

# HTM Career Center

## Registration Procedure for Center for Career Opportunities

1. Log on the **Center for Career Opportunities** web site: [www.cco.purdue.edu](http://www.cco.purdue.edu)
2. Click on "students."
3. Under "myCCO." Click on "View Terms."
4. Read the Participation Agreement.
5. At the bottom of the "Participation Agreement," click on "continue to log in".
6. Enter your 10-digit PUID for the username and password.
7. Check "Agree to all parts of the agreement."
8. Profile – Enter requested information. **Use your Purdue E-mail address [very important]** and be certain that it is entered accurately. The profile does not save until it is fully completed. Click on "Save Changes and Continue."
9. Academic Information – Enter requested information. Click on " Save Changes and Continue."
10. Privacy
  - Check "yes" or "no" to receive E-mail notifications. **Yes is recommended.**
  - Check "yes" or "no" to have resume' included in resume' book that is distributed to employers. No is recommended at this time. At a later time **when you are actively seeking employment, change the "no" to "yes" so that employers can view your resume'.**
  - Read privacy statement and check "Policy Affirmation."
  - Click on "Save Changes and Continue."
11. Resume' Etc. – Click on "Add New." [You will need to complete this step by posting a resume' to complete the registration process.]

- Put in a title for your resume'. If you will be storing more than one resume', your main resume' should be labeled as "Current + your last name." • Click "browse" to locate the resume' you want to upload.

**Note – You should always create your resume' in a "Word" document. The system will convert your document to a "pdf." The "Word" document will remain in the system for future updating.**

- Highlight the resume' that you wish to use and click "open" and then "submit." This should complete the registration process.

After the registration process is completed, your password will be sent to your Purdue E-mail address. This will verify that you have completed your registration. You may go back into the system and change your password and edit other items if you wish to do so.

Please make sure to register with myCCO and upload your resume using Microsoft Word.

Remember to update your resume each semester.

Companies are looking at student resumes and this may help you secure a job or an internship position.

# THE GUIDE TO THE HTM CAREER CENTER

The HTM Career Center located in Marriott Hall, Room 128 is here to help you with your job search by facilitating contact between students/alumni and employers for the purpose of job placement. Office hours are:

Monday - Friday 8:00am to 12:00pm\*  
1:00pm to 5:00 pm\*

\*Hours are subject to change – Please call and arrange an appointment, if necessary.

Please remember that the copy machine, and mail boxes are upstairs. If I am away from my desk and you cannot wait a few minutes, please leave me your message and the best way I may respond quickly (email or phone).



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## HTM/CSR List Serve

Be sure to be added onto the HTM/CSR List Serve so you may received information when companies are looking to hire for internship, full time, or part time work.

To subscribe, go to: <https://lists.purdue.edu/mailman/listinfo/htmlistserv>

The Purdue Center for Career Opportunities (myCCO) should also be considered for job searches. The myCCO offers students the opportunity to Purdue Center for Career Opportunities participate in campus-wide recruiting, Young Hall 132 search online job listings, and provides valuable resources for career exploration. We recommend that W. Lafayette, IN 47907-2034 HTM/CSR students visit the CCO for assistance on <https://www.mycco.purdue.edu/> building exceptional resumes and tips on interviewing. Phone: (765) 494-3981 Fax: (765) 494-6959

Hours: Mon - Fri, 8:00am-5:00pm

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## \* International Students \*

**International students must obtain proper ISS or INS approval prior to commencing any Co-op/internship experience. Failure to do so will lead to loss of legal status with no means to regain it.**

# KNOW THE STEPS

To be eligible for on-campus employment interviews through the HTM Unit, you must:

1. Register with myCCO at [www.cco.purdue.edu](http://www.cco.purdue.edu) and upload your resume.
2. Resumes – If you would like your resume to be reviewed, please **bring a hard copy of your resume to the HTM Career Center before uploading it on myCCO** NOTE: We strongly encourage you to have your resume reviewed.
3. Make copies of your resume and be prepared for your interview.
4. Research companies that you are interested in.
5. <http://wiki.lib.purdue.edu/display/Career/Purdue+University+Career+Wiki> On our website, this is under the Undergraduate tab, Career Center tab: Great research tool (Free to Purdue Students) Recommend: CareerBeam, Vault, H1VisaJobs. Use Announcements & Upcoming Career Events to see upcoming career fairs and research companies attending these fairs.
6. Attend the information session for the company you are interviewing with. It is **mandatory** that all students interviewing with that company attend their sessions. Be sure to sign the sign-in sheet at the information session. Attendance will be taken.
7. To be considered for an interview, you must have an active account on myCCO and a resume uploaded. Log in to myCCO and apply for positions. The majority of companies will be pre-screening and you will be notified if you have been selected to interview with a particular company.
8. You should check for new company postings on myCCO on a regular basis or check in with the HTM Career Center for bulletin updates.
9. Companies may be conducting on-campus interviews and other companies will only be posting jobs for you to apply for.

10. **Do not sign up for back-to-back interviews.** Be prepared for some interviews to run longer than scheduled or to start late. Block out enough time so that you do not miss class or an additional interview.
11. Interview – remember to ask for a business card at the end of your interview.
12. Send a hand written thank you letter/note to the company recruiter.

## RULES & POLICIES

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

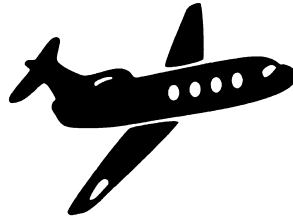
You are expected to arrive at least ten minutes prior to the scheduled interview time. You should "check-in" with the Career Center Coordinator. **Professional dress is REQUIRED.**

## 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](mailto:poynterm@purdue.edu) and [askcco@purdue.edu](mailto: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  
 American Golf Country Clubs  
 American Hospitality Academy (AHA)  
 Apple South Inc. / Applebee's  
 ARAMARK  
 Aspen Institute  
 Associated Club Management  
 Au Bon Pain AVI  
 Foodsystems, Inc. Baker's Square  
 Bandera Restaurants  
 Bandon Dunes Golf Resort  
 Baymont Inns & Suites  
 Bayside Inn  
 Beluga Lake Lodge  
 Bertalini's Restaurant  
 Between the Buns  
 Biaggi's Ristorante Italiano

Borgata Hotel, Casino & Spa  
 Boston Market Bravo Restaurants, Inc.  
 Bristol Hotels  
 Breaker's Hotel Buca di  
 Beppo Bubba Gump  
 Shrimp Co.  
 Buffalo Wild Wings Grill and Bar  
 Caesars Entertainment  
 CEC Entertainment  
 Cedar Point  
 Central Restaurant Products  
 Cheesecake Factory  
 Chicago Southland CVB  
 Chili's Restaurants  
 Clipper Cruise Lines  
 Club Corp. of America  
 CMAA

Compass Group  
 Crowne Plaza Resort  
 Crystal Catering  
 Darden Restaurants  
 Dave & Buster's  
 Dunlay's Management Service  
 Drury Hotels  
 Edgewood Valley Country Club Embassy Suites Hotel & Casino Enterprise Rent-a-Car, Inc. Equipment Preference Inc.  
 Fairmont Hotels & Resorts  
 First Hospitality Group, Inc.  
 Focus Hospitality Services  
 French Lick Springs Resort  
 Garden Fresh Restaurant Company  
 Gaylord Hotels  
 General Hotels



Grand Hotel, Mackinac Island  
Greater Lafayette CVB  
HDS Services  
Heart of America Restaurants &  
Inns  
Hilton Hotels and Resorts  
Holiday Inn Worldwide  
Homewood Suites  
Hormel Foods  
Hooter's Restaurants  
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  
Krisy 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 & MSCI  
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  
Sodexo  
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.

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

<u>DATE</u>	<u>DAY</u>	<u>COMPANY</u>	<u>ELIGIBLE STUDENTS</u>
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 Apply on CCO Express)	May/Aug Grads, (Pre-Screening - Summer Interns

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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 than 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.