



ALPHA PHI ALPHA®

Elevating the Alpha Spirit

Pre-Convention Career Fair Workshop

Presented By: Commission on College Brother Affairs



Agenda

- Welcome – **Bro. Dr. Willis L. Lonzer, III; General President**
- Greetings – **Bro. Dr. Dennis Hatchett; General Chairman C2C Life Initiative**
- Who Are We – **Bro. Allan Younger**
- Overview of Career Fair – **Bro. Brandon Nguyen**
- Industry-Professionalism Tips/Attire – **Bro. Ahlias Jones**
- Alpha Etiquette – **Bro. Yousif Omer**
- The Power of Networking - **Bro. Jayden Donald**
- Elevating The Pitch 101 – **Bro. Jarvis Prewitt**
- Resume Development – **Bro. Jarvis Prewitt**



Welcome



Bro. Dr. Willis L. Lonzer, III
General President of Alpha Phi Alpha Fraternity, Incorporated

"Elevating the Alpha Spirit"

Greetings



COLLEGE LIFE TO
CORPORATE LIFE



Bro. Dr. Dennis Hatchett

General Chairman of College Life to Corporate Life Initiative

“Elevating the Alpha Spirit”





Who Are We?

- The commission shall be composed of all five Regional Assistant Vice Presidents; five College Brothers, one from each respective region, appointed by the General President from recommendations by the Regional Vice President and/or the Regional Assistant Vice President and one Chairman (initiated in a College Chapter) appointed by the General President.
- The Commission shall serve as the official voice of the College Brothers to address all concerns, issues and recommendations to the Board of Directors and to the General Convention.



Bro. Jayden Donald
Midwestern RAVP



Bro. Yousif Omer
Eastern RAVP



Bro. Jarvis Prewitt
Southern RAVP

Bro. Allan Younger
Commission on College Brother Affairs
Chairman



Bro. Brandon Nguyen
Southwestern RAVP

Bro. Ahlias Jones
Western RAVP



Overview of Workshop

- **Industry Tips & Advice**
- **Professionalism Tips & Attire**
- **The Power of Networking**
- **Resume Development**
- **Going to the Interview**
- **Welcome to The Star Method**
- **Common Interview Mistakes**
- **Key Takeaways**



Industry Tips & Advice



Mentors: have several,
and meet often



Define a career path
plan: 5-10-20 year path



Authentic relationships
are key



Play the Game... Before it Plays you

Ultimately, it's a people game, get to know others, and let them get to know you.



Professionalism Tips & Attire

- Interpersonal Skills
- Work Ethic
- Appearance
- Communication Skills
- Time Management
- Knowledgeable

“Step or Be Step On, but
whatever you do secure the
bag!”

- Jarvis Prewitt

Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

Business Professional

JOB INTERVIEWING ATTIRE

CLOTHES SHOULD BE:

- ✓ SOLID, DARK OR NEUTRAL COLORS
- ✓ LIGHT COLORS CAN BE WORN UNDERNEATH
- ✗ NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- ✓ CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT SHOULD BE MATCHING COLORS

PERSONAL ITEMS & CELL PHONES
Keep cellphones turned off and out of sight with personal items

Carry a portfolio, professional bag or simple purse

BRING ESSENTIALS ONLY!

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES

- ✓ NICE PANTS/SLACKS
- ✓ DRESSES
- ✗ NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR

SKIRTS & DRESSES
should be knee length when standing and thighs covered while seated

TIES
OPTIONAL

JACKETS & SHOES
Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in

General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- ✓ TAILORED
- ✓ IN GOOD CONDITION
- ✓ WRINKLE & LINT FREE

HAIR
Well groomed hairstyle

NAILS & MAKEUP
Natural in style

JEWELRY & FRAGRANCE
Wear moderate jewelry with mild fragrance

PIERCINGS & TATTOOS
Align to company culture or standards

NEAT & CLEAN DRESS SHOES

Belts should match the color of your shoes and attire.



Alpha Etiquette

Fraternity Focuses:

- ❑ Leadership
- ❑ Alpha Attire
- ❑ Alcohol & Use of Drugs
- ❑ Representation
- ❑ General Protocol

https://issuu.com/apa1906network/docs/protocol_etiquette_manual

Click Link for more Information

GENERAL ORGANIZATION NEWS



A L P H A
P R O T O C O L &
E T I Q U E T T E
M A N U A L



The Power of Networking

- Build Relationships
- Increase your Net Worth
- Build your Personal Brand
- First Impression
- Get Engage
- Explore Opportunities

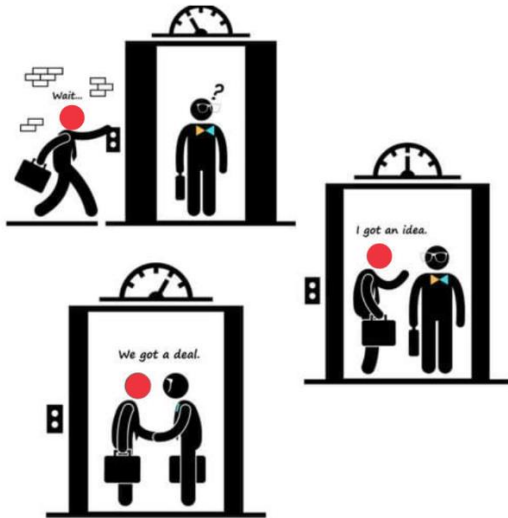
<http://www.linkedin.com/in/jarvisprewitt2023>

Click Link for Example



Elevating The Pitch 101

1. **30-45 Seconds**
2. **There is no Script, Be You**
3. **Leave a Lasting-Impression**



A Quick Introduction

(Name, Classification, Major, University, Involvement)

What Are You Seeking?

(Internship, Co-op, Full-Time Position)

Experience

("Currently I am working for..." or "Last summer I interned w/...")

What Can You Offer?

(Skills and how you would benefit an organization/company)



Resume Development



Your Resume gets the Interview

ALWAYS customize your resume for each position

- Generic resumes are obvious and often discounted



Resume Development



1) Tell a true story, do not lie



2) Make your resume accessible and easy to read



5) Quantify your achievements



3) Avoid fatal errors, such as typos



7) Avoid self-description: summary, objective



6) Address gaps in your resume

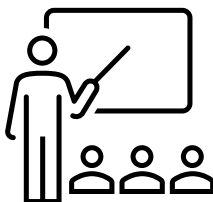


4) Make sure your resume is consistent: formatting, structure, dates



8) Focus on keywords

Greatness Starts With YOU!



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← Section 1

EDUCATION

← Section 2

University of Thurgood Marshall, Expected May 2021 Houston, TX
Bachelor of Science in Mathematics and Chemical Engineering; 4.0/4.0 GPA
Minor in Biology

Relevant Coursework: Biochemical Engineering I & II, Chemical Process Engineering, Atmospheric Chemistry & Physics, Biostatistics, Calculus I & II, Abstract Geometry

SKILLS AND SOFTWARE PROFICIENCIES

← Section 3

Microsoft Office • C# • JavaScript • MS InfoPath • Conflict Resolution Skills • GIS • MathCAD • ASPEN • 10-Key • 75 WPM • Fluent in English and Spanish • Microsoft Excel

WORK & LEADERSHIP EXPERIENCE

← Section 4

Summer 2019 Shell Oil Company Houston, TX
Intern

A summer internship spent working with Chemical Engineers in various departments on several expansion projects

- Recommended and implemented renovations program for out-of-date facilities, saving \$20 million in new building projected costs
- Managed and completed more than forty (40) projects in less than three (3) months
- Designed presentations for supervisor to present to potential clients based upon results and analysis of research

Summer 2018 Conoco-Phillips, Inc. Phoenix, AZ
Intern

A summer internship spent assisting the chemicals technology group as well as helping in the continuing efforts of different programmatic needs

- Recommended and implemented new switching center design, which resulted in improved equipment maintenance and switching operations
- Achieved one hundred forty (140) percent growth in productivity for the department

May- August 2017 University of Thurgood Marshall Houston, TX
Research Assistant

A volunteer position with Big Brother Big Sister, responsible for helping with program coordination, distribution of materials, event planning, office needs, and general office & field projects

- Trained staff on use of new programs and developed voice-automation system that increased productivity, which allowed fifteen (15) percent reduction in staffing needs
- Recruited and trained over twenty-five (25) volunteers, which saved \$500,000 dollars in operating and administrative costs
- Increased the mentoring program participant numbers by seventy-three (73) percent in three (3) months

ACTIVITIES & HONORS

← Section 5

National Dean's List; 2018, 2019, 2020 • University of Thurgood Marshall, SGA President • Students in Free Enterprise (SIFE), Recording Secretary • National Society of Black Engineers (NSBE) • Alpha Phi Alpha Fraternity, Inc. • National Honors Society • National Merit Scholar • Thurgood Marshall College Fund (TMC) Scholarship Recipient • TMC 2018 Leadership Institute



Going to the Interview

Be excited about You!!

Make a positive first impression.

- Be on time.
- Dress for Success.
- **More than half of a person's first impression of someone is based on how they look.**

Maintain calm and assertive body language:

- Posture
- Eye contact
- Smile naturally at appropriate times



Welcome to The STAR Method

What is it?

- The STAR Method is a structured manner of responding to behavioral-based interview questions.

SITUATION



TASK



ACTION



RESULT



The STAR Method

S

Explain the situation so that your interviewer understands the context of your example, they do not need to know every detail!

20%

T

Next, talk about the task, problem, or challenge that you took responsibility for completing, or the goal of your efforts.

10%

A

Describe the actions that you personally took to complete the task or reach the end goal. Highlight skills or character traits addressed in the question.

60%

R

Explain the positive outcomes or results of your actions or efforts. Here, it is important to highlight quantifiable results.

10%

Common Interview Mistakes

- ❑ Not on time
- ❑ NOT BEING PREPARED
- ❑ Appearing indifferent, hostile, or not interested in the position
- ❑ Giving negative or unsolicited info
- ❑ Misunderstanding the question
- ❑ Failure to seek clarification
- ❑ Not communicating clearly
- ❑ Focusing on one assignment or experience



**Yes, I think I have good communication skills...
as long as I don't have to talk to anyone.**



During the Interview

- ❑ Everyone is nervous, use the adrenaline to keep yourself on the top of your game.
- ❑ Bring a watch, a notebook or pad, and a pen.
- ❑ Use prior business experience when you can.
- ❑ Friendship/knowledge of Hire panel – Never presume this, answer all questions fully.
- ❑ You can only be graded on what you say, answer questions as fully as time allows.



***“They who control
the time...control the
Meeting”***



An Interview is a Two-Way Street



Don't Burn any Bridges in your Disappointment

Keep in mind that you may have impressed one or more panel members.

There hopefully will be more jobs becoming available.





Key Takeaways

- Your reputation is key, and goes far beyond your immediate job
- It's a people game, get to know others, and let them get to know you
- Your Resume gets the Interview
- Read the requisition carefully – Do you really want the job?
- Practice the STAR Method





Key Takeaways

- Know the Game
- Watch, notebook, and pen
- Beware of multi-part questions
- Follow-up with “thank you” Email
- Never burn bridges no matter the result

Reminder:

There will be a 15-20 minute interview practice/review session following the conclusion of this presentation.





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THANK YOU!
ANY QUESTIONS?



Question 1 – Work History & Experience

Question: Describe any training, education or work experiences that have prepared you for this position.

Example of Probing Questions:

- Tell me a little about the job or project that you worked on for the longest period of time.
- What were/are your most important duties?
- What skills and knowledge have you acquired that make you suited for this position?
- What specific assignments or projects have you worked on that relate to this position?



Question 2 – Adaptability

Question: Describe a time when you were working on a project or task and a major change occurred either in your group or in the work itself. What was the change? How did you respond to the change? What was the outcome?

Example of Probing Questions:

- How did the change impact you? How did it impact your team?
- What challenges were there adapting to the change and how did you handle them?
- What resources, if any, did you have to help you with the change?
- How did you help your team members deal with the change?



Question 3 – Decision Making

Question: Describe a difficult decision you recently made at work. What factors did you consider? How long did it take you to make your decision?

Example of Probing Questions:

- What alternatives did you consider? How did you identify and evaluate them?
- What were the consequences of the decision?
- Who else was involved in the decision-making process?
- What were their roles?
- What feedback did you receive? What did you learn?



Question 4 – Engineering Process

Question: Tell us about a time when you were asked to make a presentation on a relatively difficult engineering topic to an audience of professionals. How did you prepare for this presentation? What did you do? What were the results of your efforts?

Example of Probing Questions:

- What factors did you take into account in preparing your presentation as to the subject and the audience?
- What resources did you use, if any?
- What adjustments did you have to make during your presentation, if any?
- What response did you receive?

