Career Services
Graduate Newsletter

Did you know that Career Services can assist you with your career planning needs? From resume review to mock interview, we offer something for everyone.

Feel free to either make an appointment with your Career Advisor, or stop by Room 270.

Our newsletter offers ideas on how to prepare yourself for the new and exciting journey ahead.
FACTORS THAT COULD DECIDE WHETHER YOU GET THE JOB

Getting the interview is the easy part. How do you come out of the interview with a potential job offer? Well, here are some factors that we hope can prepare you.

The First Impression - there's a saying that you never get a second chance to make a first impression. This is especially true in an interview.

Most interviewers make their minds up in the first five seconds as to whether you are right for the company or not. If they like what they SEE. According to Career Builder, statistics show you are 80% of the way to getting the job.

A Smile - smile naturally at everyone you meet when you arrive at the office. I'm not going to go into clothes, as common sense prevails with that issue. Our advice is don't wear showy jewelry, overpowering perfume or aftershave or anything else that distracts the interviewer from focusing on you and please, don't forget to lose the excess body jewelry!

Your Mindset - the interview is part of an attempt to solve your potential employer's needs, wants and desires. At this moment you are not part of their solution. The only way to become part of their solution is to understand their needs or problems. To do this you need to ask questions related to how you can help solve the potential employer's problems.

Understanding the Mind of the Employer - Understand the purpose and reasoning behind questions and areas being discussed. To illustrate the power of this, here is a sticky interview question: "Tell me a little bit about yourself?" It's a commonly asked question and it never fails to put interviewees off-balance. No life stories please. Keep it short and keep the answers professional. Once you understand the reasoning behind the question, it's suddenly a cinch to answer the questions “Why should I hire you?”

These other basic things help mold an impression: your appearance, your manners, and your attitude. Project the wrong impression and you won’t fit in. Project the right impression and you have a fighting chance.

"To know and not do is not yet to know"

Project the wrong impression and you won’t fit in. Project the right impression and you have a fighting chance.
YOU GOT A JOB INTERVIEW BUT NOT THE JOB?

The interviewing process:

When you get the interview but evidently forget to sell yourself, it could be you are missing the key hints during the interview. The following are some ideas:
The employer is already aware of what you can offer but of course would like to know more about that. So they will ask you questions, most of which will focus on what you've done in the past.
Interviewers often try to use your past to predict your future with their organization - but it's your future you're there to discuss, and the future of the company you want to work for - not the past.
The more an interviewer shifts from talking about your past to your present, to your future, the closer they are to thinking seriously about hiring you. "What kind of job are you looking for to compliment your degree?" is a question that focuses on the present. "Where do you see yourself in five years' time if you were offered this job?" is a future based question and a definite good signal.
You will have to answer questions about your past but the faster you can get the conversation focusing on the future, the better your chances of getting the job!
Just remember that you are being interviewed so they can see how you can solve a particular frustration of problem they have. That's what you are there to discuss.
Don't forget to ask questions that help you understand what their problems are then show them how your education, skills and senior projects can help solve those problems for them.

Talk to me about attitude

Managers agree about attitude - it separates the winners from the losers and, it can be more important than experience.

"Give me someone who's enthusiastic and motivated," explained one manager. "Someone who's really excited about coming to work for me...someone who looks bright, alert, alive...someone who'll look me straight in the eye...someone with an honest wide open smile...someone who's not afraid to say that they really want this job."

So then, it is true...Attitude is everything!

The more an interviewer shifts from talking about your past to the present, to your future, the closer they are to thinking seriously about hiring you"
Influencers Can Help You Get a Job

Influencers are people who can aid you in your job search. They may be able to pass your name along to colleagues or give you contact names. Do you know influencers who can help you advance your career?

When you hear a career advisor speak about the need to get to know the "influencers" who can help with job hunting, you may have a difficult time understanding the term or how to get in touch with these influencers.

The career advisor was talking about networking with the right people -- those who can influence employers or others to hire you. Influencers know many of the right people and can facilitate your job hunt by passing your name along to colleagues, or giving you the names of people to contact.

Don't underestimate the importance of knowing the right people: 90 percent of hiring managers prefer to find candidates internally and through networking. In fact, according to Career Builder, 44 percent of HR professionals fill up to 25 percent of their openings before ever publicly advertising them.

"The magic of networking is it's often not the first person you speak to who will help you, or even the second or third." "It could be the fourth person, someone you talk to as a result of two other interviews who ends up being a good match for you." And because the first person you speak with may not be the one who can hire you, it's especially important to pick an individual's brain to see if he knows people to whom he can refer you.

Getting to know influencers can be tricky but you need to jump on getting out and rubbing shoulders with people who can help you.

Remember, the time to start building influencers is NOW. Get to know your classmates especially. You never know which of them can become the most influential to your career.

*It is no use saying "we are doing our best". You have got to succeed in doing what is necessary* - Winston Churchill

"Don’t underestimate the importance of knowing the right people"
Building your network of professional contacts is the very best way to get that first job in your field and then move on up. You can, and should, start this today...even in your first term at DeVry.

- Immerse yourself in your field of study.
- Find out where you might best enjoy using your degree.
- Get involved in an education related position by taking advantage of our co-op program – see Sandra Collins in room 100.
- Read professional journals and the business section of the newspapers.
- Join the student chapter of the professional organization that applies to your degree program.
- Come by room 116 and meet the Career Advisor for your degree and see what current graduates are experiencing.

To build that network you need to talk to everybody

- Find out who your professors know in the field.
- Schedule informational interviews with people that are working in your field.
- Find out what family – uncles, aunts, nieces, etc. – do and who they know that could be helpful in learning about the world of work that you will be entering.
- If you are working, find out what your customers do for a living and who they might know.

The list can go on and on, get creative!! The more you know about your field of study and the more people you talk to about it, the more vital your personal network becomes. Getting that “just right” step into your career can become more certain and you will certainly be more informed.

"It is important to feel that you're expected to make a difference--and that you are qualified to do so"

“The more you know about your field of study and the more people you talk to about it, the more vital your personal network becomes"
New Rules on Dressing For Success

As you prepare for life after college, keep in mind that the business world is a club. When you participate, you become part of a team. And teams work best when people are all on the same page.

Appearance can do a lot for your second, third, and 40th impressions. If you look sharp, people will think you are sharp. And, though it might not be fair, people hire and promote people who are like themselves.

Do not stand out for how you dress. Stand out for your intelligence, competence, and creativity. If you dress in a way that makes people look at your clothes, you might as well be saying, "Look at me for my clothes." Would people describe you as "the organized one everyone can depend on" or "the one with zero sense of fashion"? Clothes can be a distraction, and you want attention paid to what you say and do. Keep in mind that boring fashion stands out as much as flashy fashion.

Consistency in the workplace breeds trust. If you dress in a consistent way each day, you will convey a sense of stability. Don't change your hair color every few months. Don't show up in a suit most days and jeans every so often. Be a person known for consistency in all aspects.

Don't forget the small stuff. Eyebrows. Glasses. Socks. Briefcase. All these contribute to your image. Don't miss the details in your office dress, or people will think you'll miss the details in your office work.

So think very hard about image and what you want to convey. It may take some time, but the road to the top always does.

The "as if" principle works. Act "as if" you were not afraid and you will become courageous, "as if" you could and you will find you can.

Vincent Pearle

"Clothes can be a distraction, and you want attention paid to what you say and do"
Pre-Employment Tests

Several companies now require one or more form of pre-employment testing. Please be aware of the following:

**Phone Screen:**
Your phone conversation could be a test of your abilities, voice tone and communication skills. If you are not alert enough for a phone interview, take the employer phone number and company name and call back when you are more responsive.

**Aptitude Test:**
May consist of several technical questions.

**Drug Test:**
Could range from blood, Urine or the newest popular method of drug screen - HAIR.

**Background Check May Include:**

**Credit Report:**
To show your stability and consistency in following up on your responsibilities.

**Criminal Record:**
To confirm information on you job application. If you have an offence on record, please inform your Career advisor. Being honest, frank and upfront from the beginning of your job search will help you.

**Driving Record:**
Most companies are hesitant in giving their vehicle to an employee with several traffic violations because it can cause a great increase in the cost of their insurance.

Be aware that companies differ on policies. 2-3 traffic violations does not necessarily mean the end of a job offer.
### Region 4 (Great Lakes)
- General Motors Corp.
- Microsoft Corp.
- GE
- Ford Motor Co.
- IBM
- Proctor & Gamble
- Johnson & Johnson
- 3M company
- Eli Lilly & Co.
- Lockheed-Martin Corp.
- DaimlerChrysler
- Intel
- Toyota of America
- Abbott Laboratories
- Caterpillar
- Honda of America
- Medtronic Inc.
- Dow Chemical
- Siemens
- Hewlett Packard
- Lucent Technologies

### Region 5 (Mid/Southwest)
- Microsoft Corp.
- IBM
- Proctor & Gamble
- General Motors Corp.
- Chevron Texaco
- Lockheed Martin
- Johnson & Johnson
- Exxon-Mobil
- Ford Motor Co.
- Texas Instruments
- Shell Oil
- Dell Computers
- GE
- Caterpillar
- Dow chemical Co.
- Motorola Inc.
- The Boeing Company
- Schlumberger
- NASA
- Intel
- Pacific Gas & electric

### Region 6 (West)
- IBM
- Intel
- Microsoft Corp.
- Hewlett-Packard
- Lockheed-Martin Corp.
- The Boeing company
- Chevron Texaco
- Motorola Inc.
- Sony Electronics
- General Motors Corp.
- Turner Construction
- Accenture
- GE
- Raytheon
- Johnson & Johnson
- Ideo
- Sun Microsystems
- Cisco Systems, Inc.
The Internet And Your Career Search

If you are wondering about the best way to search for a job on the information super highway, also known as the "internet", here is a tip on how to cut down the time you may spend filtering through the information.

*Using www.monster.com as an example:*

Select "search jobs"
Look for the option "research companies"
Select a state on the map
There will be a list of companies in alphabetical order, to scale them down:
Search for the jobs by "CITY"
Type in a keyword (example: type in "technical")
This option will target positions that are of interest to you

For additional help on job searching on the internet, please visit: www.wpi.edu/admin/cdc/resources/srchnet

Some Internet Web Sites to Visit

America's Job Bank  www.ajb.dni.us
Best Jobs in the USA  www.bestjobsusa.com
Brass Ring  www.brassring.com
Career.com  www.career.com
Career Builder  www.careerbuilder.com
Dallas Morning News  www.dallasnews.com
Employment Weekly  www.ceweekly.wa.com
E-Span Employment Database  www.joboptions.com
Federal Government Agencies  www.lib.lsu.edu
Federal World  www.fedworld.gov
Head Hunter  www.headhunter.net
High Technology Career  www.jobweb.com
International Careers  www.jobweb.com
Web Jobs USA  www.webjobusa.com
Monster  www.monster.com
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At
Keller Graduate School of Management

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DID YOU KNOW...
That DeVry graduates can be exempted from up to 25% of their Master's coursework at Keller?

DID YOU KNOW...
That people with Master's degrees earn an average of 25% more than people with just a bachelor's degree. Based on a $45,000 salary that is an average of $11,800 additional income per year?

Degrees offered at Keller:
Master's in Business Administration (MBA)
Master's in Information Systems Management (MISM)
Master's in Project Management (MPM)

Please call (972)621-8520
or
Stop by Room 146 to see Jamie or Jennifer for more information
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