Agenda

• Portland Trek Itinerary & Excursions
• Seattle Trek Itinerary & Excursions
• What You Can Expect & INSIDER TIPS to help you Stand Out
• What We Expect of YOU
• Questions?
Portland Itinerary

- 8am-10am: Women in Leadership Symposium (Sellwood Room)
- 10am-12pm: Career Fair (Broadway Room)
- 12pm-1pm: Lunch with Career Fair Employers (Multnomah Room)
- 1pm: Dispatch for Excursions (Multnomah Room and Lobby)
- 1:30pm-5pm: Corporate Excursions (Various)
- 5:30pm-6:30pm: Alumni Networking Social (Tiger Woods Center, NIKE)
- 6:30pm-8pm: Dinner and Program (Bay Hill/Wollaston Room, NIKE)

*Please note that all morning events take place at the DoubleTree by Hilton Hotel at Lloyd Center. There will be buses available to return students to the DoubleTree following the dinner at NIKE.*
Portland Trek Excursions

- NIKE
- Hewlett Packard
- Oregon Historical Society & Waggener-Edstrom
- Columbia Sportswear & Adidas
- Ecova & Portland General Electric
- Oregon Health Sciences University

*Excursion selections are based on participation in this session, day/time registered, academic background, class year, and capacity of our excursion host.
Seattle Trek
Thursday, January 7th, 2017
Seattle Itinerary

- 8am-10am: Women in Leadership Symposium (Vista Room)
- 10am-12pm: Career Fair (Madison Ballroom) *Theatre Excursion dispatch
- 12pm-1pm: Lunch with Career Fair Employers (Maxwell’s Cafe)
- 1pm: Dispatch for Excursions (Maxwell’s Café and Lobby)**
- 1:30pm-5pm: Corporate Excursions (Various)
- 6:00pm-8:00pm Dinner and Program, followed by networking (Madison Ballroom)

*Please note that all events except for Excursions take place at the Seattle Renaissance Hotel.

**Boeing Excursion dispatch will be at 12pm with box lunch provided
Seattle Trek Excursions

- Boeing
- Microsoft
- Porch & Amazon
- Starbucks & Nordstrom
- Bill & Melinda Gates Foundation
- Publicis Groupe
- PACCAR
- Seattle Seahawks & Seattle Mariners
- Russell Investments & Liberty Mutual
- Seattle Shakespeare Company, Seattle Repertory Theatre, & Seattle Children’s Theatre

*Excursion selections are based on participation in this session, day/time registered, academic background, class year, and capacity of our excursion host.
Trek Itineraries

(Same in both cities)
Women in Leadership Symposium, 8am-10am

• **ALL STUDENTS INVITED TO PARTICIPATE.** This is not a women-only event.

• This forum will bring the students attending the Gonzaga University Trek together with the key Gonzaga alumnae professionals working in the Seattle area. The event opens with networking over a continental breakfast and includes a panel presentation followed by table discussion.

• Key discussion areas include:
  • Transition from college to career
  • Leadership in the modern organization
  • Negotiating benefits and asking for a raise
  • YOUR questions

• **TIP:** Prepare questions in advance to ask your table hostess or the panelists. What are *you* specifically interested in learning from women in leadership roles?
Career Fair, 10am-12pm

- Representatives from 35-45 area employers will be on hand to discuss available internship and full-time opportunities, as well as career development advice.

- **TIPS:**
  - **Research** the companies in advance so you know who you want to talk with. A full list is available on ZagTrax.
  - Create a **polished resume** to pass out to employers.
    - 15-20 copies
    - **Be sure to visit Career & Professional Development early to have your resume looked at. We are open limited hours during the holidays.**
  - Purchase **business cards**: $5 for 100 cards, available on our website.
  - **Perfect your Elevator Pitch** and practice it with family and friends before the event. Tips are available on our website. Check out Career Beam for a great resource!
  - Collect business cards from recruiters so you can **follow up** after the fair.
  - **INSIDER TIP**: ***Visit with several other companies to practice before you approach your target companies!***
Networking Lunch, 12pm-1pm

• Students will have the opportunity for additional networking over lunch with the employers.

• TIPS:
  • Invite one recruiter you particularly want to connect with to join you for lunch. Save them a seat or find a place to sit together.
  • Practice good etiquette!
  • INSIDER TIP: ***Look for a table with mostly employers seated and ask to join them. They will be impressed that you took the initiative, rather than just finding a table with your friends!***

• *Excursions will dispatch during and immediately following lunch. Please listen closely for your excursion dispatch announcement.*
Corporate Excursions, 1:30pm-5pm

• This is a unique opportunity to get an “insider perspective” into companies that you may not normally have access to.

• Sample Timeline (90 minute visit):
  • 1:30-1:40—Arrive and check in at security
  • 1:40-2:00—Tour of facilities (can include sales/trading floor, offices, meeting rooms, etc.) This tour helps students understand the culture and environment of each company and various departments.
  • 2:00-2:45—Meet in Board Room for an overview of the company. Alumni and other employees participate to share their experience and give some tips and advice about how to navigate the industry as a recent grad. Also often includes presentations from HR or hiring managers about what they look for in applicants.
  • 2:45-3:00—Open networking with alumni and other representatives.
  • 3:00pm—Depart

• TIPS:
  • Research your assigned excursion(s) *extensively* before visiting. Know the mission, values, projects, customers, etc.
  • Prepare 5-10 quality questions to ask during presentations and networking time. *Silent students don’t get noticed.*
  • **INSIDER TIP:** ***Collect business cards from contacts you are interested in and follow up with a *handwritten* thank you note! Very few students do this, so it will get you noticed.***
Alumni Networking Social & Dinner

• Students and alumni can network during a social followed immediately by a plated dinner and program. The program includes welcomes from Chapter leadership and local alumni, as well as remarks from various University Administrators.

• Alumni will have nametags that are color-coded by industry. Look to connect with people from your industry of interest.

• TIPS:
  • Drink responsibly—one or two glasses of wine or beers *if* you are 21 or older (ID req’d).
  • Carry your drink in your left hand so you can shake with your right hand. Try not to carry around a drink and appetizers at the same time or you won’t have a free hand.
  • Tables are color-coded by industry as well—look for tables with your industry preference so you can have a meaningful conversation over dinner.
  • INSIDER TIP: ***Employ your Elevator Pitch, but be prepared to have conversation. Alumni will want to know about you, what’s going on at Gonzaga, faculty, etc. Be prepared to be a good conversationalist!***
What We Expect of YOU
Student Expectations

• Arrive on time for the event and stay until the end of the networking social and dinner.

• Dress appropriately in business professional attire.

• Prepare quality questions for excursion hosts.

• Engage with excursion leader and student leader prior to the event.
  • Some excursions have *very specific* requirements for footwear, showing ID, etc. Your excursion leader will communicate these to you in advance. If you do not meet the requirements on the day of the event you will not go on an excursion.
  • Send your leader 5-10 quality questions for your host prior to the event.

• **Research and prepare to represent Gonzaga well.**
Appropriate Attire—
Business Professional

For Women:

- Conservative (blue, gray, brown, or black) pant or skirt suit. Skirt must come to the knee and have a conservative slit, preferably on the back, not the side.
- Modest blouse under suit jacket.
- Minimal or tasteful jewelry. A statement necklace is fine, but not if it is distracting. Wear a watch.
- Minimal to no perfume.
- Pantyhose if you are wearing a skirt.
- Shoes you can comfortably walk in for several hours. There is a lot of walking!
- Not the time to be TRENDY.

For Men:

- Conservative blue or black suit.
- Dress shirt in a modest pattern or color.
- A conservative tie, tied properly (YouTube if you aren’t sure!).
- Dress shoes—no tennis shoes or boat shoes—you can walk in.
- Wear a watch, but no other jewelry (earrings, eyebrow rings, etc.).
- Minimal to no cologne or aftershave.
- Clean shaven or trimmed beard.
For Women:

Appropriate:

NOT Appropriate:
For Men:

Appropriate:

NOT Appropriate:
Special Note: Apparel Companies

• If you are selected for an excursion to an apparel company, please be sure that you do not wear competing apparel.

• For example, do not wear Adidas to Nike or North Face to Columbia.
Prepare Good Questions for Excursion Hosts

• **GOOD QUESTIONS TO ASK:**
  
  • What are your recommendations for application process for X internship? *(Insert program name from research)*
  
  • Does your company support community service?
  
  • What is the recruiting cycle for entry level or internship positions?
  
  • What does a typical interview process look like?
  
  • How can an applicant stand out?
  
  • Can you speak to environmental initiatives?
  
  • How are employees evaluated? How is team/individual success measured?
  
  • Do employees typically work within teams or individually?
  
  • How are employees supervised or managed?
  
  • Can you speak to X of the company’s mission?
Do NOT Ask These Questions:

- What does your company do?
- How many sick days do you get per year?
- Do you have casual Friday?
- How many vacation days per year do I get off?
- Does your company randomly drug test?
- Which holidays does the company observe?
- How much was your starting salary?
- Does IT really check what you are downloading?
- Is Facebook a blocked address?
- Will I have to work overtime?
- Do you have an internship program?
Represent Gonzaga

• Consider the entire event an interview.

• Be mindful of conversations you have with your friends because you never know who may overhear you.

• PUT YOUR CELL PHONE AWAY. Seriously.

• Practice good etiquette at meal time.
  • **INSIDER TIP for dinner:**
    • ***Bread dish is on the top left, water and other glasses are to the top right of your table setting.
    • ***Place napkin in lap immediately upon sitting.
    • ***Start using silverware from the outside, moving in toward your plate.
    • ***Stand and introduce yourself to everyone seated at your table.

• Limit alcohol consumption...one or two max. Nothing leaves a bad impression like getting tipsy at dinner.
Frequently Asked Questions
Payment

- The Treks are $35 each or $60 if you participate in both Portland and Seattle.

- ***Payment covers lunch and dinner (and breakfast if attending Women in Leadership Symposium) and transportation to and from excursion sites.

- Payment confirms your spot—you are not guaranteed a spot until you have paid.

- The link to payment was in the confirmation email you received after registration. Email Career & Professional Development if you can’t locate it.

- You MUST pay for your participation before attending the events.

- If cost is an issue for anyone, please come see me! We do not want the cost to keep anyone from participating and will happily waive the fee if needed.
Travel & Lodging

• Career & Professional Development does NOT arrange travel and lodging for students in either Portland or Seattle.

• We have discount codes for hotels in Portland and Seattle, but rooms are limited and the codes expire early. Contact Career & Professional Development for codes and further information.

• If you would like to carpool with students I can try to help connect you with others who will be driving, but we cannot guarantee an opportunity to carpool.

• Career & Professional Development and Gonzaga University are not liable for students other than during the scheduled events mentioned above.
Parking

- Parking at the DoubleTree by Hilton at Lloyd Center in Portland is free with validation.

- Parking at the Seattle Renaissance Hotel is $12/day. Space is limited and fills up fast.
  - We recommend carpooling, taking public transportation, or getting dropped off.
  - Here are a couple nearby lots recommended by the hotel:
    - The ACE Olympic at 5th & Seneca
    - The surface lot on Madison between 7th & 8th, directly across the street from the hotel.
    - Under the overpass lot at 6th & James
Have Questions During Winter Break?
Career & Professional Development is open through most of the break.
careers@gonzaga.edu or 509.313.4234
Resources

• Order Business Cards online, [www.gonzaga.edu/careers](http://www.gonzaga.edu/careers)  
  • Order soon and pick up before you go on break.

• Resume review available during break via email, if submitted by December 28th: [careers@gonzaga.edu](mailto:careers@gonzaga.edu)

• Resume and Elevator Pitch resources available online, [www.gonzaga.edu/careercenter](http://www.gonzaga.edu/careercenter)

• Contact us with any questions!

• Please cancel your registration as soon as possible if you become unavailable so we can give your spot to another student.

• Hotel discount links available by contacting Career & Professional Development
Questions?
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