
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



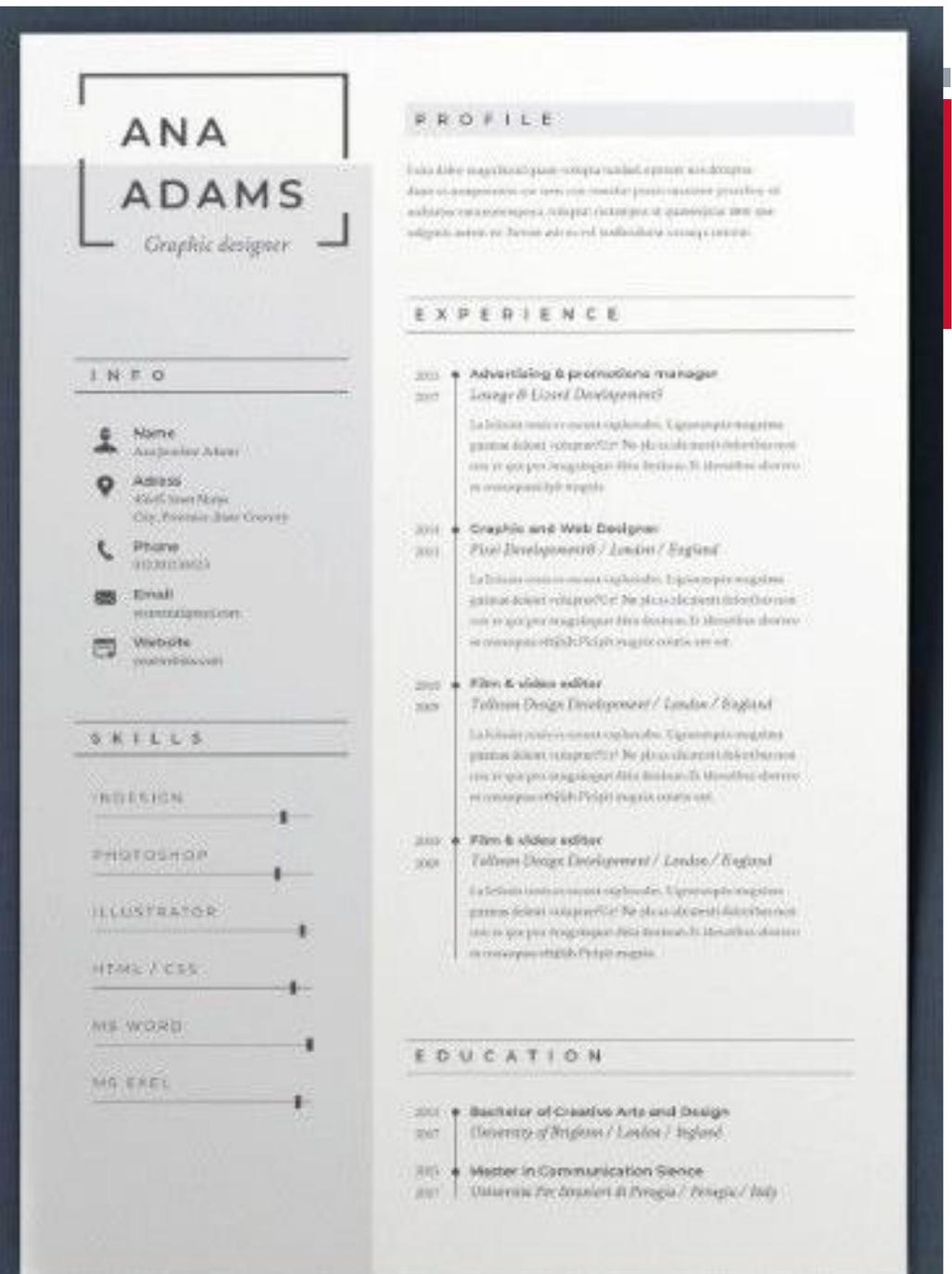
GENERAL RESUME TIPS



- **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

