



EMPLOYER GUIDE

*Tool kit to recruit top quality
talent at Hilton College*

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UNIVERSITY of **HOUSTON**

CONRAD N. HILTON COLLEGE

EMPLOYER GUIDELINES FOR USE OF HIRE HILTON COLLEGE

University of Houston Hilton College adheres to [the National Association of Colleges and Employers' \(NACE\) Principles for Professional Practice](#) as well as the [Equal Employment Opportunity and Commission \(EEOC\)](#) guidelines. By creating an account on Hire Hilton College, the employer agrees to abide by NACE and EEOC standards as well as the guidelines set forth by University of Houston-Hilton College. Failure to abide by these standards and guidelines may result in discontinuation of access to Hire Hilton College. Hilton College Career Development Center adheres to these guidelines in order to ensure the quality of our services and reserves the right to modify these guidelines at any time.

All decisions regarding services provided via Hire Hilton College are made at the sole discretion of Hilton College Career Development Center and reserves the right to remove any accounts and/or postings from Hire Hilton College at any time. Employers must be in good standing with Hilton College. Complaints received by the Hilton College Career Development Office at any time regarding unethical work practices or treatment of students and/or alumni by an employer will result in discontinuation of access. Employers that dump jobs in the system with no consideration for Hilton College Career Development Office Postings Guidelines may be deactivated.

HILTON COLLEGE COMMUNITY STANDARDS FOR EMPLOYMENT PROFESSIONALS

All employer professionals that recruit Hilton College students must adhere to the following Community Standards:

1. Employment professionals will refrain from any practice that improperly influences and affects acceptances. Such practices may include unwarranted time pressure for acceptance of offers and encouragement of revocation of another offer. Employment professionals will strive to communicate decisions to candidates within the agreed upon time frame.
2. Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing and selection techniques.
3. Employment professionals will provide accurate information about their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
4. Neither employment professionals nor their organizations will expect or seek to extract special favors or treatment that would influence the recruitment process as a result of support, or the level of support, to the educational institution or the Career Development Office in the form of contributed services, gifts, or other financial support.

To be eligible for approval, employer accounts must be filled out completely including:

- Verifiable contact information including at least one point of contact within the organization
- A clear and complete company description
- An email address that matches the domain of the organization's website
- An active website
- A complete physical address

Employer accounts not eligible for approval include:

- Employers offering services in direct moral conflict with [Hilton College](#) or [University of Houston mission](#).
- Employers that provide a residential address
- Employers without a company email domain
- Employers that offer services that are illegal according to Texas state and federal law
- Organizations that charge fees for participation or placement

HOST AN INFORMATION SESSION

All information sessions events are requested by employers and marketed virtually through Hire Hilton College, social media and targeted marketing vehicles.

Employer information sessions are **COMPLIMENTARY** for employers. Employers are encouraged to host virtual information sessions through online platforms such as Microsoft Teams, Zoom, Skype, WebEx, etc. and submit information session requests events through submitting the request form. The registration form includes the option to place a link to the virtual platform you have selected. Once submitted, your event will be reviewed for approval. Schedule your information sessions at least 2-3 weeks in advance to allow for marketing to students,

Information (networking) sessions help increase your company visibility while informing students about company culture and career opportunities. Information sessions are requested in by submitting a request form and are generally held between 2pm to 6 pm CST for on-campus location or virtually. Sessions times will not be allotted during Career Fair Season or Student Holidays.

Please refer to the recruitment cycle for more information about recruitment dates.

Once you have received approval and room confirmation (if applicable), your information session will be promoted by the Hilton College Career Development team through on-campus calendars, newsletters, and marketing targeting students.

Use the following guideline questions to write a clean and simple information session description to attract talented students:

1. What does your company do (services/products/industry)?
2. Which hospitality emphasis and/or academic disciplines are you trying to target?
3. Which student levels are you trying to target? Undergraduate? Graduate? Alumni?
4. Are you currently recruiting for internships, entry level, or both?
5. Are there any instructions you would like to include in the info session marketing?
6. Are you planning on providing any food/refreshments? **(in- person only)**
7. Do you currently have positions posted in Hire Hilton College? If yes, what are the job ID's?

***Once you have these answers, please update your information session description on Hire Hilton College. ***

For IN-PERSON Information Sessions

Follow the steps above to submit your information session request form. Once you have submitted and received approval along with room confirmation (if applicable), your information session will be promoted by Hilton College through on-campus calendars, career development newsletters, and marketed to students.

Note: Employers are encouraged to complete a two-hour minimum Employer Spotlight tabling event prior to hosting an information session at Hilton College. Request an information session by submitting a form. If you need additional information, please email HRMCareers@uh.edu.

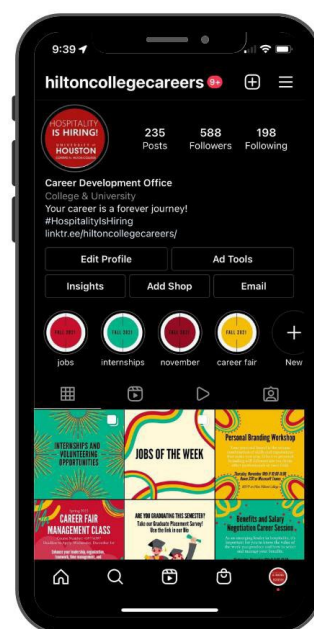
Employer Spotlight Events

Employer Spotlight is an opportunity to bring our employer partners on campus to connect and network with Hilton College talent. The Employer Spotlight visit includes tabling in a high traffic area on campus. The best part of our Employer Spotlight is that you are the only employer on campus! We will handle your parking, the setup, the marketing, and the organization – just come ready to have some great conversations with some great students! Reverse your Employer Spotlight date [here!](#)

Event and Program Advertising Guidelines

Hilton Career Development Office is happy to broadly publicize information sessions, recruiting programs and events that are coordinated in conjunction with our office and posted within our Hire Hilton College system.

We can work with your organization to design a broad publicity plan as well as a more targeted campaign. Please note that on- and off-campus events and programs that are not coordinated with the Career Development Office are not eligible for promotion in our system. For additional visibility, you may wish to use the hashtag #HireHiltonCollege on social media to reach the Hilton College community.



Hilton College Job & Internship Posting Guidelines

Employer organizations posting opportunities on Hire Hilton College must have an actual or anticipated valid, career-related full-time, internship, or co-op opportunities for students, graduates and alumni. The organization must accurately describe the responsibilities and requirements for the opportunities within the job posting.

Additionally, all conditions for advertised positions must be clearly publicized in the position description. This includes, but is not limited to, positions that are commission-based, involve out-of-pocket financial expenses, test taking, etc. When posting positions, each position must include the following:

- Be a career-related full-time, internship or co-op opportunity for students and recent graduates and alumni
- Target Hilton College hospitality program and interests of students
- Include a clear and complete job description
- Include the location of the position

The following types of positions will not be approved in Hire Hilton College:

- Postings for positions in direct moral conflict with [Hilton College](#) and [University of Houston](#) mission
- Internships that do not provide a learning environment supported by supervision
- Opportunities that target majors or programs not offered at Hilton College of Hotel and Restaurant Management. [Please review Hilton College Degree programs.](#)
- Postings with an incomplete and/or unclear job description
- Opportunities that charge fees for placement



Commission Based Employers

The compensation arrangement must be clearly noted in the job posting.

Right to Refusal

The Hilton College Career Development Center reserves the right to terminate from or refuse the participation of any organization in recruiting activities. Reasons may include misrepresentation, complaints by students/alumni or violation of Hilton College Career Development Center recruiting policies. Furthermore, we reserve the right to deny organizations that are in direct moral conflict with our mission. All decisions concerning registration of companies and organizations are made in the college's sole discretion.

New Employer Registration:

- Set up an account with Hire Hilton College and then clicking on the Employer icon.
- Click on the Register button, complete the form, and click Submit.
- When we receive your account registration, we will review this information before approving your access to Hire Hilton College.
- Once your account has been approved, you will receive an email message with instructions for creating your Username and Password.

Posting Jobs and Internships:

- Once you are logged in to Hire Hilton College, click on the Jobs tab.
- Click the Add New button.
- Complete the Job Posting form and click the Submit button. a) Resume Receipt Options: 1) Email – resumes will be emailed to the address you specify, 2) Accumulate Online – resumes will be submit to Hire Hilton College and you can view them through your posting, and 3) Other – a How to Apply text box will appear, and you can enter instructions such as applying through your website.
- b) Expiration Date: The default is 30 days

HOW TO ATTRACT AND RETAIN GEN Z

Recruiting often starts with understanding the next generation of workforce employees. Most Hilton College students and graduates will fall into Generation Z. When you are recruiting, consider the information outlined in these articles:

- [Hiring Gen Z for Hospitality Jobs](#)
- [9 Hiring Strategies to Recruit and Keep the Best Hospitality Staff](#)
- [Best Practices In Talent Management Strategy](#)
- [Hospitality Management: What are Millennials Looking for?](#)
- [Bridging the Generational Gap in the Hospitality Industry](#)

Employer Internship Guide

WHAT IS AN INTERNSHIP

In accordance with the National Association of Colleges and Employers (NACE) and the U.S. Department of Labor, Hilton College Career Development Office defines an internship as follows:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths.

For employers, internships provide the opportunity to guide and evaluate talent. Employers are encouraged to focus the majority of interns' experiences on activities and responsibilities that allow exploration of the organization, industries and career paths while adding value to both an intern's qualifications and to the employer. Students tend to share their experiences with others and creating a positive learning environment is the best publicity an employer can earn.

HILTON COLLEGE INTERNSHIP GUIDELINES

Hilton College of Global Hospitality Leadership requires its students earning a Bachelor of Science degree to obtain a minimum 1,000 clock hours (including a 300 hour internship) in order to graduate. This can be paid or unpaid internship or job.

1. The experience must be an extension of the classroom – one that provides for **applying the knowledge gained in the classroom**. It must not be simply to advance the operations of the employer or be work that a regular employee would routinely perform.
2. The skills or knowledge learned must be **transferable** to other employment settings.
3. The experience has a defined **beginning** and **end**, and a job description with desired qualifications.
4. There are clearly defined **learning objectives/goals related to the professional goals** of the student's academic coursework.
5. There is **supervision** by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is **routine feedback** by the experienced supervisor.
7. There are **resources, equipment** and **facilities** provided by the host employer **that support learning objectives/goals**.

REQUIRED DOCUMENTATION

To receive credit for internship hours, students must have their employer verify the internship position and the hours worked. The work hours must have been obtained while enrolled as a Hilton College student. Students must submit the following information to have their internship approved:

- Students must submit a paystub from their employer which includes their preprinted name, company/organization name, and the number of hours worked. The paystub should include the students pre-printed name, company/organization name, position title, YTD earnings, rate of pay, and dates of employment.

Alternatively, if an employer/organization does not issue paystubs, then the student may use one of the following methods below to verify work hours.

1. The employer may provide the student with a letter on company letterhead with an accompanying business card stating the students name, position title, start and end date of the internship, and the total number of hours worked. *letters without a company letterhead will not be accepted. No exceptions. Additionally, the supervisor may email the letter directly to Ashley Shepherd, Internship Coordinator at: ashepherd4@uh.edu.
2. The employer may complete an Employment Verification Form [provided by the Internship Coordinator.] The supervisor/manager **MUST** complete the form and email the form directly to the Internship Coordinator. The completed form cannot be given to the student/employee on behalf of the supervisor to turn in for proof of hours.

REPORT YOUR INTERN

As part of our initiative to educate our students about the importance of internships, we are consistently collecting data on the internships in which our students are participating. Whether it is right after you extend an offer to, during, or after the internship, help Hilton College by reporting internship details at https://bit.ly/reportyourhire_hc.

You can always contact the Career Development Office at: hrmcareers@uh.edu for more information.

COMPENSATION CONSIDERATION

Hilton College strongly encourages employers to compensate their interns, regardless of whether interns are earning academic credit for the demonstrated learning associated with their internships. A recent internship survey from the National Association of Colleges and Employers (NACE) offers some insight into what employers are paying interns for their work. The average hourly wage rate for a bachelor's degree intern is \$20.82*. Generally, the closer to the terminal degree, the higher the internship wage.

For-profit organizations considering offering unpaid internships, need to carefully evaluate their internship program to ensure that interns have a valuable learning experience—and that the program is aligned with the U.S. Department of Labor's [primary beneficiary test](#), which determines whether or not student interns are entitled to wages under the Fair Labor Standards Act.

Internship providers that choose to offer unpaid internship may offer alternative forms of compensation, such as:

- Discounted parking, bus passes, stipends, free lunch, subsidized housing, or other benefits can make an unpaid internship more accessible.
- Students are typically balancing a lot of responsibilities. If possible, offer a flexible or remote work schedule, allowing interns to pair an unpaid, high interest internship with a part-time job or their academic workload.
- Ensure your internship experience is strong by offering support and valuable networking opportunities.
- Advocate for paying your interns. Incorporate internship pay in grant proposal budgets and advocate for legislative support funding internships or apprenticeships.

INTERNSHIP VS. PART-TIME VS. VOLUNTEER POSITION

An internship may also be a part-time job if the student is being paid like other employees. **The difference between hiring a student to do a part-time job and making it an internship is the element of education, training, established learning objectives, and mentorship/supervision.** These help the student connect the world of work to his/her field of study. If a part-time associate would be better suited than an intern, you can post the position on the Career Center's job portal at <https://joinhirehiltoncollege.com>.

In some cases, internships may be unpaid, making them feel like a volunteer experience. Some non-profit and public service organizations that depend on volunteer labor do not pay student interns an hourly wage. Organizations like The Salvation Army, Habitat for Humanity, or Boys and Girls Club may offer internships and volunteer projects. Short term volunteering (e.g. weekend project or special events) would NOT be considered an internship. However, a student volunteer who works 5-10 hours per week over the course of a semester, has regular work hours, is provided ongoing duties and responsibilities in a job description, and is provided strong learning objectives could be considered an intern. It is the learning objectives and supervision/mentorship that take a volunteer position to the internship level. To best determine what type of student/position would best suit your needs, you may contact the internship coordinator in the Hilton College Career Development Office.

INTERNSHIPS & ACADEMIC CREDIT

While specific requirements vary at institutions, the following tenets about internships for academic credit are consistent nationally, and helpful to know:

- Students can receive credit for either paid or unpaid internships.
- Interns should have a supervisor from the organization (not the college or university) who is a professional with expertise and/or background in the field.
- Some employers require interns to earn academic credit while interning at their organization. It's important to note while organizations can support a student looking to earn academic credit for an internship, the credit is administered by the higher education institution—not the employer.
- Students are required to pay tuition for internship credit.

RECRUITING TIMELINE

Before sitting down to work on your internship program, organization and planning is critical to making your internship program successful. It is important to take into consideration a college or university's academic calendar. Being aware of how long a semester is at the student's institution will help you plan your weekly hours accordingly and accommodate an intern's school schedule.

It is common for internships to be promoted at least two months prior to the proposed start date with a one-month window for candidates to submit their applications and additional materials. Additionally, it is best to consider semester timelines.

Examples: A fall internship should be promoted two months prior to August. A spring internship should be promoted two months prior to January. A summer internship should be promoted two months prior to May.

An average internship is 3-4 months coinciding with a student's typical semester or summer. A key factor in determining proper internship length is that an internship should be long enough for a student to get into the rhythm of the position and complete deliverables that are valuable to you and them

Season	Duration	Recruitment	Avg. # of Hours/Week
Fall	September – December	July- Early September	10-20
Winter	December-January	November to Early December	20-40+
Spring	January – May	November-December	10-20
Summer	May – Early August	February-April	20-40+

DEVELOPING AN EFFECTIVE JOB DESCRIPTION

Your internship position description is often the first impression a student has of your organization! Well-developed internship position descriptions always garner the most interest and applications from student candidates. When crafting your position description, we recommend including the following:

Name of Company

Include company name and, if applicable, any parent companies or divisions that may impact the internship.

Internship Title

Compensation

Include a rate and if academic credit is possible

Dates

Clearly list the expected start and end date of the internship. You can indicate if there is flexibility or include that listed dates are estimates. Please note most internship dates should coincide with semester start and end dates.

Company Description

Talk about your company and clearly explain what your organization does. Include goals and how the internship will allow the student to contribute to company success.

Internship Supervisor

Include the internship supervisor or point of contact with contact details. Phone and email are best to include.

Requirements

Outline what candidate requirements you are seeking. Include grade level(s), desired majors or backgrounds, and experience or skills needed to succeed.

Objectives

Clearly list expectations of the internship. Include daily tasks and larger projects that you have planned. Consider adding in other elements like learning about company culture.

Where to Apply

Set an application deadline and include instructions for interested candidates. Do they need to email materials to a contact or apply on a company website? List what materials you are looking for like resume, cover letter, or any other samples of work.

SAMPLE INTERNSHIP JOB DESCRIPTION TEMPLATE

Organization Name:

Job/Internship Title:

Location: Indicate if remote work is an option and/or if accessible by public transportation.

Hours: Hours/week, Days/week (example: 20 hours per week Monday - Friday).

**Note for internships: Average for academic year internships is 10-15 hours per week.*

**Note for internships: Indicate if hours are flexible with class schedule and/or weekend hours are available.*

Dates:

**Note for internships: Typical internship length is approximately 12 weeks usually during fall or spring semester or summer (June - August).*

Compensation:

**Note for internships: list type of compensation and amount, unpaid, hourly, stipend, etc.*

Supervisor/Recruiter: Name and contact information.

Company Profile: Include basic information about your organization, services or products. Describe your organization's commitment to equity and diversity, such as stating your organization's values, what affinity groups you have, and other related equity and inclusion initiatives.

Primary Duties:

**Note for internships: Describe opportunities the intern will have, potential projects, and learning outcomes.*

- Be as specific as possible.
- Avoid including physical demands if they are not truly required for the position.
- Avoid acronyms or jargon unique to your organization.
- Avoid gender-coded words or expressions.

Qualifications: (you do not need to list all of these):

- When possible, be flexible with requirements in order to attract a broad range of strong candidates.
- Consider including must-haves rather than a long list of nice-to-haves.
- Rather than stating specific years of experience, offer alternative experience or expertise when possible (3+ years of experience in sales vs. experience in sales involving a variety of industries and customers).
- Minimum year in school or degree requirements.
- Consider including, "Not all job seekers meet every qualification. Consider applying if several of these matches your current abilities as well as future areas for growth".
- If open to all majors, be clear by stating 'open to all majors'.
- Include skills, interests and/or academic requirements.
- Consider the whole package! The best candidates will bring diverse perspectives, experiences and skills, not just a high GPA.

Benefits:

- List all available benefits.
- Include other employee perks such as transportation, food, event tickets, etc.
- Make special note of inclusive benefits (parental leave policies, partner benefits, etc.).
- Be transparent about your organization's definition of 'partner'.
- Highlight opportunities for career growth or mentorship.

How To Apply:

- Website, email, or other relevant contact information.
- List materials to include: resume, cover letter, references, etc.
- Indicate who to contact with questions

Application Deadline

SAMPLE INTERNSHIP LEARNING OBJECTIVES

Internship learning objectives help the student identify what he/she is learning throughout the internship experience by connecting competencies to specific projects or tasks. Although many internships completed for academic credit require the student to identify key skills, he/she will be gaining throughout the experience, it is recommended that all interns identify key skills. Learning objectives also provide supervisors with concrete examples for evaluation purposes, both midway through the internship as well as at the conclusion of the experience

Sample Learning Objectives based on Area of Emphasis

BEVERAGE

- Define the history of the beverage industry, its segments, and major organizations
- Learn and identify specific areas where responsible sales and service come into play
- Enhance professional skills critical to the beverage management and marketing industry
- Gain an understanding of the inventory control process
- Know the major companies and brands in the industry, and understand which organizations are involved in on/off- premise, manufacturing, and/or distributing
- Understand the operational and cost control challenges of the facilities, including planning, managing and motivating the staff

FOODSERVICE

- Food Safety
- Food Science
- Quality Assurance
- Sanitation Systems
- Supply Chain Management
- Regulatory Compliance
- Food Code Compliance
- Conduct routine food safety self-inspections, including dates, temperatures, and hand-washing procedures
- Understand foodservice sanitation systems and processes
- Be familiar with the Big 8 food allergens and understand how the risk of allergic reactions is managed in retail foodservice
- Understand and follow sustainability guidelines and practices
- Concessions
- Catering
- Retail
- Hotel Foodservice
- Restaurant Foodservice

HOSPITALITY BUSINESS ANALYTICS & PROJECT MANAGEMENT

- Identify and address risk management concerns for a project
- Research measurements for the project to determine if the desired outcomes were achieved
- Develop models that aid in decision-making for hospitality project management using Excel and XLMiner
- Apply tools to visualize data (Tableau, Excel PowerView and IBM Watson Analytics)
- Apply text mining to capture customers' opinions from online reviews
- Understand the role of data and how to extract meaning from data in order to craft a meaningful solution
- Assess the resources required to complete the project

LODGING

- Inventory control process
- History of the lodging industry, its segments, and major organizations
- Steps in the guest cycle and their impacts on hotel departments
- Understand the challenges of the facilities
- Develop an engineering/ maintenance request for proposal and negotiate a service contract with suppliers
- Know the major companies and brands in the industry
- Explain management contracts and securing one
- Determine how operating decisions affect the service quality experience
- Understand the importance of how inter-departmental relationships impact customer service
- Analyze and evaluate operating statements and statistics

ORIENTING & TRAINING INTERNS

Develop a thorough orientation and training plan to be implemented when the interns begin work, so they will learn quickly and become productive members of your team. Invest supervisory time to establish an important bond with interns and set a crucial tone for the internship experience. You can help this process by providing important information regarding your organization and the position by creating a thorough on-boarding strategy.

First Day

In order for the intern to get oriented and established in their new working environment, supervisors should plan for the intern's first day on the job to be focused on orientation and training. This should consist of touring the facility, meeting other employees, learning about the organization, reviewing organization-wide communication standards and workplace expectations including taking required legal breaks, lunches, and system of tracking hours, and reviewing the student's defined learning goals.

Goal Setting

Work with the intern at the beginning of the internship to develop expectations and establish goals of the internship. Check in regularly throughout the internship to see if the intern is on track to meet these goals. Goals could incorporate desired industry-related knowledge, skills, and abilities required for successful career advancement.

Work Assignments

Interns crave having projects and deliverables that are going to make a difference within your organization. Provide detailed explanations of your expectations, and resources that the student has and might need to complete the task or project. Rather than just assigning tasks, give them context and communicate why the work is important. What is it contributing towards or connected to? How will this project contribute to the greater good of the department/organization?

Feedback

Interns will look to their supervisors for guidance in navigating their transition to the professional world. Meet with the intern regularly. Make sure to reinforce positive attitudes and encourage the intern to keep a portfolio of work throughout the experience. This will help the intern reflect when the internship has been completed and will provide a sense of accomplishment and professional growth.

Provide Closure

As the internship comes to an end, ask your intern to reflect on the experience and recognize the intern's contributions to your organization. Reflection helps interns articulate what they've learned and can serve as a useful resource for your organization. Depending on how you design this, it can be used to promote your organization to incoming interns. Ideas of how an intern can summarize their experience:

- Give a presentation showcasing their work.
- Create a poster highlighting the projects they completed.
- Present a new business idea to the team or leadership.
- Write a final report reflecting on their work and experience.

Ideas for recognizing the intern's contributions:

- Plan a simple celebration.
- Take them to lunch.
- Notify other staff of the intern's last date.
- Offer to write recommendations or endorse them on LinkedIn if appropriate.
- Let them know about any available job openings if you think they'd be a strong candidate.

In summary, providing closure leaves a positive impression of your organization, keeping in mind that interns are the best way to build your reputation on campus.

FEEDBACK FROM INTERNS

- 1 Give us real work!** Interns want to work and learn. An intern can help you get a job done that you couldn't otherwise, right? If you've brought on an intern as a recruitment tool, then how will you be able to assess their abilities? It just makes sense to utilize your interns well.
- 2 Do what you say and say what you do!** Be honest with your interns about what they can expect during their internship. If the job will require stuffing envelopes occasionally, then make that clear. But if you tell the intern they will be researching a project, and they spend 90% of their time doing "grunt work," bad feelings can develop. Honesty doesn't cost you anything, and it will make the interns feel that much more respected.
- 3 We like feedback!** Remember that interns are students, and they may not have the business skills and experiences that you take for granted. If your intern makes an oversight, just pull him or her aside and explain how the situation should be handled in the future.
- 4 We want to be included too!** Is there a staff meeting they can attend? Can they quietly tag along to that next project meeting? Headed to lunch with a couple of people in the office? Please include them in the daily life of your workplace. After all, if you provide a little more perspective on the intern's work, the product will be much better.
- 5 Please explain.** When you assign work, make sure you give a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who's never done it before. Allow them time to ask questions. Patience and a few extra minutes at the beginning will pay off later when your intern can produce good work independently.
- 6 I want a mentor!** Make sure that interns have a mentor or supervisor to provide guidance. Make it someone who truly likes to teach, and the experience will be even better.
- 7 A minute of your time please.** The best mentor in the world is useless if he or she can't or won't spend the necessary time mentoring. As newcomers, interns may not speak up if they're feeling ignored, so the burden of making sure they're okay is on the mentor. If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.
- 8 Be prepared!** That wonderful day has arrived, and the intern goes to start their internship only to learn that no one knew they were coming, and there is no place for them to work.
- 9 Show me the money (as best you can).** While each internship is different and each industry has its own personality, remember that interns have expenses. Your organization may not be in a position to pay much, but anything can help. Maybe you can help pay for their parking, take them to lunch every so often, or develop some other creative way to assist them



STAY CONNECTED

There are many ways your organization can stay connected to CLA while building your brand on campus and supporting the future workforce. Choose one or several of the ways to engage below that fits your needs, interest, and capacity for partnership. Find a complete list of engagement opportunities on the [career development website](#).

Build Your Brand

Increase visibility on campus by getting involved through panels, practice interviews, resume reviews, special events, and more.

Post Opportunities

Post jobs, internships, and volunteer opportunities on Hire Hilton College.

Recruit Talent

Attend career fairs and host recruiting events. For more information on career fairs, please visit the [career development website](#).

Share Success Stories

Capturing internship success stories at your organization can be a great marketing tool for recruiting future interns or employees from Hilton College. Your organization could:

- Collect and share intern recommendations.
- Create marketing materials with photos of an intern in action.
- Post on social media

EMPLOYER OPPORTUNITIES FOR INVOLVEMENT

Recruiting success requires consistent involvement, intentional relationship development, and brand building. The Career Development Office invites you to connect with Hilton College students through a variety of engagement opportunities.

- **Recruit Talent at a Hilton College Career Fair-** Career fairs are a great way to connect with Hilton College's talented undergraduate and graduate students. Participating in a career fair helps you:
 - Enhance your campus presence
 - Highlight your organization, distribute literature, and collect resumes
 - Meet face-to-face with seniors, graduate students, and alumni looking for full-time positions
 - Connect with underclassmen exploring career options and looking for internships
- **On-campus recruitment-** Conduct on-campus interviews for full-time jobs, internships, cooperative education, and summer jobs.
- **Simulated interviews-** Interact with students in a one-on-one interviewing session where you'll offer constructive feedback and assist students in developing their interviewing skills.
- **Panels/seminars-** Help students gain firsthand knowledge about your field or job function by sitting on one of our employer panels or assisting with one of our career seminars.
- **On-campus presentations-** Lecture on and discuss the technical and career aspects of work in the students' chosen field. This activity may be incorporated as a classroom presentation in a related course.



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