Preparing for the Virtual ACES + LAS Career Fair: Science Majors
Who are we?

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Are there any benefits?

Yes!

- Shorter time commitment
- Not locked into one location
- Easier for introverts
- Less sensory overload
- Accessible to anyone with an internet connection
September 24, 2020
8 a.m. - 5 p.m. Central (CST)
go.illinois.edu/ACES_LAS_Virtual

Illinois ACES + LAS Virtual Career Fair 2020
Learning Outcomes

How do I prepare?

What can I expect the day of the fair?

What do I do after the fair is over?

How do I use Handshake/LinkedIn?
Pre-Career Fair Preparation

• Identify your goals
  • Get comfortable with the Career Eco platform
  • Research companies
  • Update (or create) your virtual profiles
  • Update (or create) your resume
  • Register, upload resume, and signify interest in companies several days in advance
• Prepare your elevator pitch
• Ready your professional attire
• Prep your professional space
Pre-Career Fair Preparation

• Identify your goals

• Get comfortable with the Career Eco platform
  • Test your internet connection and browser in advance!
  • MUST have Chrome or Firefox on a desktop or laptop

• Research companies

• Update (or create) your virtual profiles

• Update (or create) your resume

• Register, upload resume, and signify interest in companies several days in advance

• Prepare your elevator pitch

• Ready your professional attire

• Prep your professional space
What does Career Eco look like?

[Video Link]

Candidate Tutorial
Virtual Fair Basics

For best results, log into the system from a desktop/laptop using an up-to-date version of Google Chrome or Firefox

https://player.vimeo.com/video/106122434
Pre-Career Fair Preparation

• Identify your goals

• Get comfortable with the Career Eco platform
  • Reminder: the blue box is for private chats, the rest is public!
  • Tip: Don’t try to manage multiple rooms at once

• Research companies

• Update (or create) your virtual profiles

• Update (or create) your resume

• Register, upload resume, and signify interest in companies several days in advance

• Prepare your elevator pitch

• Ready your professional attire

• Prep your professional space
Pre-Career Fair Preparation

• Identify your goals
• Get comfortable with the Career Eco platform

• Research companies
  1. Who will be there, what are they looking for
  2. How do you learn more?

• Update (or create) your virtual profiles
• Update (or create) your resume
• Register, upload resume, and signify interest in companies several days in advance
• Prepare your elevator pitch
• Ready your professional attire
• Prep your professional space
What companies are looking for your major?

What positions are available?
Company Research
## Company Research

**Illinois ACES + LAS Virtual Career Fair**  
**September 24, 2020**

Use the filters below to refine your search:
- **Organization Name**
- **Select visa sponsorship**
- **Select Degrees**
- **Select Position Locations**

### Employers

<table>
<thead>
<tr>
<th>Organization</th>
<th>Interest</th>
<th>Majors</th>
<th>Degrees</th>
<th>Positions</th>
<th>Position Locations</th>
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</thead>
<tbody>
<tr>
<td>AbbVie</td>
<td></td>
<td>Life Sciences <em>(Show All)</em></td>
<td>Bachelors</td>
<td>Full-time, Internship</td>
<td>Illinois</td>
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<td></td>
<td>Math, Stats &amp; Physical Sciences <em>(Show All)</em></td>
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<td>ALL Majors</td>
<td>Bachelors</td>
<td>Full-time, Internship</td>
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<td>Agriculture <em>(Show All)</em></td>
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<td>Business and Communications</td>
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<td></td>
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<td>Math, Stats &amp; Physical Sciences (Show All)</td>
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<td>Business and Communications (Show All)</td>
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<td>Agriculture (Show All)</td>
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<td>Life Sciences (Show All)</td>
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<td></td>
<td>Math, Stats &amp; Physical Sciences (Show All)</td>
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<tr>
<td>Carle Foundation</td>
<td></td>
<td>ALL Majors</td>
<td>Bachelors</td>
<td>Full-time, Part-time</td>
<td>Illinois</td>
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<tr>
<td>Hospital</td>
<td></td>
<td>Life Sciences (Show All)</td>
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Company Research

AbbVie

Job Postings

Use the filters below to refine your search

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<th>Title</th>
<th>Type</th>
<th>Location</th>
<th>Details</th>
</tr>
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<tr>
<td>2021 AbbVie Operations Development Program</td>
<td>Full-time</td>
<td>North Chicago, Illinois</td>
<td>Details</td>
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<tr>
<td>2021 AbbVie Operations Internship</td>
<td>Internship</td>
<td>North Chicago, Illinois</td>
<td>Details</td>
</tr>
<tr>
<td>2021 AbbVie Clinical Trial Operations Development Program</td>
<td>Full-time</td>
<td>North Chicago, Illinois</td>
<td>Details</td>
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<td>Internship</td>
<td>North Chicago, Illinois</td>
<td>Details</td>
</tr>
</tbody>
</table>

Select Position Locations...

Employers

Academic Institutions

List has been filtered:
- Check the boxes below to let specific organization.

AbbVie

Cargill
Company Research

AbbVie

Chat Times

Chat hours displayed in the fair's time zone: Central Time (US & Canada)

- September 24th
  - 9:00 AM - 10:00 AM
  - Topic: AbbVie Operations and Clinical Trial Operations Internship and Development Program Opportunities (Morning and Afternoon Sessions)

- September 24th
  - 3:00 PM - 4:00 PM
  - Topic: AbbVie Operations and Clinical Trial Operations Internship and Development Program Opportunities (Morning and Afternoon Sessions)
Company Research

AbbVie
Cargill
Carle Foundation Hospital
Corteva Agriscience
Covance
CSL Behring
Danaher
Eli Lilly
Marian University ABSN Program
Procter & Gamble
Ross University School of Veterinary Medicine
And more coming!
How do you learn more about that company?

*aka, how do you prep for conversations with recruiters?*
Company Research

Company Website
GlassDoor
Web Searches
Articles
Social Media
Employees
Recruiters
Company Research

Employees | Recruiters

Who comes to the fair?
Often it’s Illinois alums working at the company!
Pre-Career Fair Preparation

- Identify your goals
- Get comfortable with the Career Eco platform
- Research companies
- Update (or create) your LinkedIn, CareerEco & Handshake profiles
  - Pro tip: have your LinkedIn link ready to share and add it to your Career Eco profile
- Update (or create) your resume
- Register, upload resume, and signify interest in companies several days in advance
  - Keep a look out for messages employers send prior to the event
- Prepare your elevator pitch
- Ready your professional attire
- Prep your professional space
Pre-Career Fair Preparation

The Career Center

• Tips for writing resumes
  • https://www.careercenter.illinois.edu/instructable/write-your-resume

• Resume reviews
  • M, W, F 2pm - 4:30pm
  • Check in at Virtual Front Desk
  • https://www.careercenter.illinois.edu/service/resume-reviews
Pre-Career Fair Preparation

MCB Advisor, Aurora Cruz, Science Resume Reviews

• Provides feedback and answers questions regarding resume etiquette.

• Email tacruz@illinois.edu with your resume to schedule an appointment.
Your Skills & Qualifications

• Quantitative analysis
• Research and information retrieval
• Analytical thinking
• Creative thinking
• Ability to work in teams
• Effective with ambiguity
• Learning and synthesizing new ideas
• Writing
• Speaking
• Foreign languages and cross-cultural knowledge
• And more!

careerservices.illinois.edu
CAREER READINESS COMPETENCIES

1. CRITICAL THINKING PROBLEM SOLVING
2. ORAL AND WRITTEN COMMUNICATIONS
3. TEAMWORK COLLABORATION
4. DIGITAL TECHNOLOGY
5. LEADERSHIP
6. PROFESSIONALISM WORK ETHIC
7. CAREER MANAGEMENT
8. GLOBAL INTERCULTURAL FLUENCY

Adopted from the NACE Career Readiness Competencies Framework
Highlight Your (desirable) Skills and Qualifications

# THEWAYYOUSAAYIT

Fast Food

- Provided customer service to 50+ customers per shift
- Maintained a sanitary working environment by performing tasks, including wiping tables and sweeping

Barista

- Utilized strong verbal communication skills to clarify orders and maintain customer satisfaction
- Memorized 32 complex drink combinations in order to prepare orders quickly and efficiently
- Operated register and took deposits to bank averaging $250
- Recorded drink orders for 200+ customers per day
- Received the highest number of positive customer surveys in district at 13 in total

http://careerservices.illinois.edu
Pre-Career Fair Preparation

• Identify your goals
• Get comfortable with the Career Eco platform
• Research companies
• Update (or create) your virtual profiles
• Update (or create) your resume
• Register, upload resume, and signify interest in companies several days in advance

• Prepare your elevator pitch
  • AKA “your 30 second commercial”
• Ready your professional attire
• Prep your professional space
Your 30 Second Commercial

1. Introduce yourself, as appropriate
2. Discuss your “experience”
   • As a student this will include your major and any practical experience in the field (if any)
3. State a strength or skill the employer would be interested in
4. Follow with an accomplishment (or two) that proves you have that skill
   • It can be related to school, work, volunteer experience, activity, etc.
5. Describe your employment goal
6. Most importantly, tell how you can immediately benefit the company

EXAMPLE 1:

Hi, my name is Christina. I’m a junior majoring in Integrative Biology with a minor in gender studies. My long-term professional goal is to help develop therapeutic tools to improve women’s health.

I think I would be an asset to your Operations Internship Program because I understand the complex challenges behind women’s health from my academic background and have experience working with a team to find creative solutions to complex problems. Working in the service industry I have had to come up with quick, creative solutions to customer issues on a daily basis.

Can you tell me more about what you’re looking for in your entry-level interns?
EXAMPLE 2:

Hi, I’m Tina Knox. I’m a senior in Molecular and Cellular Biology. I’ve been working in a microbiology lab for the past year and have become proficient at PCR and DNA sequencing. I’ve learned how to work successfully as part of a research team and I’m excited to have presented my work at the ASM conference last summer. After graduation, I hope to secure a job with a biotechnology firm where I can continue to grow as a professional.

Can you tell me more about what you’re looking for in your entry-level employees?
Pre-Career Fair Preparation

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DRESS FOR SUCCESS

Business Professional

Attire should be:
- Solid, dark, or neutral colors
- Layered with lighter colors
- Fitted custom to you
- Cautious of prints, and bold colors

Shoes should be:
- Closed-toe heels, or dress shoes
  Ex. Flats, heels, loafers, oxford shoes
- Socks should match suit, and cover your ankles

Accessories should:
- Your belt should match the color of your shoes, and accessories
- For your tie, stick with diagonal stripes, solids or simple patterned ties
- Keep accessories to a minimum. Avoid flashy and hanging items.

Personal Items & Cell Phones

Keep cellphone turned off or on silent and out of sight while waiting to begin start your interview.

Carry a briefcase or a small bag, and a folder to hold your professional documents and notes.
What does “professional” mean?

What our IB alums are wearing to interviews

<table>
<thead>
<tr>
<th>Grad school</th>
<th>Conservation ecology</th>
<th>Med school</th>
<th>Biotech</th>
<th>HS Teacher</th>
<th>Physician</th>
<th>Biotech</th>
<th>Digital Ag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad School</td>
<td>Natural Resources</td>
<td>Environmental Education</td>
<td>SciComm</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Biotech</td>
</tr>
</tbody>
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[Images of clothing for different career paths]
Pre-Career Fair Preparation

- Identify your goals
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Your Professional Space

✓ Space Considerations
  ✓ Low traffic, low noise

✓ Distraction-free background
  ✓ Clean up messes, make your bed, as neutral as possible
  ✓ Consider a plain/neutral virtual background

✓ Lighting, aesthetics
  ✓ Natural lighting facing you is ideal – test beforehand!
  ✓ Use props to get your camera to your eyeline

✓ Desk space
  ✓ Pen and paper for notes
  ✓ Copy of your resume to reference
Your Professional Space

before and after examples
The Day Of
Interacting with Recruiters

General Tips

• Don’t get too flustered with technical issues, this is a way to demonstrate agility, patience, etc.

• Body language is even more important. Speak clearly, don’t slouch, and minimize hand gestures

• Avoid slang and emojis
  • Tip: type chats into a word document first to avoid any typos or spelling errors
Interacting with Recruiters

General Tips

• Be mindful of the time – log on early if possible, set alarms or reminders to join your top companies
• Map out your virtual path – don’t start with your top choice
• Have your LinkedIn profile link, elevator pitch, and questions typed out and on-hand so you don’t delay the conversation
Interacting with Recruiters
What it looks like

• How you might interact
  • group info sessions
  • group chats
  • one-on-one chat
  • one-on-one video

• Can screen share during a private chat, so have your resume readily available

• Make sure you are ready to engage with the recruiter once you have been greeted! Promptly respond, be ready to navigate to another chat/video room if invited.
Interacting with Recruiters

• Establish eye contact, smile, and then introduce yourself and ask how the recruiter is doing
  • Then proceed with your elevator speech
  • Pro Tip: use a sticker (googly eyes!) near your camera to remind you where to look during conversations

• Relax and listen to the recruiter

• Stay as stationary as possible while talking – fidgeting, swiveling, walking, etc.
Interacting with Recruiters

• For group texts have comments but don’t dominate the conversation.
  • Unless they are asking you to introduce yourself you may not need your elevator pitch, especially because they already have your resume. You’ll want to give a short intro and hook.

• Take an active role in the interview/conversation
  • Recruiters want initiative, so don’t be a wallflower. Opportunity to demonstrate your communication skills
  • From a recruiter: Say something! Say hello and then communicate what you are doing – either put your pitch in the chat or say that you’re looking through the chat history and will ask questions if you have any
Conversations with recruiters

Questions concerning your career goal(s)

Questions about your interest in their company

Questions about your resume
Interacting with Recruiters

- Thank the recruiter
- Ask for next steps and contact info (if not displayed)
- Take notes and re-group (reflect) after each employer interaction
After the Fair
Following Up After the Fair

Within 1-2 Days

• Apply or complete other next steps in process
• Send a note of thanks all employers with whom you spoke
  – Email
  – Attach your resume (.pdf)
  – Indicate your actions
  – LinkedIn
Stay Organized!

Update your file
Keep contact information
Application deadlines
Info sessions
Remember...

The search is a marathon, not a sprint.
Using Handshake and LinkedIn
Handshake

- Handshake is used at over 400 schools nationwide and by 230,000 employers around the globe.
- Claim your Handshake account
  - handshake@Illinois.edu
  - All students have an account
- Upload your resume and edit your profile
- Search for companies attending and learn more about them.
Navigating Handshake

Handshake @ Illinois
Connecting Students to Events, Jobs, and Internships

Students
(Handshake accounts are automatically created for all enrolled on-campus students)

Log In with your NetID and Password

By logging in to your Handshake @ Illinois account, you agree to abide by the Handshake @ Illinois User Agreement (pdf).
What can we help you find today?

- Jobs → Find internships and full-time jobs
- Employers → Discover the right company for you
- Community → Learn from alumni and students
- Career paths → Explore roles and average salaries
- Events → Register for events and career fairs
- Career center → Connect with the experts

Based on Job Roles You're Interested In

- **Job • Full-Time**
  - Podiatrist - Post Residency/Grad Direct Hire!
    - SeniorWell Group
    - Chicago, IL and 12 more
  - INFECTION PREVENTION AND CONTROL SPECIALIST...
    - CDC Foundation
    - Chicago, IL
  - **Quick apply →**

- **Job • Full-Time**
  - Health Scientist/Consultant
    - Cardno
    - Chicago, IL and 9 more

See more jobs →
Navigating Handshake

Set up your Profile
Upload your Resume

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education

University of Illinois at Urbana-Champaign
Bachelors, College of Liberal Arts and Sciences
Aug 1987 - May 2020
Major in Biology

University of Illinois at Urbana-Champaign
Masters, College of Education
Major in Ed Organization and Leadership
Navigating Handshake

Edit your Skills – Self populated from resume upload

Skills

- Academic advising
- Administrative support
- Cloning
- Event planning
- Fundraising
- General office
- Inventory
- Laboratory
- Managerial
- Microbiology
- Molecular biology
- Public speaking
- Restructuring
- Teaching
- Telemarketing
- Training

Add more skills
Add
Navigating Handshake

Edit your Interests and Make Visible to Employers

Your Interests

🔍 Only visible to you

JOB HUNT

Are you currently looking for a job?

JOB INTERESTS

Internship • Full-Time Job

CITIES

Champaign, Illinois, United States •
Kansas City, Missouri, United States •
Chicago, IL

ROLES

Microbiologist • Clinical Epidemiologist
• Medical Research Scientist • Pre-Med Intern

INDUSTRIES

Higher Education • Biotech & Life Sciences
Navigating Handshake

Edit your Personal Information and Make Visible to Employers

Personal Information

Hometown
Enter your hometown...

Email Address
Email Address
tmknox@illinois.edu

Demographic Info

Gender

Ethnicity

Cancel
Save

Locked by school

Hidden from employers
Search

• Jobs
  • Full-time, Internships, part-time
  • By keyword, company, location
• Employers
  • By keyword, location, category, size, industry
• On-Campus Interviews
Company Search

Abbott

100 Abbott Park Road, Abbott Park, Illinois 60044, United States of America

Public

Healthcare

25,000+ employees

Overview

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About Abbott

At Abbott, we're committed to helping you live your best possible life through the power of health. We offer a broad portfolio of market-leading products that align with favorable long-term healthcare trends in both developed and developing markets. Today, 103,000 of us are working to help people live not just longer, but better, in the more than 150 countries we serve.

Recognition:
- Fortune’s Most Admired Companies: We have been named one of the World’s Most Admired Companies every year since 1984 and ranked #1 in medical products and equipment 2014, 2015, 2016, and 2017

Abbott is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans.
Students Who've Worked Here
516 Students have worked here

Chardell Fredd
Biology '84
Teacher - 7th & 8th Grade ...
Christ Child Society

Sarah Hutcheon
Neuroscience and Behavior '20
Technical Manufacturing C...
Wesleyan Equestrian Team

Claire Addison
Biology '20
Consulting intern
Kappa Delta Sorority
Company Search

Highlights from Reviews
Students have said the following about Abbott:

- Large Company
- Collaborative
- Friendly
- Networking Opportunities

Jobs at Abbott

2021 Operations Intern
Abbott

Software Engineering Tools and Automation
Abbott
(Remote) Champaign, Illinois

2021 IT Intern
Abbott
Lake Bluff, Illinois

Contact Information

Website

Phone
224-667-6100

Email
bryan.quick@abbott.com

Links

[Email]  [Facebook]  [LinkedIn]  [Twitter]
Navigating Handshake

Download the App!

Available on the App Store

GET IT ON Google Play
Finding Alumni and Companies

LinkedIn
Navigating LinkedIn

University of Illinois at Urbana-Champaign School • Urbana-Champaign, Illinois Area

University of Illinois Company • Education Management

University of Illinois Alumni Alliance Company • Nonprofit Organization Management

University of Illinois Research Park Company • Research

See all results for "University of Illi"
Navigating LinkedIn

Use the search to find alums in your major working at those companies.
Navigating LinkedIn

#1 - Search by major

Use the +ADD under “What they studied” to narrow to your major.
Majors change names, so try several variations

E.g.
- Biology, General
- Biology/Biological Sciences, General
- Zoology/Animal Biology
#2 - Search by company

**Tip for all:** filter by company name first, and then major

**Tip for IB and MCB majors:** use “Biology” to catch all alums before the split into MCB and IB
Who are we?

Christina Swanson
Integrative Biology
Career Connections, Alumni Mentoring Program
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https://go.illinois.edu/IBCareerConnections

Tina Knox
Molecular and Cellular Biology
Assistant Director for Advising and Recruiting
tmknox@illinois.edu
http://mcb.illinois.edu/undergrad/advising/career_services/