or Job Fair Prep with Julie</td>
</tr>
<tr>
<td>Develop or practice your professional self-introduction when first greeting employers. Learn how to sell yourself as a candidate and make the most of a job fair.</td>
</tr>
<tr>
<td>Networking with Julie</td>
</tr>
<tr>
<td>Learn benefits and strategies for setting up and growing the connections in your professional network.</td>
</tr>
<tr>
<td>Career Exploration with Julie</td>
</tr>
<tr>
<td>To explore career options in your major, field(s) of interest, etc.</td>
</tr>
<tr>
<td>Resume / Cover Letter / Portfolio Review with Julie (15 min.)</td>
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Drop-in office hours (no appointment necessary) may also be available within your department – stay tuned for information from your career consultants!

Heinz Students: Scheduling appointments will be discussed at your programs Career Orientation.
## Handshake Basics – Fairs & Events

### Fairs

- Select fairs you plan to attend:
- Click “Join Event” to register
- You will receive a confirmation email, and the career fair will appear under “Upcoming Career Fairs” on your Events tab

### Events

- Includes both employer recruiting events and CPDC workshops
- Events organized by this week, this month, and future – can also use the Search tab to find specific events
- Events you are confirmed to attend are displayed on the right-hand side under Your Appointments, Career Fairs, Interviews, and Events (also on homepage under My Events)
You may apply for any job on Handshake, but many employers will only consider students who meet all qualifications.
## Fall Events

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 12</td>
<td>Employer Information Sessions Begin</td>
<td>See Handshake for dates/times, locations, and registration</td>
</tr>
<tr>
<td>Sept 13</td>
<td>Fall Encompass CMU Career Fair</td>
<td>University Center, 10am – 5pm</td>
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<tr>
<td>Sept 19-21</td>
<td>Technical Opportunities Conference (TOC)</td>
<td>University Center, 10am – 5pm</td>
</tr>
<tr>
<td>Sept 26</td>
<td>On-Campus Interviews Begin</td>
<td>Must be selected by employer in Handshake application process</td>
</tr>
<tr>
<td>Oct 13</td>
<td>Spark Career Fair: Startups &amp; Emerging Companies</td>
<td>University Center, 10:30am – 2:30pm</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Last Day of Classes/Last Day of Employer Info Sessions &amp; On-Campus Interviews</td>
<td>Recruiting begins again in the spring semester!</td>
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</table>
General Q&A

• Stay tuned for communication from your career consultants regarding workshops, events, and resources
• We look forward to meeting you!

CPDC Contact Information

CPDC Advising Center – West Wing Building, 2nd Floor
Hours: Monday – Friday, 8:30am – 5:00pm
Phone: 412.268.2064

Heinz Contact Information

Heinz Office: Hamburg Hall, lower level (A002)
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m
Phone: 412.268.2166