



SALES PITCH EVALUATION

Each student attending a career fair must have a 'sales pitch' when they approach a potential employer and present themselves for consideration. Once step to the front of the line you should cover four (4) key points to evaluate:

- 1: **Who you are (name; hometown);**
2. **What your current status is (Junior in CS);**
3. **What you are seeking (internship/full-time); and,**
4. **Why you should be hired! < THIS IS CRITICAL!**

EXAMPLE:

"Good afternoon Sir/Madam. My name is Bill Jones and I am a junior majoring in Construction Science at Prairie View A&M University. I am seeking my first internship required by my degree program. I am interested in being part of your firm and believe _____ Construction should hire me because I am a 'never quit' type of person that sees all assignments through."

CAREER FAIR RECOMMENDATIONS

Here are some final recommendations as you prepare for and attend a career fair:

1. Finish making a list of your **top 10 firms** that you want to go by their booths. Be sure to qualify yourself by what type of jobs they have (internships, full-time).
2. Go on line and know **something about each firm**: Office locations; business model and clients; current projects; size of the firm and review. All firms like to ask this question to see if you have done your homework!
3. Make sure you have your **outfit and resumes** ready to go. Also, take your own water with you. It wastes time going out to the lobby to get a drink of water after talking to several firms.
4. Make sure that all of your **PVAMU faculty** know you are going if you are going to miss a class.
5. **Arrive and be ready to go when the doors open** at 8:00 AM; **sign in** on the PVAMU attendance sheet.
6. At the reception table pick up the **floor plan that shows the location of the firms**. Use a highlighter to find and mark your preferred top five (5) firms.
7. **Get started**. If your #1 selection, say it is Spaw-Glass Construction, is swamped when you get to their booth, then look around and adjust! Find one of your other 4 picks and see whose line is shortest.
8. **Double back** to those you skip as the queue lines adjust.
9. Around **mid-morning** do NOT be tempted to take a break. When others move out to the lobby seize the chance to get in more stops at firms.
10. Have at least **20 copies of your resume** ready and in the format of the template. Have it facing out to the person you are talking to so your heading is towards you. This saves time when you step up and do your 20 second sales pitch.

11. Do not be a wall flower! Firms need you but cannot consider you if you do not go up to them and sell yourself!
12. Get a **business card** from each person you talk to. After the event go to Wal-Mart, Dollar General or Dollar Tree and get a small, inexpensive packet of '**thank you**' cards (10 to a box) and write them a personal note. THIS will separate you from the pack. Remember these firms are going to the TAMU Construction Science Career Fair the next day and we want to impress them before they leave our campus.
13. **Pay attention** that what your fellow PVAMU students are saying about firms having jobs open. Do not be afraid to adjust your list of firms.
14. **Lastly, do NOT quit. Push on all morning!** And do not worry if a firm expresses interest in you but does not have an interview slot. Many times it is better to wait for an interview at their offices rather than the chaos of this big exhibit hall.
15. **Pay attention to your cell phone after the morning session!** Often the recruiters will start calling students to follow up for interviews that afternoon and you may not recognize the number. Answer all calls professionally: "Good morning, this is Bill Jones."

Good luck! Now be proud of yourself and your education.

SAMPLE INTERVIEW QUESTIONS ⁱ

These sample questions are offered as suggestions for questions that you might use at an interview. You should tailor a set appropriate for the company being interviewed. Have about five questions that you can use to keep the interview going. Some of your questions should be written to show that you have done some research on the company.

1. How do you **manage the early careers of new employees** like me? What assignments can I expect in the first few years?
2. I **notice that your company** [insert something that you found in your research about the company; e.g., "only works in Dallas and San Antonio"] Do you plan to open any new offices; how about Houston?
3. I understand that you **specialize in** negotiated work only? Have you made a strategic decision not to hard bid?
4. I did not see any reference to **construction management or design-build project** delivery in your material. What is the company thinking on alternative delivery systems?
5. Have you adopted a standard **web-based project management system**?
6. What is the company philosophy regarding **continuing education**? Does the company have opportunities for continuing education?
7. I am taking the Associate Constructor Exam and intend to become a Certified Professional Constructor. What is your **company's position on having its professionals certified**? [You may get a blank stare from a recruiter on this question; they may not know anything about certification and you may have to explain it to them.]
8. I know the industry has had problems handling the soft **economy** for the last couple of years. How has your company handled the economic downturn? What is your outlook for the next 3-5 years?
9. What does your company think of the recent emphasis on "**green construction**"? Do you have people who are LEEDS certified?
10. How does your company handle **IT**? Have you standardized on a specific hardware and software?

For early interviews, stay away from questions concerning salary and benefits. They may volunteer some information, but you do not want to start asking questions until you get a firm offer letter.

STANDARD RECRUITER QUESTIONS

Below are some of the standard recruiter questions which you should be prepared to answer. Your research may lead you to anticipate other questions. Anticipate questions that may come from reading your resume.

1. Why are you **interested in our company**?
2. How would you **characterize your management [and/or leadership] style**? Give me an example of participating in a leadership role; what did you accomplish?
3. Tell me more about your **internship experience**. Why are you interested in working for us and not the company you interned with? Who was the toughest person you had to deal with and how did you handle it?
4. What are your **long term career goals**? What do you want to do with your life?
5. What **motivates** you?
6. How do you handle **crisis situations**? Give me an example.
7. What was the most **embarrassing moment** in your life and how did you handle it?
8. Discuss a time when you were **asked to do something unexpected or on short notice**, what did you do?
9. What was the **biggest mistake** you ever made and how did you handle it? Do you regret the mistake?
10. What was your **most challenging or complex assignment**? How did you complete it, walk me through the steps?
11. What was your **most enjoyable job or assignment** to date? Why?
12. Our company requires that you **move occasionally** and you may even have an international assignment. Are you OK with that?
13. Who was your **best [or worst] professor [or class]** and why?
14. Who was the **supervisor** who motivated you the most? How did they motivate you?
15. Something about **current events** to see if you are up to speed on the world around you. What do you think of the war in Afghanistan? What is your judgment on the national debt? Where do you stand on stem cell research?
16. How well do you work in a **team environment**? Give me an example of how you mentored someone to help them achieve something. Team work requires compromise; have you had to accept a team decision that you did not agree with?
17. What would you say are your **strongest [and/or weakest] personal characteristics**? What is your best [or worst] **personal quality**?
18. Who has been the **most important person in your life**?
19. What is the **one thing** you would like to leave me with as a result of this interview?
20. **Why should we hire you?** What separates you from the others in your class?
21. **What do you know about** elevators [or some other special construction item which you probably don't know about]?
22. Who is your **most important role model**?
23. What is your favorite **movie of all time [or TV show]**?
24. Think of the **three most significant accomplishments** in your life; tell me about them.

There are some questions which recruiters should NOT ask—questions about personal matters e.g., political persuasion, sexual or religious preferences, marriage status or plans, etc. Some inexperienced recruiters may ask inappropriate questions; you should respond carefully. If you are comfortable responding, do so; if you are uncomfortable responding, politely decline to respond or give a non-response.]

ⁱ Original list of “Sample Questions” was provided by Dr. James Smith of Texas A&M University Construction Science Department in 2008. They have been edited to relate to current events and needs.

10 Tips for Writing Resumes

Heather Ullig, PHR, SHRM-CP

Vice President of Human Resources at EnableComp

1. Play it safe and create a file name that is simple. For example, use your first and last name (e.g. JaneSmithResume.doc). Using your nickname as the file name will not make the right impression!
2. Your **email address** needs to be boring! Can you imagine your employer typing 'diva4life' as they prepare to send you an email (that is *IF* they send you an email)? So, drop the nicknames!
3. **No pictures!** A headshot photo is appropriate for your online LinkedIn profile; however, on a resume it's not acceptable. I once received a resume with a picture of a candidate and his pet bird. Yes, this is true and no I can't make this stuff up!
4. **Typos and grammatical errors** on a resume are like fouling a three-point shooter in a basketball game! You just don't do it! Have someone review your resume. A second pair of eyes is absolutely necessary.
5. Is your resume visually appealing or does it give someone a headache? **Formatting and layout** are extremely important. Microsoft Word has many free templates you can use for this purpose... You want your resume sections to be easily discernable with sub-content for work experience, accomplishments, education and skills. Keep your resume to two pages. Now, that doesn't mean shrinking the font size down to a 6, adjusting the margins to .25 or cutting the meat out of your resume to make it conform. It just means to carefully consider the content and how it's stated. If you can revise the wording to be more clear and concise that is best.
6. This may seem picky; however, I like for resumes to be in **chronological order** with the most recent employment first. It just makes the resume easy to review and clean.
7. Drop the over used **objective**... "To find a position where I can utilize my skills and abilities." UGH!! Instead replace it with a heading that highlights who you are and why you're the one for the job... in one sentence. For example, "Accounting Manager with XX years of experience that couples extensive financial knowledge with a strong foundation of business management."
8. One-size doesn't fit all. Consider adjusting your resume to highlight your experience based on the job you have targeted. I'm not saying to lie, but you might want to tailor your resume to the posting and highlight your **relevant experience**. If your relevant experience is not on your resume, you might not get the call!
9. You will be asked for your **references** if you advance through the interview process. References are considered wasted space on a resume, so I recommend leaving them off. That also means deleting "Reference available upon request"... We already know that! However, on LinkedIn, try and collect as many recommendations as you can. It's also helpful to include a link on your resume to your LinkedIn profile.
10. **Don't include** any information on your resume that would identify your marital status, number of children, ethnicity, religious affiliations (unless the job you're applying for is related). Most online application processes will request most specific information like the names and contact information for previous supervisors/employers, salary history, etc. and that's ok! These tips are just for your resume only...

****Remember, this very important document needs to answer only one question for the employer, “Why should I hire you?” Make sure your resume stands out and get the call!**

Presented on 03/08/2016 to CONS 4423 by:

Angela M. Wilson, CDP | HR Manager

office: 713.346.0944 | cell: 281.881.8989 | email: awilson@balfourbeattyus.com

Balfour Beatty Construction | 4321 Directors Row, Houston, TX 77092 | www.balfourbeattyus.com

Balfour Beatty
Construction



Build to Last
Lean. Expert. Trusted. Safe.

NAME

College Address
College Phone Number
Number

Home Address
Home Phone

E-mail Address

Objective: To acquire an internship for the XXXX 2013 semester

Education:

Prairie View A&M University Prairie View, TX Graduation Date
Bachelors of Science, Construction Science
Major GPR: X.XX Overall GPR: X.XX
Hours worked during school
Percent of your education you are responsible for

Experience:

Company Name/City, State	Job Title	Dates
• Worked		
• Performed		
• Supervised ...		

Company Name/City, State	Job Title	Dates
• Worked		
• Performed		
• Supervised ...		

Honors:

- Scholarships
- Societies
- Awards

Activities:

- College
- Community
- School
- Church
- Officer positions \ memberships

Skills:

- Languages
- Computer programs
- Equipment
- Licenses and certifications.



“Professional Presence” Action Planner

Directions: Please review the following. Check each item once it has been completed or acted upon. This personal action planner will help you achieve measurable results toward improved Professional Presence.

Wardrobe and accessories

1. ___ Have I inventoried business clothes and discarded dated or inappropriate items within the last 6 months?
2. ___ Have I repaired dry-cleaned or altered all items that can continue to be worn?
3. ___ Have I researched all resources for business items: tailors, dress makers, department stores, specialty stores, outlets and catalogues?
4. ___ Have I determined my next five clothing and accessory purchases and created a realistic timetable for making these purchases?
5. ___ Have I considered changing or updating my hairs style?
6. ___ Have I created a regular schedule for maintenance of hands and nails?
7. ___ Have I updated my eyeglass frames within the last 2 years?
8. ___ Have I determined if dental work is necessary for a more confident demeanor in business?

Nonverbal Communication

1. ___ Have I evaluated my entrance? Am I noticed when I enter a room?
2. ___ Do I offer my hand immediately, regardless of gender?
3. ___ Do I make enough eye contact during meetings? Do I maintain eye contact when in prolonged conversations?
4. ___ Am I aware of how I show nervousness when under stress?
5. ___ Do I appear relaxed and work to make others comfortable in my presence? Do I listen enough?
6. ___ Are my nonverbal behaviors toward the opposite gender clear, friendly and professional?

Business Etiquette

1. ___ Am I aware of my table manners, especially with clients?
2. ___ Do I take the initiative to make introductions whenever new people are present, in order to establish an immediate comfort level?
3. ___ Do I keep business cards available at all times and stay aware of business opportunities?
4. ___ When I meet a client, have I done my homework about the person and the business so that conversation will not be stilted.
5. ___ If I have unintentionally offended someone, do I apologize immediately and get things back on track?
6. ___ Am I cognizant of my telephone image? Do I stay off speaker phone when answering or speaking Do I refrain from leaving rambling voice mail messages? Instead of hiding behind electronic methods of communications, do I deliver the tough stuff in person? Do I return all phone calls the same day?
7. ___ Am I cognizant of my e-mail image? Do I organize my points in a clear, concise manner? Am I careful about sending unnecessary broadcast emails? Do I mark either “FYI” or “Action Required” on all e-mails?
8. ___ Do I recognize that although my comfort zone is with my peers and friends, I should make the effort to greet new colleagues or clients and reacquaint myself with other management people that I seldom see?
9. ___ Am I careful about confidential company information? Am I careful not making any disparaging reference to the competition?
10. ___ Do I take the time to plan ahead so that when I entertain clients, it is relaxed, connecting and comfortable?