World Café Topic Summaries

Working in a Virtual World

● It’s a self-disciplined job
  ○ You report to a computer

● Pros:
  ○ Flexibility
  ○ Travel
  ○ No commute

● Cons:
  ○ Less social interactions
  ○ Lonely lunches

How to Prepare for an Interview

● S.T.A.R. Technique: Using this method of answering interview questions allows you to provide concrete examples or proof that you possess the experience and skills for the job at hand.

1. (Prepare) – Listen to the question and think of an event.
2. Situation – Describe the event or situation that you were in.
3. Task – Explain the task you had to complete.
4. Action – Describe the specific actions you took to complete the task.
5. Result – Close with the result of your efforts.
Use a Mirror for phone interviews – nonverbal cues are important and even more so in a phone interview. Your facial expressions change the qualities of your voice that can be heard by the interviewer.

Interviewers look for how well you communicate and your ability to learn – you don’t need to know everything, but you do need to be able to learn.

You are on a stage. From the moment you leave your home you are on Stage. You never know who you will meet.

Ask “Smart” questions – do your homework on the company before planning questions. You should not ask anything where the answer is on the website.

- What are the top priorities of this role?
- What are the top 3 biggest challenges for the person coming into this position?
  - What are the most important skills for position?
- What attracted you to this company?
- What would you like the person in this role accomplish in the first 6 months to 1 year?

How to find Research & Internship experience

- Ask lab instructors
- Ask Professors
- Use LinkedIn
  - Connect with various people on campus and in Industry
- Use Handshake before and after an interview
- Do your homework for an interview to find out more about the company and the Department to ask intelligent questions
- Attend a lot of career fairs
- Have a good GPA
  - At CSUN, 16 units can be retaken and the old grade expunged. Then, there are an additional 12 units where the average of a retaken classes is recorded.
  - Depending on the academic institution’s policy, grades from previous academic efforts may or may not be included in your GPA.
  - For returning students, there may be opportunities to minimize the effects of youthful poor grades. Contact your academic advisor.
- Network
  - Can help when you have a lower GPA
  - Your network might recommend you based off of your skill sets instead of GPA
- When attending a tour, thank your tour guides
  - Use LinkedIn or email.
  - If you are interested in a position let them know
- When you have a task, finish on the deadlines and to the best of your abilities. Do not make promise that you cannot keep.
- When applying for internships, a majority of the time the questions tend to be behavioral

How to Find a Job in Your Field

- Join a professional society student chapter (Ex: SWE, SHPE, NSBE, ASME, ASCE, etc)
- LinkedIn
Post items that differentiate you from everyone else

When mentoring with a company, come prepared with a list of questions
  o Ask questions of things you would like to learn about

Networking via LinkedIn & in Person

  o Follow Companies that you are interested in
  o 10 Basic Steps to get started on LinkedIn
    o Upload Professional Photo
    o Add your industry and location
    o Customize your LinkedIn URL
    o Write a compelling summary/bio
    o Describe your experience
    o Add at least 5 skill sets
    o Add awards, special projects, certifications, & volunteer experience
    o Connect with 50+ contacts
    o Set your career interests
    o Turn ON “let recruiters know you are open”
  o Consider upgrading to Premium for the duration of your job search.
  o Ask for recommendations
  o Ask yourself, what are appropriate posts
    o You want professional posts on LinkedIn

Salary Negotiation

  o Always ask
  o Things to negotiate
    o Salary
    o Vacation/Sick leave
    o Start Date
    o Sign-on Bonus
    o Relocation
    o Advancement ladder – steps and duration
  o Do your research

Work-life Balance

  o Set boundaries
  o Work will always be there
  o You won’t lose your job if you set boundaries
  o Better to be respected than liked
  o When you go to bed, turn off your phone
  o Don’t bring your phone to the table/meals
  o Prioritize
  o Communication/negotiation
  o Set Goals for yourself
  o Search of the right job
  o Work wisely
● Know when to say “No”
● Maternity/paternity leave – duration and paid?
● Family leave – sick child, parents, etc.