

RULES & POLICIES

When you schedule an interview, it is YOUR RESPONSIBILITY to record the date and time.

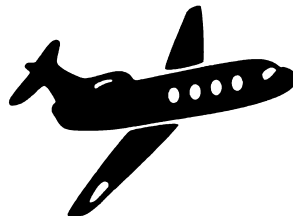
You are expected to arrive at least ten minutes prior to the scheduled interview time. You should "check-in" with the Career Center Coordinator. **Professional dress is REQUIRED.**

COMPANY PRESENTATIONS

Many companies visit our department each semester to interview on campus. The majority of these companies conduct their interviews with our HTM/CSR students from late September to early November in the fall, and from late January to early April in the spring. Many of these companies arrange a reception/presentation the evening before or the morning of the day they interview. These sessions are designed to provide more specific company information than is possible during a 30-45 minute interview. It is **MANDATORY** that all students attend these informational sessions, regardless of application for full time employment upon graduation or for an internship. The HTM Unit feels that lack of attendance indicates a lack of interest in the company presenting. In addition, we want to put our best face forward while having students get the most up-to-date information available on that particular company.

The following policies are in effect for all HTM/CSR students:

- It is the students' responsibility to know if a company they will be interviewing with is having an informational session. The dates and times of these company sessions are posted in the HTM Career Center Website, it is also shared on the HTM/CSR List Serve.
- **Attendance will be taken during the session and students must be there for the entire session.** The HTM Unit **WILL NOT** take into consideration any excuses related to working, club meetings, etc. The only excused reason will be if a student can present a schedule showing that they had a Purdue class exactly at that time or a note from a doctor.
- Students should arrive early to the session and be ready when it begins. Students should be prepared to answer questions.
- Failure to attend the session may result in the student losing interviewing privileges through the HTM Career Center for the remainder of that academic year.



CANCELLATION/NO SHOW POLICY FOR HTM STUDENTS

On-campus Interviewing

Cancellation and Missed Interview Policy for HTM/CSR Students

The Center for Career Opportunities (myCCO) requires all HTM/CSR students participating in On-Campus Interviewing to cancel interviews in advance. When you fail to cancel your interviews in a timely fashion or do not appear for your interviews, your actions reflect poorly on you as an individual and on the University as a whole. Not only do you inconvenience the employer, but you may also deprive another student of a valuable interview opportunity. These situations, if unchecked may also have more serious implications on the University's relationships with employers overall.

Therefore, the Center for Career Opportunities (myCCO) treats these incidents very seriously and advises you to take special note of the following Cancellation and Missed Interview Policy.

In the event of sudden illness or serious personal emergency on interview day

Interview Cancellation Policy for HTM/CSR Students:

- Cancellations will NOT be accepted via email.
- Employers check-in between 8:00 AM and 9:00 AM and should be notified prior to that time.
- Students are required to give a 24 notice to cancel an interview. This is to allow other students the opportunity to fill the vacated interview slots.
- Students are expected to contact our main office at 765-494-4643 prior to their interview time. A staff member will forward your message to the career center coordinator
- Always investigate an alternate date with the employer before you cancel an interview.
- Regional Campus Students (Purdue Calumet, IUPUI, Purdue North Central and IUPU Ft Wayne) needing to cancel interviews are required to work through their Regional Career Services office. The Regional Campus Liaison will forward the information regarding the cancellation.

Note:

If for any reason you find that you cannot attend the interview, it is **your** responsibility to speak personally with the employer representative, and explain why you will not be attending the interview. Be aware however that the employer may still report you for missing your interview.

If you cancel an appointment directly with an employer, keep the HTM Career Center informed. If you are emailing an employer with a cancellation and have given the employer ample notice "CC" carbon copy poynterm@purdue.edu and askcco@purdue.edu of this cancellation and the communication. Remember the recruiter may not receive a late e-mail cancellation due to his or her travel arrangements. You are responsible for notifying the recruiter in a timely fashion, if you are unable to attend your previously scheduled interview. The "24 hours prior to the start of the interview day" rule will apply for all cancellation notifications.

Employers typically are not in the office on weekends. Monday appointments should be canceled no later than Friday morning.

If you miss an interview:

- Your myCCO account will be locked.
- You will receive an e-mail with instructions to come to MARRIOTT HALL, 128 immediately to resolve this matter.
- You will be required to meet with the career center coordinator and discuss the reason you missed the business appointment *to which you committed*.
- The discussion and your reason for missing the interview will determine whether or not your file will be reactivated and if you will have the opportunity to use myCCO in the future.

You are directed to attend all previously scheduled interview appointments while your case is pending. Any additional missed interviews will cause more damage to your situation.

Considerations regarding your privilege to use the HTM Career Center:

- 1. Securing a job in our industry is probably the main reason you are going to college. The interviewing process will be critical in determining your future.***
- 2. Research is a key component in your career search. Research each company BEFORE signing up for an interview.***
- 3. Accept accountability. It is your responsibility to accurately record the time and date of your interview. If you are unsure, contact the HTM Career Center to verify the time. As young adults, it is important that you assume the responsibility for showing up to all of your scheduled interviews.***

- 4. The HTM Career Center is a privilege that every HTM/CSR student is entitled to use. It is not a right and any violation of these rules will result in permanent revocation of your privileges to use the HTM Career Center. We will do everything we can to assist you, but we CANNOT allow no-shows!**
- 5. For emergency situations, extenuating circumstances that prevent the student from providing advanced notification will be evaluated on a case by case basis.**
- 6. Last minute cancellations or “no-shows” are a very selfish act. This denies the opportunity for another student to have that interview time and is a waste of time for the recruiter. This behavior creates a negative impact on everyone and may lead to companies no longer conducting on-campus interviews.**

EMPLOYER INFORMATION

A number of employers have provided materials to the HTM Unit. These materials describe the organization, its products or clientele, career options, etc. These documents may be reviewed in Room 128, Marriott Hall.

COMPANY FILES

A file is available on every company that recruits through the HTM Career Center and many others that do not visit Purdue University's campus. These files may be reviewed in Room 128.

Adam's Mark Hotels	Bristol Hotels	Edgewood Valley Country Club
American Golf Country Clubs	Breaker's Hotel	Embassy Suites Hotel & Casino
American Hospitality Academy (AHA)	Buca di Beppo	Enterprise Rent-a-Car, Inc.
Apple South Inc. / Applebee's	Bubba Gump Shrimp Co.	Equipment Preference Inc.
ARAMARK	Buffalo Wild Wings Grill and Bar	Fairmont Hotels & Resorts
Aspen Institute	Caesars Entertainment	First Hospitality Group, Inc.
Associated Club Management	CEC Entertainment	Focus Hospitality Services
Au Bon Pain	Cedar Point	French Lick Springs Resort
AVI Foodsystems, Inc.	Central Restaurant Products	Garden Fresh Restaurant
Baker's Square	Cheesecake Factory	Company
Bandera Restaurants	Chicago Southland CVB	Gaylord Hotels
Bandon Dunes Golf Resort	Chili's Restaurants	General Hotels
Baymont Inns & Suites	Clipper Cruise Lines	Grand Hotel, Mackinac Island
Bayside Inn	Club Corp. of America	Greater Lafayette CVB
Beluga Lake Lodge	CMAA	HDS Services
Bertalini's Restaurant	Compass Group	Heart of America Restaurants & Inns
Between the Buns	Crowne Plaza Resort	Hilton Hotels and Resorts
Biaggi's Ristorante Italiano	Crystal Catering	Holiday Inn Worldwide
Borgata Hotel, Casino & Spa	Darden Restaurants	Homewood Suites
Boston Market	Dave & Buster's	Hormel Foods
Bravo Restaurants, Inc.	Dunlay's Management Service	Hooter's Restaurants
	Drury Hotels	

Horseshoe Casino
Houlihan's
Houston's
Hyatt Hotels
Indianapolis Motor Speedway
Int'l Council of Cruise Lines
Interstate Hotels
J. Alexander's
Kiawah Island Resorts
Kimpton Hotels
Krispy Kreme
LaGrange Country Club
Lake Shore Country Club
Landry's Seafood Restaurant
Lee's Inns
Lettuce Entertain You
Levy Restaurants
Lloyd's Chicago
Lodging Host
Maggiano's Little Italy
Marcus Hotels and Resorts

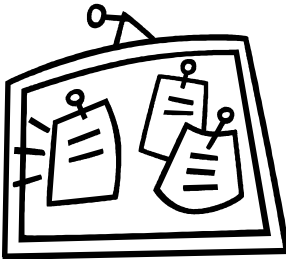
Marriott International & MCVI
Marshall Field's
Max and Erma's Restaurants
McDonald's Corporation
Meijer
MetWest Terra Hospitality
Old Spaghetti Factory
Olive Garden
Omni Hotel
Onwentsia Club
Panda Express
Pappas
Panera Bread Co.
Pizza Hut of Ft. Wayne
Portillo Restaurant Group
Potbelly Sandwich Works
Premier Equipment
Premier Yachts, Inc.
Purdue Memorial Union
PRIME Hospitality Corp.
RARE Hospitality International

Red Lobster
Rock Resorts
Rockbridge Capital
Ruby Tuesday
Sodexho
Starwood Hotels and Resorts
Swan Lake Resort
Swissotel Chicago
Ted's Montana Grill
TGI Friday's
The Breakers
Ultimate USA
Uncle Julio's Corp.
Vail Resort Lodging
Walt Disney World
Westgate Resorts
Westin-Chicago
White Lodging Services
Wild Dunes Resort
Winegardner and Hammons
Yellowstone National Park Lodges

INTERNSHIP NOTEBOOK & FILE

The HTM Career Center will keep a notebook of companies offering internship opportunities, but not interviewing on campus. This notebook is located in Marriott Hall, Room 128.

EMPLOYMENT BULLETIN BOARD



The bulletin board (display case) with current job opportunities posted is located in the hallway near MRRT 148.

SAMPLES OF CAREER CENTER FORMS

The following forms are examples of the schedules and sign-up sheets that you are going to be seeing and using in the HTM Career Center. This information can also be found on myCCO listed under the Jobs & On Campus Interviews tab and Info Sessions & Workshops tab.

**HTM CAREER CENTER
 SPRING, 2013
 INTERVIEWING SCHEDULE
 (As November 18, 2013)
 (Subject to Change)**

DATE	DAY	COMPANY	ELIGIBLE STUDENTS
February 7	T	Uncle Julio's - Information Session 6:00pm - MRRT 237	
February 8	W	Uncle Julio's - Interviews (Pre-Screening - Apply on CCO Express)	May/Aug Grads, Summer Interns
February 8	W	Winegardner & Hammons - Information Session 8:00am - MRRT 237	
February 8	W	Winegardner & Hammons - Interviews (Pre-Screening - Apply on CCO Express)	May/Aug Grads, Summer Interns

Above is a sample of the interview schedule that will be updated as companies sign-up for interviewing throughout the semester. It will be displayed in the Career Center Website, HTM/CSR List Serve and Job Posting near Dora Auditorium. The first column lists the date the company will be visiting campus, the second lists the day of the week, the third lists the company and the fourth lists the students this particular company would like to interview during their visit. The eligible student column may list December grads, interns, or both.



HTM CAREER CENTER RESUME INFORMATION

Over the last few years recruiters have commented about what they prefer to see on a resume. In an effort to help with the marketability of our students, we are offering the following tips and examples of resumes:

- ◆ All resumes should be one (1) page in length.
- ◆ Please re-read or have some else proofread your resume.
- ◆ Do not put your high school that you graduated from on the resume.
- ◆ If you are a recent high school graduate, it is acceptable to list some of your experiences and leadership examples. This information will need to be replaced during your sophomore year with current information.
- ◆ If you are looking for an internship, do not put that in your objective. Simply state that you are looking for experience in the industry and keep it general.
- ◆ If you explain to employers that you need a little rotation, usually they will accommodate you. The word internship sometimes scares them away if they don't offer one.
- ◆ At times it is possible to take one position in a company even though it is not what you want and then once you are inside—you can get the inside track on other openings.
- ◆ Do not list your courses.
- ◆ Put specific skills that make you different such as a foreign language competency or some type of certification.
- ◆ Make sure you put the city address of the experience and give yourself a specific title describing what you did, even if you did not have a title.
- ◆ Check and make sure all your subheading fonts are consistent.
- ◆ Use bullet points to fully describe what you did in each job.
- ◆ State the expected date of graduation.
- ◆ Use things that will differentiate you from other people in a positive way.