AIChE Meeting Minutes

09/17/2013

* Announcements
	+ Highway Clean-Up
		- Saturday Morning on October 5
		- Transport: meet by the dumpsters at 8:30 am and the officers will drive everyone
	+ Treasurer Elections
		- Nominations: Seth Ostlie
		- Seth is the new Treasurer
	+ Sign-Up for AIChE
		- SAChE (free)
			* Take the initiative to show you care about safety
			* Videos or Study Guide to take a test
			* Receive certificates
	+ Annual Conference
		- September 22 is the last day for reduced registration
		- Stay after the meeting for more information
	+ Dues
		- $5 per semester
* Presentation by Dr. Darrell Sawyer
	+ Career Fair
		- September 24 in the King Center
		- 115 companies registered to attend
		- Approximately 40 interested in ChemE’s
		- Companies are looking for interns, co-ops, and full time
		- Some are regular names, others are not as familiar
			* Do some research before the career fair
			* Companies see it as a turnoff when students don’t have a general knowledge of what they do
		- Gold Mine System
			* Career Center on the school website
			* Sign in as a student
			* Career Events near the top, select the career fair, do an advanced search by major and type of position
	+ Information Sessions
		- 19 companies hosting
		- Open to all students
		- Good way to make an impression
		- More time to talk to the company and express your interest
		- Free food and items
		- Business casual attire and ask questions
		- Introduce yourselves to the representatives
		- Get there early and meet them before the event starts
	+ Get ready by:
		- Update and proof resumes
		- Research employers
			* Create a “Cheat Sheet” of questions to ask the company
		- Develop a “Top 10” list of companies and also second-tier list
		- Practice a 30 second introduction
		- Plan your attire
		- Be professional (care about personal hygiene)
	+ Tips
		- Bring many copies of your resume
		- Be positive
		- Approach with a smile and a firm handshake
		- Be professional
		- Be aware of body language/posture
		- Ask questions
		- Show interest
		- Smile
		- Eye contact
		- Introduce yourself
		- Focus on the current recruiter
		- Thank the recruiter, shake hands, and smile
		- If they are alumni, bring up a professor or class to make a connection
	+ Don’t
		- Ramble
		- Have unclear career goals
		- Respond with yes/no answers
		- Not have questions
	+ Interviews the Next Day
		- Familiarize yourself with behavior-based interview questions
		- Can be found in the Career Center office or online
		- Idea: get a copy of the questions and come up with answers beforehand
			* Gives confidence
			* If you can’t think of an example from a work experience, use classes or organization involvement
			* Think broadly
			* Use “I” a lot
			* Show that you know how to ask questions
	+ Employer Feedback
		- Use good interpersonal skills
		- Dress and present yourself as a professional
		- Don’t limit yourself geographically
			* Find out how you feel about the area for 3 months before potentially moving there permanently
	+ Future Workshops
		- Career Fair Pointers
		- Social Media
		- Job Search Strategies
	+ Mines Advantage
		- Professional development program
		- Gain experience in 6 core areas to supplement classroom knowledge
		- Become more marketable
		- 2 core requirements for each area and also 3 electives
		- Incentives as the program progresses
		- Can be discussed in an interview
			* Companies look for these skills
		- Sign up through Mines Link
	+ Questions
		- How to make the most of the first few minutes?
			* Project yourselves
			* Make eye contact
			* Show interest in the company and what they do
			* Make sure you can be heard
		- Balance between you talking and the representative talking?
			* Make the connection
			* Ask them questions so they know you are interested
		- Talk with older students that have already had an internship with a company