Succeeding at the Career Fair Webinar
Construction Advisory Board (CAB) Panel
2021 Fall

Chris Peck, JE Dunn, CAB Chairman and member
Tim Koirtyohann, Sunbelt Rentals, CAB member
Dr. BJ Spencer, Texas State CSM Program Coordinator
Welcome

♦ Chris Peck, JE Dunn, Chairman of Construction Advisory Board (CAB)
♦ Construction Industry Overview

♦ This meeting is being recorded.
Navigating Handshake

Dr. BJ Spencer, CSM Program Coordinator, ET Internship Coordinator

Handshake – platform used by Career Services

- Uploading Resumes
- Inputting pertinent information into Handshake
  - As you create your profile, add the following under the ORGANIZATION / EXTRACURRICULAR tab:
    - FOCUS – residential, commercial, supplier, etc. (area of work you are interested in)
    - POSITION – internship, part-time, full-time
    - LOCATION: town area (can be more than one)

- Scheduling In Person & Virtual Interviews
Handshake - Profile

- Handshake – platform used by Career Services
- Create your profile
- Upload your resume
Handshake – Make it Searchable

- As you create your profile, add the following under the ORGANIZATION / EXTRACURRICULAR tab:
  - FOCUS – residential, commercial, supplier, etc. (area of work you are interested in)
  - POSITION – internship, part-time, full-time
  - LOCATION: town area (can be more than one)
Scheduling Interview

Scheduling In Person & Virtual Interviews

Preparing for the Successful Job Interview

As the applicant, your main objectives are to:

- Communicate information about your skills and qualifications clearly and accurately.
- Connect the information to the requirements of the job for which you are interviewing.
- Seek additional information about the position and employer to determine if the position is an appropriate fit.

The interviewer's main objectives are to:

- Assess how closely your qualifications match the requirements of the position and organization.

ABOUT ON-CAMPUS INTERVIEWS

If the employer selects you for an interview, you will need to log back into JobWeb to sign up for an interview timeslot. Time slots are filled on a first-come, first-served basis. Be sure to double check the application instructions within the job posting; some companies require that you also create a profile or apply on their website.

THERE ARE DIFFERENT TYPES OF INTERVIEW SCHEDULES, INCLUDING:

- Open - If you meet the minimum qualifications, directly sign up for an interview.
- Preselect - If you meet the minimum qualifications, submit your resume and wait for the employer to pre-screen all applicants. You will be notified by email whether you have been selected for an interview according to the timeline posted in the schedule.
- Preselect Continuous - If you meet the minimum qualifications, submit your resume and get notified at any time whether you have been selected for an interview.
- Rooms Only - Employers will schedule you at a career fair or reach out to you directly to interview.

*NOTE: To apply for an interview schedule that is either Preselect or Preselect Continuous, you will need to follow the application instructions in the job posting, submitting all required documents according to the timeline specified in the schedule.

*BONUS: If you participate in two or more interviews through on-campus recruiting, you can meet with a career counselor to review the feedback left by employers about your interview. Schedule an appointment by calling 512-245-2645.
Creating a Plan for the Career Fair

- Tim Koityohann, Sunbelt Rentals, CAB member
- How to research companies participating in the Fall Career Fair
- Selecting “high value” target companies
- How to interface with companies at the Fall Career Fair
  - What you want the companies to know about you. (Your personal elevator speech)
  - What information you want to “mine” from companies. (The right questions to ask)
Creating a Career Fair Plan

Before the Event
- Research the company and its market
- Map out a plan for the day of event
- Prepare Resumes

Day of Event
- Offer Resume
- Know your story & goals
- Have questions
- Express interest
- Ask for next steps

After the Event
- Follow up as directed
- Send Thank You Note
- Ask for Referrals
Effective Interview Techniques

- Clayton Henson, Whiting-Turner, CAB member
- How to effectively participate in an on-line and/or in-person interview
  - Managing the available time to ensure your full story is presented
  - How to follow-up after an interview
- How to present your resume in an interview
Understanding the Offer

- Tim Koirtyohan, Sunbelt Rentals, CAB member
- It is a “buyer” market, students will have multiple offers
- Understanding company compensation and benefits
- How to evaluate offers
- Determining the best fit for your near-term and long-term career goals
Where do you want your career to take you?

Total Compensation

PAY
Salary
Bonuses

PAY
Bonuses

ENVIRONMENT
Mission & Values
Culture
Leadership
Team

BENEFITS
Health
Dental/Vision
Supplemental
401(k) & Match
Plan Costs

OPPORTUNITY
Internal Career Track
Future Roles Outside
Industry & Org Stability

DUTIES
What will I do
Where will I do it

What’s is your Timeline
Questions & Answers

✦ Q&A

✦ Reminders
  ✦ Pre-Career Fair Student Meet & Greet
    ✦ CAB members present, 9/22/21, 4-6 pm, RFM 1235 Construction Lab
  ✦ Career Fair
    ✦ 9/23/21, 1-4 pm, Ballrooms at LBJ Student Center
  ✦ Post-Career Fair Student Meet & Greet
    ✦ Company Representatives present, 9/23/21, 4-6 pm, RFM 2240