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# UNIVERSITY CAREER SERVICES

## COAD CAREER FAIR PREP

# OUTLINE



- Introductions
- Career fair timeline
- Using Cougar Pathway
- Resume Guidelines
- Portfolio Tips
- Networking
- Interviewing
- Follow-up
- Alumni Q&A

# CAREER FAIR OVERVIEW

- Career Fair & Interview Event
- March 4, 2022 in Atrium & Gallery
- 10am-12pm – Meet & Greet with employers
- 1pm-4pm – Attend pre-scheduled, 20-min interviews
- Open to ALL Hines College students!
- *Business or business casual dress strongly encouraged.*





# CAREER FAIR MIXER

**Career Fair Mixer for Graduating Students**

**March 3, 2022 in Alumni Center**

**6:00-8:00 PM**



# CAREER FAIR DEADLINES

- **February 4** – Deadline for jobs to be posted in Cougar Pathway for employers attending career fair
- **February 18\*** – Student resume and applications due in Cougar Pathway
- **February 25** – Deadline for employers select and invite applicants in Cougar Pathway to interview during career fair. Once invited, you will sign-up for a time.
- **February 28** – Interview Schedules finalized and shared

*\*Resumes must be “approved” in Cougar Pathway to apply for jobs*



# COUGAR PATHWAY DEMO



# FIRM LIST

text4b Technology Group, LLC  
Asakura Robinson  
Benjamin Johnston Design LLC  
Blueline  
Boucher Design Group  
Brave / Architecture  
BRW Architects  
Corgan  
Cornerstone Architects, LLP  
DLR Group  
Element Architects  
EYP, Inc.  
GLMV  
Goree Architects  
HarrisonKornberg Architects

HDR  
HKS Inc.  
HOK  
House & Robertson Architects  
Huitt Zollars  
IBI Group (Texas IBI)  
Jacobs  
Kendall Heaton  
Kirksey  
McLemore Luong Architects, LLC  
Meeks + Partners  
Method Architecture PLLC  
Page  
Parkhill  
PBK

Perkins + Will  
Perry Homes  
Pflugger Architects  
PGAL  
PhiloWilke Partnership  
PlanNorth Architectural Co  
RDLR Architects  
Smith and Co. Architects  
Stantec  
STG Design  
THR3E Design  
W Partnership, Inc.  
Wold Architects and Engineers  
Worrell Design group  
Ziegler Cooper



# RESUME + PORTFOLIO





# GENERAL RESUME TIPS



- **One Page and Presentable**
  - Average time spent to read a resume is 5 to 7 seconds; 60 seconds for portfolio
- **Reverse Chronological Order**
  - List more recent experience first in each section
- **Fonts**
  - Choose fonts that are easy to read and scan
- **Colors/Designs**
  - Often printed in greyscale and color can distract from content
- **Graphs/Charts**
  - May cause error in applicant tracking system & subjective
- **Templates**
  - Don't 😊

# RESUME FORMAT

- Icons and logos considerations
- Profile/summary not needed
- Read left-right / top-down
- List Education at the top
- Most relevant info top left
- Resume + portfolio consistent
- Portfolio show design aesthetic
- Highlight key projects
- Keep info relevant to job



# IMPACTFUL BULLETS

Before	After
Responsible for raising funds	Formulated a campaign with 6 volunteers to assist with Tsunami relief raising over \$1100 by holding a date auction
I made promotional materials	Created promotional materials utilizing Adobe Illustrator and wrote advertising content to reach out to 6,000 students
Answered phones at the front desk	Managed switchboard with 10 incoming lines, receiving and routing an average of 500 calls per day
Leader of Alumni summit	Led team of 20 students to plan and organize annual 'Leadership Summit 2015' witnessing participation from 3,000 alumni

## Industry specific

### buzzwords :

Adobe Illustrator, Summit, Tsunami Relief

## Action oriented

### language:

Formulated, Created, Managed, Led

## Quantified impact:

\$1100, 6000 students, 500 calls, 3000 alumni, 20 students

# PORTFOLIO TIPS

- Quality > quantity
- Favorite / most relevant projects first
- Tell a story
- Show how solved a problem
- Include other design skills at the end
- Mix hand sketches, renderings, constructed models
- Legible text
- Utilize blank space
- Consistent style across documents
- Print or digital

# SHARING A PORTFOLIO

- Be prepared to share link, file or screen
  - Clean desktop and manageable file size (<5MB)
- Create portfolio specific for this interview/opportunity
- List projects in order of relevance/skills
- Focus on design problem and how solved
- Tell a story to demonstrate design process and skills
- Give credit to collaborators; share how many on team





# MIX & MINGLE



# THE EMPLOYER PERSPECTIVE



# DO YOUR HOMEWORK

## Know Your Self

- What is on your resume?
- What are key projects in portfolio? What's your process?
- What sets you apart?

## Research the Company

- What will you do: **job position**?
- Why do they do it: **values or mission**?
- What is currently going on with the company?
- Is the job a right fit for you?

# NETWORKING

- Share (or ask about) interest in the company and projects
- Talk about relevant skills, experiences and accomplishments (past, present, future)
- Know your goals and how the opportunity to connect with goals
- Make an individual connection
- Show genuine interest with follow-up questions



# INTERVIEWS





# COMMON QUESTIONS

Tell me about yourself...

What are your strengths and weaknesses?

What motivated you to apply with our company?

What motivated you to become a designer?

Why do you believe you would be a good fit for this position?

Be prepared to discuss anything on resume or portfolio

# QUESTIONS TO ASK EMPLOYERS

- How has COVID-19 impacted your company and clients?
- How would you describe the organization's culture?
- What do you like best about working here?
- How would my performance be measured?
- How would you describe the management style?
- What has been your favorite project with the firm so far?
- What is the next step in the hiring process?
- Others?

# FOLLOW-UP

Send “thank you” email within 24 hours

Connect on LinkedIn and social media

Apply to online applications if instructed

Meet with a career counselor

# PRACTICE WITH ALUMNI

## Networking Workshop

- February 10, 6:30-8:00 PM
- Hines College Atrium
- Light food and beverages provided
- RSVP in QR code or Cougar Pathway!



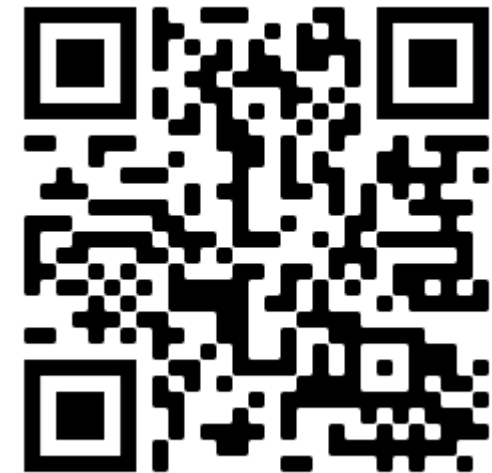
# MEET WITH A CAREER COUNSELOR

## 10 min Virtual Drop-in

- Tuesdays, 1-2:30 PM via MS Teams

## 30 min Appointment

- Sign up in Cougar Pathway



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# ALUMNI ADVICE

