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# OBJECTIVES

- Aerotek Overview
- Job Search Tips
- Resume Tips
- Interview Tips
- Questions

# Aerotek Overview



Parent Company - Allegis Group Inc., the largest Staffing provider in the U.S.



Privately owned;  
non-franchised



Aerotek's 2015  
Revenues: \$5.4 Billion



15,000+ Active clients  
and 100,000+ active  
contract employees

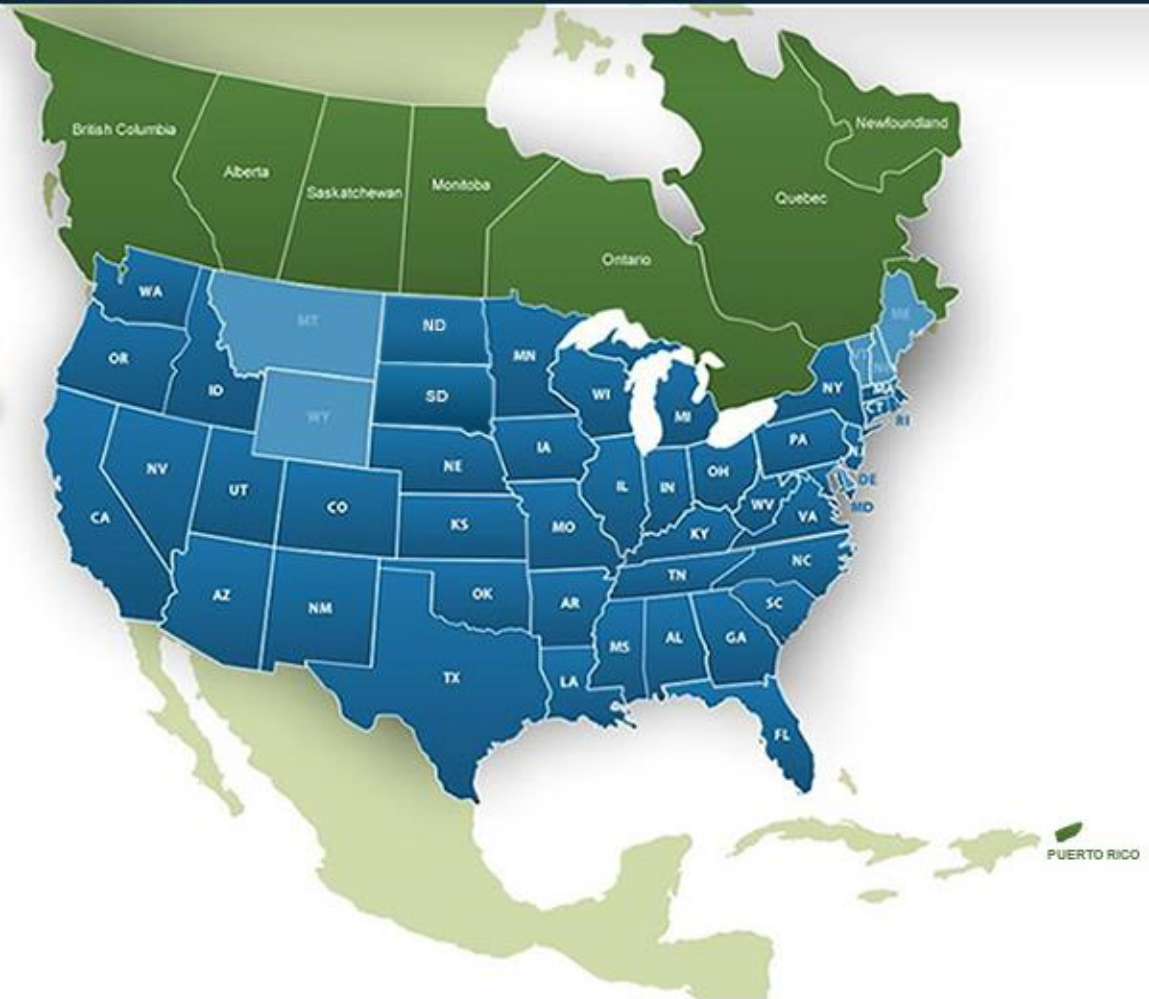


Employs nearly 1,500  
salespeople and 3,000  
recruiters

# Aerotek Offices

**200+**  
AEROTEK OFFICES

More than 200+ Field  
offices throughout the  
U.S., Canada and Europe



# Aerotek Offices

**#1**

**U.S. Provider  
of Scientific &  
Clinical  
Staffing**

**#1**

**U.S. Provider  
of Engineering  
& Technical  
Staffing**

**#1**

**U.S. Provider  
of Office/Clerical  
Staffing**

**#2**

**U.S. Provider  
of Industrial  
Staffing**



**A Top Ten U.S. Provider of Accounting and Finance Staffing**

## Occupations We Hire

- Architect
- Engineer (Civil, Construction, Electrical, Geotechnical, Industrial, Structural, Environmental, Transportation)
- Designer / Drafter
- Surveyor
- Inspector

## Employers We Hire For

**AECOM**

  
**BLACK & VEATCH**

 **O'BRIEN & GERE**

**THE SIGMA GROUP**  
*Single Source. Sound Solutions.*

 **Foth**

**GRÄEF**

 **KAPUR  
& ASSOCIATES**  
CONSULTING ENGINEERS  
*An employee-owned company*

 **INTERRA**  
Engineering • Inspection • Testing  
[www.interraservices.com](http://www.interraservices.com)

**JACOBS**  
**ch2m**

  
Gilbane Building Company

  
**Aerotek**

# Why Do Employers Use Aerotek?

- Speed
- Projects/Contract Work
- Niche Recruiting
- Market/Labor Analysis





## Markets We Hire In

**Architecture & Engineering**-Involved in the planning and design of buildings and other physical structures. Once construction begins, these professionals then provide construction administration and inspection services throughout the project to ensure the project is completed in accordance with the approved design.

- Architect
- Engineer
- Designer / Drafter
- Surveyor
- Inspector

## Markets We Hire In (cont.)

**Construction Management-** Involved in the planning, development, procurement and execution of construction projects. Types of companies that have large numbers of construction management skill sets are construction management firms, owner's representatives and general contractors.

- Project Manager
- Project Engineer
- Project Coordinator
- Superintendent

## Markets We Hire In (cont.)

**Construction Specialty Trades-** Involved in performing the hands-on portion (installation) of various construction projects specific to their trade or specialization. The vast majority of skill sets found in specialty contractors are tradespeople which are needed to complete their projects on time and under budget.

- Carpenter
- HVAC
- Plumber / Pipefitter
- Construction Laborer

## How Much Does Aerotek Cost Me?



# Why Should I Connect With Aerotek?

- Speed – Notification of Job Hiring Window
- Resume critique, interview prep/advice
- Active Feedback from Hiring Managers
- Closure – Resumes/CVs aren't stuck

# BE

**STRATEGIC**  
IN YOUR  
**CAREER**  
**SEARCH**



# BEST PRACTICES FOR JOB SEARCHING

- Take a less conventional approach
- Know what you're willing to negotiate
- Do your homework
- Identify skill sets and potential industries
- Network
- Utilize appropriate resources





A person in a dark suit and tie is holding a small, realistic globe of the Earth in their open palm. The globe shows continents and oceans. Surrounding the globe are various 3D digital icons: a network of blue nodes and lines to the left, a green bar chart with a red upward arrow on a tablet in front, blue puzzle pieces to the right, and other floating icons like a box of colorful cubes, a green arrow, and a blue cube. The background is a soft-focus grey.

# THE POWER OF YOU





“ *Success always comes  
when preparation  
meets opportunity* ”

- Henry Hartman

# SOCIAL MEDIA



# BUILDING A POSITIVE ONLINE PRESENCE



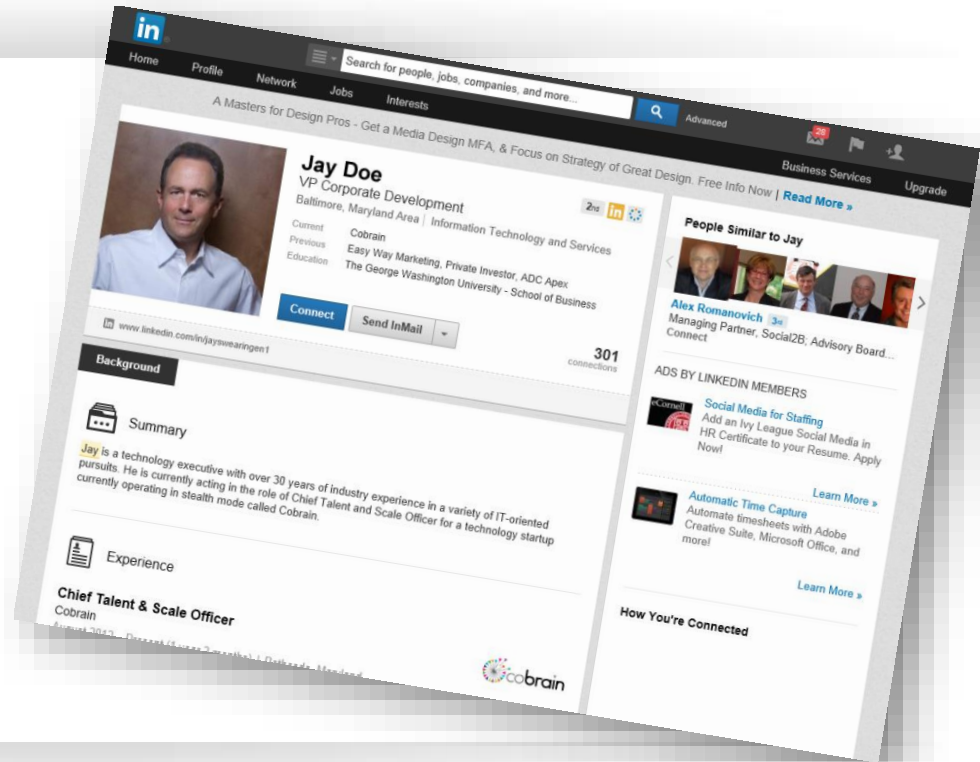
**BE RELEVANT**



**BRAND YOURSELF**



**BE PROFESSIONAL**



# USING SOCIAL MEDIA TO NETWORK AND FIND A JOB

**77%**  
OF EMPLOYERS

**say they use social  
networking sites to  
recruit candidates**

- Profiles on multiple networking sites
- Include contact information and professional experience
- Position yourself in the industry
- Spell check

# RESUME DO'S & DON'TS

# RESUME DO'S

- Use **bold**/CAPS
- Tailor your resume for each position
- Focus on your strengths
- Include key words from the job description resume
- Include all relevant experiences/projects that will make your resume stand out against the rest



# RESUME DON'TS

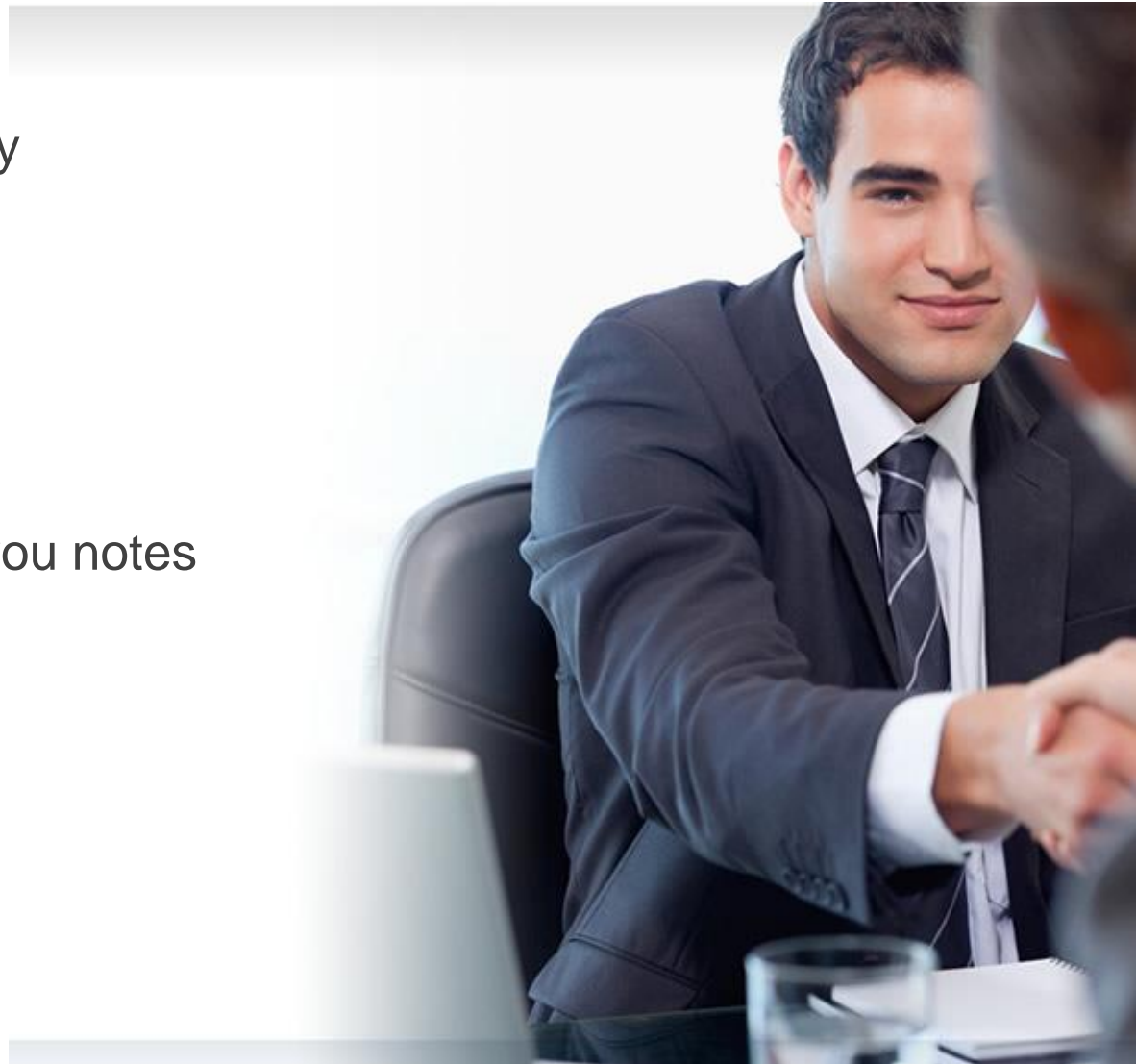
- Use “I”
- Use “cookie cutter” objectives or summary statement
- Include photos or personal information
- Include salary information
- Include references
- Use multiple fonts, font sizes, effects etc.





# TIPS FOR A SUCCESSFUL INTERVIEW

- Research the company
- Be prepared
- Be yourself and relax
- Ask questions
- Follow-up with thank you notes





# Examples of Real Interview Questions

- What is your favorite dinosaur?
- Why are manhole covers round?
- What is the capital of Australia?
- If you could be any superhero or pick a superpower, what would you choose?
- If a Nerf dart gun battle breaks out in the office, how would you respond?
- While driving, you are approaching a railroad track. The red lights start flashing for the crossing gate to come down, and you might be able to make it. Do you go for it or stop and wait?

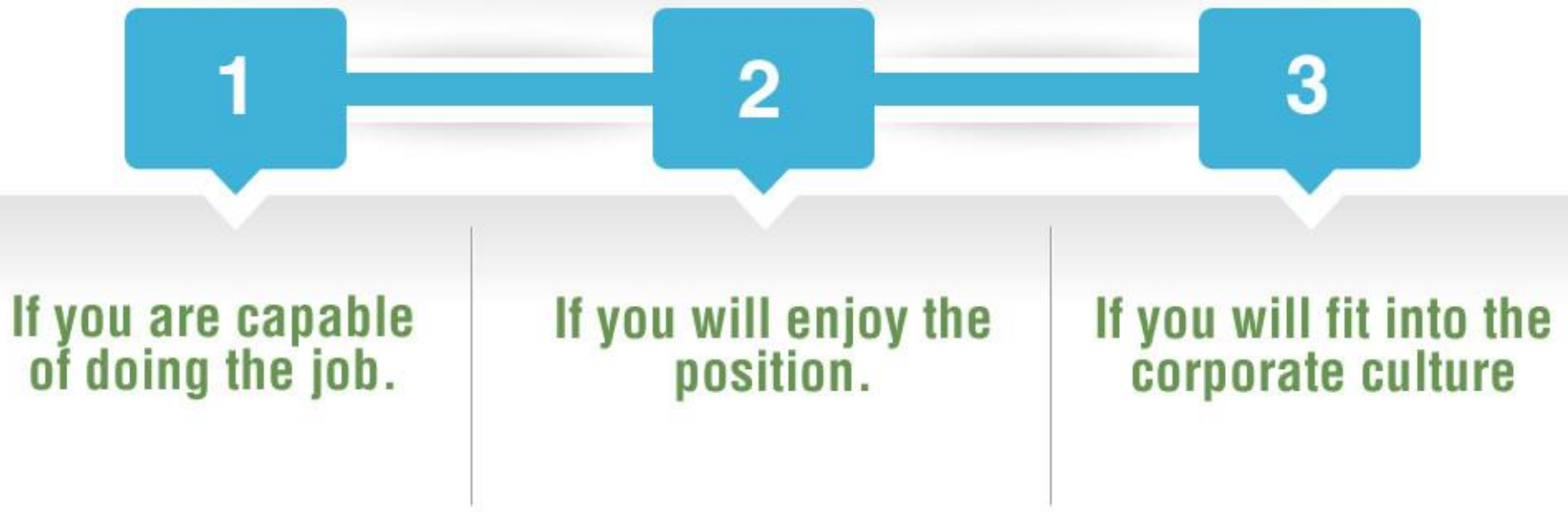
# More Common Reasons for Disqualification

- Answers stopped short and the hiring manager had to dig/pull for more
- Did not ask enough questions or show enough enthusiasm for the job
- Too quiet, not enough assertiveness for the role
- Asked the hiring manager what are the chances of getting into a design role when interviewing for a different role
- Negative comments about past supervisors or coworkers
- Non-committal about the hours required for the job
- Overpowering interview or run on sentences

# 3 THINGS EMPLOYERS WANT TO KNOW

According to Forbes, there is a consensus that hiring managers only have three real questions for applicants.

## What interviewers want to know:



# BEHAVIORAL INTERVIEWING



**S**ituation

**T**ask

**A**ction

**R**esults

# BEHAVIORAL INTERVIEWING



Using the **STAR Method** respond to the following questions and statements:

1. Give an example of a time you worked with a difficult team member.
2. Tell me a time that you made a mistake.
3. Describe a time you worked through an overwhelming situation or high workload.
4. BE SPECIFIC!

# Questions?