

INTERNSHIP GUIDE

Hire Me October

2023 Edition

MCAA

Mechanical Contractors Association of America

mcaa great futures

INDUSTRY NETWORKING NIGHT

Northern California MCA & California State University, Chico

Early-October

PLANNING

- 1 ½ - 2 hours in length, typically off campus and casual
- Students create a poster with participating MCAA Member Companies to post on campus.
- Timing of October since it's the earliest possible date due to recruiting starting in September.
 - November has previously been tried, but by that point many students have already committed to jobs and summer internships. Late September is avoided due to the MCAA GreatFutures Forum.

INTRODUCTIONS

Representatives from the student chapter, MCAA, and the local association

PANEL DISCUSSION

Why students should consider mechanical construction

- MCAA Members, 1 per company (6 or 7 is ideal)
- Identify a moderator, not everyone answers all questions
- Sample question list sent in advance
- Not intended to be company specific, but highlighting mechanical vs other available options (reminder not to speak poorly about GC, Engineering, etc.)

COMPANY PRESENTATIONS

Each company may present for 5-7 minutes

- Company sends slides in advance and are incorporated into the master slide deck
 - o Less transition time, plus preview to ensure appropriate length and materials
- Wrap-Up, thank the MCAA Members and students for joining
- Provide QR code with student chapter membership form, as well as social media accounts

NETWORKING TIME

Food and beverages provided

- Companies may bring swag for a large raffle at the end, encourages students to stay throughout the event to network
- Interviews are coordinated for the following morning on campus for companies hiring



Sample E-mail Invitation to local MCAA Members (sent at least 6 weeks out)

Hello Northern California MCA Members and supporters of Chico State MCA Student Chapter:

Thank you for your continued support of the Chico State MCA Student Chapter and for helping our club over the years. Please join us for our annual NCMCA Networking Night, scheduled for Thursday, October 5th from 6:00 – 8:00 PM at the Seaside Social Hall. Our student chapter currently has 25 members and we will also be reaching out to the College of Engineering and Mechanical Engineers to inform students of the networking and job opportunities.

Event Details:

- 6:00 – 6:30 PM Panel Discussion (one representative per company)
- 6:30 – 7:20 PM Company Presentations (PowerPoint Recommended)
- Networking (Food & Beverages provided)
- Prize Drawing (Company swag and prizes requested)
- Friday morning interviews on campus coordinated, for those hiring
- Student / Member contact information will be sent following the event

Panelists – Be ready to answer the following questions:

- o Why did you choose the mechanical contracting industry, or did it choose you?
- o What do you enjoy about the mechanical industry?
- o What's the main reason you chose to stay in this industry?
- o How did you transition from school to your company? What did they do to get you up to speed? (Students fear failing if they have limited knowledge.)

Introduction Information (please return with your RSVP):

- Name, Title, E-mail and Contact Phone Number
- Chico Alumni (year if you'd like to share), or what school/ trade?
- Years in the Industry and Company Name
- Any other brief info you'd like included in the introduction

For those of you interested in staying in Chico Thursday night, I'd recommend Hotel XYZ ([link](#)).

Student Chapter President Name is taking point as the coordinator this year.

Please reach out if you have any questions and return your RSVP to student@email by September 14th.

All PowerPoint slides should be submitted by September 28th.

Thank you,

Marie Patterson
Faculty Advisor

CONTRACTOR JOB FAIR

MCA of Indiana & Ball State University/Purdue University/Indiana State University
Mid-September

MCA of Indiana partnered with Local 440 to invite their 3 student chapters to a centralized Mechanical Job Fair.

PLANNING

- A registration flyer was sent to MCA of Indiana Members with RSVPs requested 2 weeks prior to the event, as well as a solicitation for swag and prizes.
- Simultaneously, a flyer was distributed to the student chapters with RSVPs requested 1 week prior to the event. Students were enticed by a note about swag, door prizes (including a \$150 Visa gift card, a field trip to a manufacturer, and grand prizes of a new iPad for 1 student from each school).
 - Attire was noted as business casual.
 - Transportation (busing) was offered from each of the campuses, as well as the offer to reimburse students mileage expenses if they preferred to drive themselves.
- Planning started over the summer with the MCA of Indiana Student Chapter Committee.
 - The mid-September event date was selected since students don't return to campus until the end of August.
 - University Career Fairs are typically late September or early October and the goal was to have this event sneak in first.
 - A Friday date was selected due to Purdue not having class on Fridays.

JOB FAIR TIMELINE

Location – Local 440

8:00 AM – 9:00 AM Employer Set-Up & Breakfast (each company has 1, 8-foot table)

9:00 AM – 11:00 AM Open House

11:00 AM – 12:00 PM Lunch & Panel

- Day in the Life of an Intern presentation with local MCA of Indiana Members

12:00 PM – 1:00 PM Local 440 Tour

MCA LOCAL BOARD MEETING ON CAMPUS

MCA New Jersey & Fairleigh Dickinson University

Mid-November

- FDU provided directions and students greeted board members in the parking lot with signs.
- A nice room overlooking the river and breakfast was provided by FDU for the board meeting.
- The Department Head and Provost welcomed the Board Members upon arrival.
- Following the meeting, the board toured the facility, including the items that MCA of New Jersey funded over the past few years on campus.
- Professors and student chapter members were stationed in each room to explain the program and how the students learn with the specific equipment.
- The Department Head, professors, students and Board all enjoyed lunch together, including ample time for networking.
- Timing worked well to allow board members to depart prior to rush hour, especially since they are statewide.
- A recap of the campus meeting to the entire board is also slated for January.

SCHEDULE

8:00 AM – 9:00 AM Breakfast

9:00 AM – 11:30 AM Board Meeting

11:30 AM – 12:30 PM Facility Tour

12:30 PM – 2:30 PM Lunch & Networking

INTERNSHIP DAY

MCA Omaha & University of Nebraska

October

PLANNING

- Late September / early October – Gather list of interested student chapter members
 - The ticket to an interview timeslot is submitting a resume
 - Once the schedule is set, a list of starter questions is e-mailed to participants
 - Simultaneously, interested companies are gathered and schedule/ resumes distributed
- 20-minute slots are scheduled for each student to individually enter the room with all of the participating companies gathered around the board table at the same time. This occurs at a centralized and neutral location, such as the MCA-Omaha office.
 - Interviews are 15 minutes, allowing for 5 minutes of notetaking and transition between students.

INTERNSHIP DAY EVENT

- A short meeting is held with employers prior to students entering to ensure everyone knows the Internship Day process.
 - Students enter one at a time, during their schedule timeslot
 - The local Associate Executive (Student Chapter Industry Advisor) asks the starter questions to the students to help them feel more comfortable
 - Then, the floor is opened to the employers to ask follow-up questions
 - 5 minutes is reserved for transition time and then the next student enters
 - At the end of the day, the employers draw numbers out of a hardhat to determine their order for selecting an intern. If they want more than 1 intern, they can draw more than one number.
 - The students are then paired “football draft style” with the companies. Number 1 gets their 1st choice of intern, number 2 gets the next pick, and so on down the list.
- Companies are not required to take an intern following the interviews and may say “pass” when it’s their turn to select if none of the candidates meet their company’s needs, but it’s strongly encouraged that they give the students a chance, especially since it’s likely a short 2-3 month summer internship.
- Students who participate in Internship Day are required to sign a form stating that they will “Take an internship from any of the companies represented at Internship Day”. Although it’s not legally binding, it does make them think twice about participating and then declining an offer.

TECHNICAL ISSUES

- Company reps are responsible for contacting their new intern within 3 days.
- Although an even number of students and companies is preferred, sometimes one side becomes off balance.
 - If a student is not selected (which rarely happens), MCA-Omaha will work to find the student an internship on an individual basis
 - If the company walks away empty handed (more companies than students), then MCA-Omaha will continue to search for potential student options throughout the year
 - Associate Members are encouraged to participate, but if the balance becomes uneven then Members will automatically get an option to select first.

FOLLOW-UP

- One week after Internship Day, the Associate Executive will Zoom with each student to give feedback from the panel of contractors on their interview and resume.
 - Many of the Internship Day students are freshman and don't have much experience with interviews or resume building. This process and feedback is a valuable tool for the students as they are starting their careers.
- A simple Intern Appraisal Form is sent at the conclusion of summer to each company that matched on Internship Day to report back on how their intern did in areas of technical ability, initiative, attitude, etc.
- Companies are welcome to discuss extending the internship into the school year or terminating it and trying a new student. The students have the option to switch companies as well. The mutual commitment is only for the agreed upon term, but of course the goal is for full-time positions to eventually blossom out of this unique program.

Sample Starter Questions

- *Tell us a little bit about yourself.*
- *What aspirations do you have after graduation?*
- *What prior construction industry experience do you have, if any?*
- *What qualities do you have that a company would be interested in? Any special skills?*
- *What are you looking to get out of an internship?*
- *Are there any special parts of our industry that you'd like to experience?*
- *Are you looking for a summer or school year internship, or both?*
- *How many hours are you looking to work each week? Anything that might interfere with the internship such as summer classes, an extended vacation, coaching, etc.?*
- *If selected, will you accept an internship from any of the participating companies?*

MCAA INTERNSHIP RESOURCES

MCAA GreatFutures Job Board

mcaa.org/great-futures

Post an internship or entry-level position to a network of student chapter members from close to 50 student chapters from across the U.S. and Canada.

HOW IT WORKS

- Login with an MCAA username and password
- Click on the Jobs Board within the Career Development drop-down
- Click Manage My Jobs and Add a Job to create your posting
- Jobs remain active for 1 month to ensure postings stay fresh
- When the job is set to expire, a reminder will be sent for you to either “mark as filled” or “duplicate” and repost for another month
- Interested students view the postings and submit their contact information and resume directly back to your company
- Following the e-introduction, your office is encouraged to have qualified candidates continue with your company’s application and interview procedures

MCAA GreatFutures INSTAGRAM

[instagram.com/mcaagreatfutures](https://www.instagram.com/mcaagreatfutures)

New Job Board postings are highlighted every two weeks on the GreatFutures Instagram page.

JRGF INTERNSHIP GRANTS

mcaa.org/jrgf/initiatives/internships

Having MCAA interns working at member companies is a win-win for the mechanical contracting industry. Employers get top talent and build a pipeline of future employees. Students gain experience, create connections, develop skills and further their interest in mechanical contracting.

Part 1 – Internship Grant

MCAA members with one intern are eligible for a \$1,000 grant. Companies with two or more interns may receive a \$2,000 grant. One form should be filled out for each intern.

- *Applications are accepted on a rolling basis and may be submitted once per calendar year, per intern.*

Part 2 – Internship to New Hire

For companies successfully converting an intern (from their part 1 list) to a full-time new hire, a \$500 gift card will be mailed to the company to present to their new hire. These new hire conversions are now unlimited, but the name of the new hire must be included on a part 1 list from an MCAA member company to be eligible and a part 2 form must be completed. Part 2 applications may not be submitted until after the full-time start date.

- *Photos of interns and/or new hires on the job site, wearing company apparel, or by a company sign are requested for the Intern Wall, which is featured at the MCAA Annual Convention.*

UNIVERSITIES PAGE

mcaa.org/great-futures-universities

Looking to hire from a particular location? Browse through the student chapter listing or search by State / Keyword. Faculty Advisor contact information and the sponsoring local affiliate association are also listed.

- Don't forget to check out the 'We're Here' banner at the MCAA Convention and GreatFutures Forum for a visual representation of student chapters that have already arrived on-site and are ready to network.



IN-PERSON JOB FAIRS

MCAA Annual Convention – Hire Me Corner

Part of the Manufacturer/Supplier Council Exhibit on Tuesday Morning, during the MCAA Convention (March)

- Students still seeking an internship, co-op or full-time position are stationed at tables geographically based on where they'd like to find employment (West, Central and East). Make your way over to the area that best represents your company and find your next great hire!

MCAA GreatFutures Forum – Job Fair

Occurs on Friday morning during the GreatFutures Forum (September/ October)

- Complimentary registration is available for MCAA Contractor Members (and M/SC GFF sponsors).
- This is not your typical job fair! Color-coded identifiers are distributed to signify if you're company is offering an internship, full-time job or if you're just there for the bacon. Mingle and move your way through breakfast stations, share contact info via name badge QR codes and find your employment match in a fun and relaxed environment without booths or displays. Breakout rooms are also available for employers who are looking to have full on-site interviews.





Always be on the lookout for students wearing Hire Me pins throughout MCAA conferences to signify they're looking to network and discuss employment opportunities!

WHAT IS MECHANICAL CONTRACTING - VIDEO

mcaa.org/career-development-initiative, Student Quick Link Dropdown

Have the right candidate, but need assistance explaining exactly what mechanical contractors do? This 5 ½ minute video will explain the ins and outs of our industry.

- Systems & Projects
- Industries & Real-World Applications
- Variety of Paths to Mechanical Contracting
- Roles & Positions
- Manufacturer/ Supplier Partnership
- Future of Mechanical Contracting & Technology

ADDITIONAL INFORMATION

Checkout the Career Development Initiative dropdown menu at MCAA.org for full program details.

Contact **Michele Hoffman** with questions.

MCAA Director, Career Development

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