



ALL EVENTS AND WORKSHOPS
ARE HELD AT HILTON COLLEGE.

FRESHMAN YEAR –

FALL SEMESTER

- **Attend Mini Career Fair.** This casual networking and recruitment event is your first chance to become familiar with the recruiting process. Meet local employers looking for part-time staff and interns.
- **Career exploration activity.** If you're unsure which hospitality career path is right for you, visit University Career Services to take an assessment test. Job shadowing and informational interviews are also excellent exploration activities. Ask us about these!
- **Fill out your profile on Hire Hilton College.** Log on to AccessUH.uh.edu and click on the *Hire Hilton College* icon to view open positions, submit resumes, sign up for on-campus interviews, and see which employers are coming to Career Fair.
- **Company research.** Research the companies you might want to work for when you graduate. Talk to employers recruiting on campus. Talk to upperclassmen. Talk to faculty. Talk to us!
- **Attend Career Fair.** This main event is your chance to practice your networking skills and to learn more about each company. The more you go, the more comfortable you will be talking to recruiters. Consider volunteering – it's an excellent way to get extra "face time" with employers. Bonus points if you attend a company information session during our Industry Think Tanks!
- **Action plan.** Make a plan for what you can do now to ensure successful employment when you graduate.

SOPHOMORE YEAR –

FALL SEMESTER

- **Attend Mini Career Fair.**
- **Make an appointment for a mock interview.** Practice the interview skills you learned with us during your Speed Interviewing Workshop. Our University Career Services liaison is also available to conduct these important mock interview sessions.
- **Internship prep meeting.** Attend this meeting to learn *where* to look and *what* to look for in an HRM internship.
- **Career Awareness Workshop.** Hear thoughts on resumes, interviewing and professional dress from a panel of industry experts.
- **Attend Career Fair.** Yep, again!

SPRING SEMESTER

- **Resume Writing Workshop.** A well-written resume will open doors. Attend one of our monthly workshops to start building and polishing yours. Your resume is a work-in-progress document that you'll update throughout your college career.
- **Speed Interviewing Workshop.** Learn how to conduct an effective targeted job search and ace an interview through speed interview exercises with recruiters from different companies. This workshop is held before Career Fair to give you some essential tips for success.
- **Wear your college name tag.** Wear it to recruiting and networking events. Let recruiters – and your classmates, who are your future colleagues – know who you are!
- **Make an appointment with Career Development.** Get to know us! We are dedicated to your career success. We'll review your resume and discuss your career plan.
- **Explore different areas of hospitality.** Becoming familiar with the different sectors of hospitality will help you decide what you want to do. Finding your career path will help you create your goals.
- **Secure a part-time job in the industry.** A part-time hospitality job is the best way to figure out what kind of work you like and – just as importantly – what you don't. This is also a curriculum requirement.
- **Network at our Pre-Career Fair Mixer.** This mixer gives you a chance to meet and break the ice with recruiters on the eve of Career Fair. You'll pitch your elevator speech and gain valuable interviewing tips.
- **Attend Career Fair.** You're going to hear us tell you this *a lot*. By attending Career Fair every semester, you'll expand your network and build relationships with potential employers.

SPRING SEMESTER

- **Set career goals.** Your goals may evolve with different internship and part-time job experiences.
- **Attend the Making the Most Out of Your Internship Workshop.** Have you found an internship for the summer? Attend this workshop to learn how to stand out among other candidates and leverage your experience for future career success.
- **Network at our Pre-Career Fair Mixer.** The more people you meet, the better chances you have of landing your dream job!
- **Attend Career Fair.** Yes, it's really *that* important.
- **Secure summer internship in your segment of the industry.**

JUNIOR YEAR –

FALL SEMESTER

- **Attend Mini Career Fair.**
- **Assume a leadership role.** Having leadership experience is key to showing your management potential to employers. You can demonstrate this through your current job, involvement in a student organization or a College student-run event.
- **Attend Career Fair and Industry Think Tanks.** By now, your confidence is showing!

SENIOR YEAR –

FALL SEMESTER

- **Attend Mini Career Fair.**
- **Resume Writing Workshop.** Add your leadership roles and student involvement to your professional resume.
- **Fashion Show and Networking Event.** Your favorite faculty and fellow students will demonstrate the do's and don'ts of Career Fair fashion.
- **Attend Career Fair & Luncheon.** In your final year, take advantage of *every* networking opportunity available. Sit next to your favorite potential employer at the luncheon.
- **Interview for a permanent placement position.** Get a head start on your professional post-graduation job search.

SPRING SEMESTER

- **Purchase student calling cards.** Similar to UH staff and faculty business cards, these cards add a professional touch to your networking activities. Visit us in the Career Development office for purchase instructions.
- **Network at our Pre-Career Fair Mixer.**
- **Attend Career Fair.** Recruiters will recognize you!
- **Secure summer internship in your segment of the industry.**

SPRING SEMESTER

- **Network at our Pre-Career Fair Mixer.**
- **Attend Career Fair & Luncheon.** Enjoy this last opportunity to make a hireable impression.
- **Interview for a permanent placement position.** Secure your career-starting position!

This checklist is intended to be used as a guide to help prepare you to make the most favorable impression on potential employers. If you would like to attend more than one of any of our workshops each semester, we welcome you!

CAREER ADVICE FROM A RECENT GRADUATE

Hilton College has more than 8,000 alumni who work in leadership positions in 50 countries around the world. Here are some tips from one of our recent grads who received *five* full-time job offers!



JOSE SOTO ('18)

Assistant Manager, Jason's Deli

"Looking at my resume today, you'd never know that at one point I had *no idea* what I was doing. All it took to get me on the right path was a visit to Career Development. With help from Colleen and Gloria, my resume went through lots of revisions, but it was so worth it. Put yourself out there – network and attend Career Fair every year to see who is hiring. If there are companies you want to work for, keep checking in. Trust me, they'll remember you! The company I help manage today had a recruiter who put in a good word for me because she got to know me through Career Fair every semester leading up to my senior year... As cheesy as it sounds, it's also very important to just be yourself – don't sell yourself as something you're not. There's a level of trust and comfort that employers want to have with their employees. If you stay true to you, you'll know what companies are a good fit. If you follow your passion, you won't work another day in your life. The money will come. I'm grateful for where I am now and how I got there. You will be, too!"

CAREER AWARENESS & EMPLOYER NETWORKING EVENTS

You have these workshops on your checklist, now add them to your calendars! Check the *Hire Hilton College* platform for upcoming dates.

- Monthly Resume Writing Workshops
- Career Awareness Workshops
- Internship Training Workshops
- Speed Interviewing Workshops
- Networking events, including mixers and etiquette dinners

ON-CAMPUS RECRUITING

Employers come to campus regularly to recruit students for internships, hourly positions and management positions.

EMPLOYER INFORMATION SESSIONS

During these sessions, employers discuss their companies and the opportunities offered, including corporate internships and management-training positions. Several of these sessions are also included as part of our fall Industry Think Tank sessions.

CAREER FAIRS

Every fall and spring semester, recruiters from more than 60 hospitality companies – local, regional, national and international – are represented at Career Fair. Here are just a few of the employers who have participated recently:

- AccorHotels
- Aramark
- Ben E Keith
- Booking.com
- Brinker International
- ClubCorp
- Drury Hotels
- Ecolab
- F&G Hospitality Consulting
- Southern Glazer's Wine & Spirits
- Golden Nugget LLC
- H-E-B
- HVS
- Hillstone Restaurant Group
- Hilton
- The Houstonian Hotel, Club & Spa
- Landry's, Inc.
- Las Vegas Sands
- L'Auberge Casino Resort
- Marriott International, Inc.
- Omni Hotels & Resorts
- Pappas Restaurants
- Republic National Distributing Company
- River Oaks Country Club
- San Luis Resort
- Seabourn Cruise Lines
- Sodexo
- TopGolf

YEAR-AT-A-GLANCE EVENTS*

Attend these workshops and events, then check them off your career-planning checklist!

- **JANUARY:** Resume Writing Workshop and HRM Internships Workshop. Begin resume submission for Career Fair on-campus interviews.
- **FEBRUARY:** Resume Writing Workshop, Career Awareness Workshop, Resume Review Day, Speed Interviewing Workshop, Pre-Career Fair Mixer, Career Fair and Career Fair Luncheon
- **MARCH:** Resume Writing Workshop
- **APRIL:** Making the Most Out of Your Work Experience Workshop
- **SEPTEMBER:** Resume Writing Workshop, HRM Internships Workshop and Mini Career Fair. Begin resume submission for Career Fair on-campus Interviews.
- **OCTOBER:** Resume Review Day, Speed Interviewing Workshop, Career Awareness Workshop, Company Information Think Tank Sessions, Career Fair and Career Fair Luncheon
- **NOVEMBER:** Resume Writing Workshop, and Making the Most of Your Work Experience Workshop

*As other events arise, including on-campus recruiting days, employer information sessions and various networking events, details will be announced on the Hilton College ListServ. Make sure you receive these important emails by signing up for ListServ today at <http://www.uh.edu/hilton-college/students/current-students/sign-up-for-student-LISTSERV/>

*You can also get updated information about workshops and events on our Facebook fan page. Like us at www.facebook.com/HiltonCollegePlacement

YOUR CAREER DEVELOPMENT TEAM

Whether you need career coaching, assistance with your job or internship search, resume help or interview tips, we are here for you. We have an extensive network of contacts in the industry and want to help you succeed. And succeed you will – if you do your part and follow the steps in this planner! Typically, more than 91 percent of our graduates have jobs upon graduation!

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EVERYTHING YOU NEED TO KNOW ABOUT
PREPARING FOR, FINDING AND SECURING
YOUR FIRST JOB AFTER GRADUATION . . .

✓ CAREER PLANNER CHECKLIST

Okay. You've cleared your first hurdle: acceptance to the Conrad N. Hilton College of Hotel and Restaurant Management – one of the *top* hospitality programs in the world. Now, you've got to start preparing for your future.

From day one, your advocates in CAREER DEVELOPMENT are ready and willing to help guide you in your journey to discover the career

path that is right for you. You'll have to do the work, but we'll be with you *every* step of the way.

Just follow the checklist we've outlined for you in this planner, take advantage of all our available resources, and you'll be ready for success in the "real world" – and maybe even land the job of your dreams! Let's get started...

Please make individual appointments through *Hire Hilton College*, located on the AccessUH website.