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