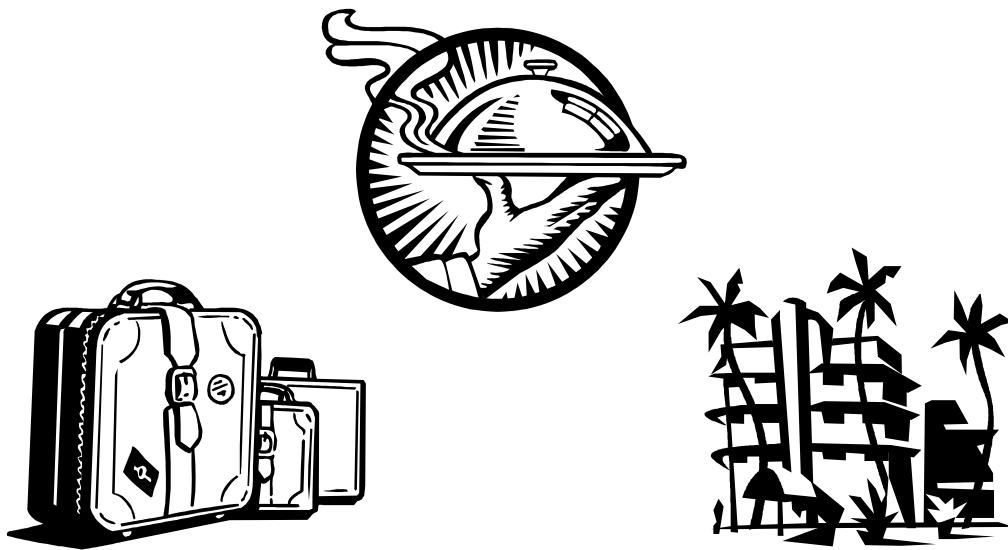


DEPARTMENT OF  
HOSPITALITY AND  
TOURISM MANAGEMENT



# **The Guide to the HTM CAREER CENTER**



**Fall - 2009**

# HTM Career Center Website

<http://career.cfs.purdue.edu/htm>

- The site has 3 areas
  - Student Area (submit resume)
  - Company Area (view submitted resumes)
  - Administrator Area (oversee use of site)
- Only approved hospitality companies will be given permission to use the site.
- Students will be able to:
  - Post resumes
  - View job and internship opportunities
- This is a database driven site. Only HTM/CFS students will be given permission to enter the site. It is a secured site.
- Companies will be able to view submitted resumes in three ways
  - All Resumes
  - By Emphasis
  - By Keyword Search  
(If students are seeking an internship, it is important to state that in the objective.)
- Approved companies have agreed not to disclose the information on the site to any other party with outside interest. Information on the site is subject to the Family Education Rights and Privacy Act (FERPA).
- All data from our database will be removed no later than six months after the posting, unless there is a prior request from the student.

**Please make sure to post your resume on this site! Remember to update your resume each semester. Companies are checking student resumes and this may help you secure a job or an internship position.**

## THE GUIDE TO THE HTM CAREER CENTER Fall 2009

The HTM Career Center located in Stone Hall, Room B22 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 8:30am to 12:00pm\*  
1:00pm to 4:30 pm\*

\*Hours are subject to change – Please call and arrange an appoint if necessary

Please remember that the restrooms, copy machine, and mail boxes are two floors up. 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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The Purdue Center for Career Opportunities (CCO) should also be considered for job searches. The CCO offers students the opportunity to participate in campus-wide recruiting, search online job listings, and provides valuable resources for career exploration. We recommend that HTM students visit the CCO for assistance on building exceptional resumes and tips on interviewing.

Purdue Center for Career Opportunities  
Stewart Center Room 194  
128 Memorial Mall  
W. Lafayette, IN 47907-2034  
<https://www.cco.purdue.edu/>  
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.

# Career Center Orientation

September 2, 2009  
(Wednesday)  
6:00 p.m.  
MTHW 210

This meeting is for the following students:

1. Dec. and May Grads who wish to interview through the HTM Career Center during the Fall Semester 2009.
2. Students who wish to interview through the HTM Career Center for an internship in the upcoming Spring or Summer, 2010.

\*Both Career Center and Internship Packets will be passed out at this orientation.

**Please post your resume on our  
HTM Career Center Website!**

<http://career.cfs.purdue.edu>

If you have any questions please see Janet Glotzbach  
in the HTM Career Center (B22).

Phone: 494-4729

Email: [jglotzba@purdue.edu](mailto:jglotzba@purdue.edu)

**RESUMES ARE DUE IN THE CAREER CENTER (B22)**

**(12 hard copies plus email 1 electronic copy to [jglotzba@purdue.edu](mailto:jglotzba@purdue.edu))**

**BY Wednesday, September 9<sup>th</sup>, 2009**

# **KNOW THE STEPS**

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

Attend the HTM Career Center Orientation on Wednesday, September 9<sup>th</sup>, 2009 at 6:00pm in MTHW 210. If you are unable to attend the Session, please call 494-4729 and set up a time with Janet to go over this information and get your packet

1. Attend the HTM Career Center Orientation on Wednesday, September 2, 2009 at 6:00pm in MTHW 210. If you are unable to attend the Session, please call 494-4729 and set up a time with Janet to go over this information and get your packet. Note: If you attended the Orientation last semester you will need to stop in the HTM Career Center and update your information, and you will not need to attend another session.

**IMPORTANT:** If you want to remain on the distribution list to receive emails from the HTM Career Center, you must contact the HTM Career Center by September 9, 2009 to verify your information.

2. Submit a copy of your resume to the HTM Career Center for Dr. Adler's approval. Once you have received your resume back from Dr. Adler, you must turn it in along with your new resumes to be kept in your file.
3. Submit 12 or more copies of your resume to the HTM Career Center (B22, STON Hall). Resume paper is preferred; however, it is not required. **PLUS**, email 1 electronic copy of your resume to [jglotzba@purdue.edu](mailto:jglotzba@purdue.edu). The due date for the resumes is Wednesday, September 9<sup>th</sup>, 2009.
4. Submit your Registration Form at the end of this document to the HTM Career Center by Wednesday, September 9<sup>th</sup>, 2009.
5. Research companies in Room B22-E preferably before you sign up for an interview but, at least prior to your interview.
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. Please be sure to sign the sign-in sheet at the information session.
7. Sign-up for interviews in the Interview Binder located in B22, STON Hall. Employment interview sign-up sheets will be posted in the Interview Binder. The Career Center Coordinator will administer the Interview Binder. You should check for new company postings on a regular basis. Postings will be updated on the bulletin board outside B22 and on the HTM Career Center section of the main floor bulletin board, STON Hall. **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.

8. Interview – remember to ask for a business card at the end of your interview.
9. Send a Thank You letter to the company.



## **RULES & POLICIES**

When you schedule an interview, it is YOUR RESPONSIBILITY to record the date and time. The location will be posted outside B22, STON Hall the morning of the interview.

For interviews that you arrange through the HTM Career Center, 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.

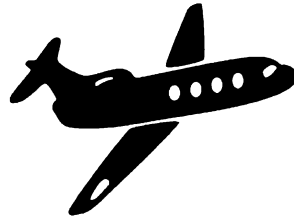
## **COMPANY PRESENTATIONS**

Many companies visit our department each semester to interview on campus. The majority of these companies conduct their interviews with our HTM 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 Department 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 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 on the bulletin board outside the HTM Career Center and the HTM Career Center Website.
- Attendance will be taken during the session and students must be there for the entire session. The HTM Department 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 POLICY**

Interviews may be cancelled up to 48 hours prior to the scheduled time (This does not include Saturday and Sunday.) To cancel an interview, you must contact the Career Coordinator in Room B22 in Stone Hall, either by email: [jglotzba@purdue.edu](mailto:jglotzba@purdue.edu) or call 494-4729.

## **NO SHOW POLICY**

Failure to participate in a scheduled interview without giving 48 hours notification requires an apology letter to the recruiter and a copy to the Career Center Coordinator within 3 days of the miss. If two interviews are missed in one semester, you are required to send an apology letter to the recruiter, a copy to the Career Center Coordinator and a copy to Dr. Ghiselli, and you will lose your interviewing privileges for the remainder of the semester.

\*Please remember that securing a job in the hospitality industry is probably the main reason you are going to college. The interviewing process will be critical in determining your future. As young adults, it is important that you assume the responsibility for showing up to all of your scheduled interviews. We will do everything we can to assist you, but we CANNOT allow no-shows!

## **EMPLOYER INFORMATION**

A number of employers have provided materials to the HTM Department. These materials describe the organization, its products or clientele, career options, etc. These documents may be reviewed in Room B22-E, STONE HALL.

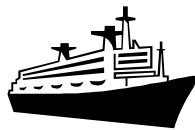
## **COMPANY FILES**

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 B22-E:

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  
 Don Pablo's

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  
 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  
 Morton's Steakhouse  
 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  
 Tradewinds Beach Resorts  
 Ultimate USA  
 Uncle Julio's Corp.  
 Village Green  
 Walt Disney World  
 Westgate Resorts  
 Westin-Chicago  
 White Lodging Services  
 Wild Dunes Resort  
 Winegardner and Hammons  
 Yellowstone National Park Lodges



## **VIDEOTAPES/CD's**

*May be checked out overnight*

ARAMARK  
 ARDA  
 Aspen Institute  
 Associated Club Management  
 Breakers Hotel  
 Brinker International  
 Bristol Hotel & Resorts

Chili's  
 Club Corp.  
 Darden Restaurants  
 Dave & Buster's  
 Denny's Restaurants  
 Drury Inns  
 Golden Corral

Houlihan's  
Houston's Restaurant  
Hyatt Hotels  
Levy Restaurant  
Marriott International  
Opryland Hotel  
Purdue Programs for Study Abroad  
Radisson Clearwater Beach  
Resort, Recreation & Tennis Mgmt  
Signature Inn

Society for Foodservice Mgmt.  
SODEXHO  
Steak 'n Shake  
The Culinary Institute of America  
Walt Disney World  
White Lodging Services  
Winegardner & Hammons  
Wyndham  
Yellowstone National Park

## **BINDERS**

The Broadmoor  
Horseshoe Casino  
Hyatt Hotels & Resorts

Marriott International  
Sodexo  
Wyndham Hotels & Resort

## **BOOKS**

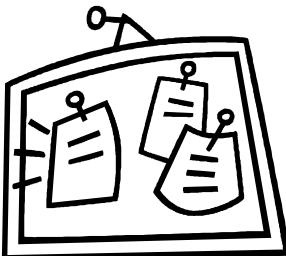
Directory of Hotel & Motel Companies  
Eat More Chikin (Chick-fil-A)  
Exhibit Guide & Program NRA Show 1999  
Hospitality Compensation and Benefits Survey  
On the Brink  
Onwentsia Club  
Peppermill Hotel Casino Reno  
Simply the Best  
Since the World Began (Disney)  
The Spirit to Serve Marriott's Way



## **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 B22.

## **EMPLOYMENT BULLETIN BOARD**



The HTM Department will maintain a bulletin board (located outside of B-22) of correspondence regarding employment opportunities with employers who will not be conducting on-campus interviews.

The interviewing schedule for those companies who are interviewing on-campus will also be posted.

# 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.

## HTM FALL 2007 INTERVIEWING SCHEDULE

Date	Day	Company	Eligible Students
<i>Fall Semester, 2007</i>			
Sept. 25	M	Hilton (Pre-screen)	May Grads
Sept. 25	M	Red Lobster	Dec. Grads
Sept. 26	T	Hyatt Presentation-5:00pm STEW 311	
Sept. 27	W	Hyatt (Pre-screen)	Dec./May Grads
Oct. 4 Interns	W	Aramark	Dec./May Grads, Sum
Oct. 12	TH	Westin (Starwood)	Dec. Grads
Oct. 18	W	Marriott Presentation-6:00pm UNIV 303	
Oct. 19	TH	Marriott	Dec./May Grads

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 on the bulletin boards outside the Career Center and the HTM Main Office. 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. Pay careful attention to this column. If you are not eligible to sign up and do so, it will not only waste the recruiter's time, but yours as well.



# WHITE LODGING SERVICES

[www.Whitelodging.com](http://www.Whitelodging.com)

Presentation: \_\_\_\_\_  
                             Date                            Building                            Room                            Time                            Dress

Interview Date: \_\_\_\_\_  
   Date  Location

**Eligible to Interview:** A check indicates the eligibility requirement of the company. Do not sign up unless you meet the requirement.

\_\_\_\_\_                        X                        \_\_\_\_\_                        X    
 Dec. Grads                      May Grads                      Spring Intern                      Summer Intern

Int'l Students: \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Perm. Placement                      F1 Visa                      Spring Intern                      Summer Intern

TIME	STUDENT	PHONE #	EMAIL
8:30	_____	_____	_____
9:00	_____	_____	_____
9:30	_____	_____	_____
10:00	BREAK		
10:15	_____	_____	_____
10:45	_____	_____	_____
11:15	_____	_____	_____
11:45	LUNCH		
1:00	_____	_____	_____
1:30	_____	_____	_____
2:00	_____	_____	_____
2:30	BREAK		
2:45	_____	_____	_____
3:15	_____	_____	_____

This is the actual sign-up sheet that you will use to schedule your interviews. It lists the company, whether or not there is a presentation, who is eligible to sign this particular schedule and the date of the interview. The sign-up book is located in the Career Center. Please ask for it.

**HILTON HOTELS**  
**Interviews: Monday, September 24<sup>th</sup>, 2007**

**NOTE:** Hilton Hotels will pre-screen your resumes to determine which students they would like to interview. **IF YOU WANT TO BE CONSIDERED FOR AN INTERVIEW, please sign below.** Resumes will be forwarded to Hilton Hotels for pre-screening by Monday, September 17<sup>th</sup>. You may also have to submit your resume on line and they will pre-select.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

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Some employers choose to "pre-screen" resumes and decide who they would like to interview based on the resumes of interested students. Names of selected students will be contacted as soon as they are received.

# Job Interview Attire

The following ideas can never be neglected:

- Check clothing several days before the scheduled interview. Make sure your suit is clean, shirt ironed, and shoes polished. Now's your chance to check whether your best outfit needs to go to the cleaners or a seamstress for repairs. If you're going to borrow any clothing from a friend or buy a new pair of shoes, do it ahead of time so that you can be sure everything fits well.
- Look clean and neat. Make sure that your hair is done appropriately. Women - do not wear wild hairdo's. Men - get a trim of head and facial hair.
- Do not wear a perfume or cologne as many people are allergic. Bathing with a good quality bath soap will leave a light scent. You will be nervous and a gentle scent can mask the perspiring you may be doing. An unscented antiperspirant can be used.
- Cover any tattoos and avoid gaudy jewelry. Definitely limit pierced jewelry to ears only. Do not wear nose or tongue jewelry.
- Make sure the suit, the shoes, the jewelry are comfortable, so you'll feel pulled together. That way you can focus on the person interviewing you.

## MEN

- Wear a suit or sport jacket with color coordinated trousers
- The color should be neutral or dark - blue, black or gray is best
- Wear a tie - even if you will never wear one after you get the job
- Shoes should be leather - clean and polished - black is best
- Make sure your nails are trimmed and that they are clean.

## WOMEN

- Wear a classic suit or a simple dress with a jacket. This is not a time to be provocative or sexy. Some appropriate colors are navy blue, black, dark green, dark red, burgundy, or gray.
- Dress in a higher style than the position calls for but do not attempt to out dress everyone there.
- Avoid wearing clothes that are tight, revealing or trendy. It may be the very latest fashion but it will not impress the interviewer.
- Fingernails should be trimmed to a length that doesn't leave an observer wondering how you keep from stabbing yourself. The polish should be closer to a color your mom might wear than to a color that your kid sister would go for.



**HTM CAREER CENTER**  
**RESUME INFORMATION**  
**EFFECTIVE FALL, 2009**

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 must 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.
- ♦ You must turn in your resume to the HTM Career Center for review, before bringing in your 12 copies for your file.