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# HILTON WORLDWIDE

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## *A Letter to Virginia Tech Hokie Hospitality Students...*

## Dive right in!

Welcome back! It's time to dive back into school and start thinking about your future! Many students are thinking about applying for internships their last few years of college and it can be hard to decide where you want to work. Hilton Worldwide offers both internships in our properties nationwide and the chance to be a part of the Management Development Program.

For undergraduates (freshman, sophomore, and juniors), Hilton offers a 10-week summer internship program in various departments in any of our owned or managed properties across the United States. Property interns will complete both a week of general rotation in all areas of the hotel operations, as well as garner work experience within a defined discipline which could include Event Services, Finance/

Accounting, Food & Beverage, Front Office, Housekeeping, Human Resources, Revenue Management or Sales/Marketing.

For college seniors graduating in the Fall 2014 or Spring 2015, we offer a 6-month Management Development Program. This is a competitive full-time opportunity to develop future leaders. The program is a hands-on, accelerated training program that prepares trainees for management positions upon successful completion of the program. Trainees go through a general rotation for 6-8 weeks and then a focused "discipline specialization" for the remaining time.

For more information visit your schools' career website or [www.hiltonworldwide.com/uscampus](http://www.hiltonworldwide.com/uscampus).

*For more than 90 years, Hilton Worldwide has welcomed travelers to the very finest in accommodations, service, amenities and value. Hilton Worldwide has over 4,000 hotels in more than 90 countries. Your passion for the hospitality industry can lead to a successful career with Hilton Worldwide and our renowned portfolio of brands. Our legendary hospitality has helped us be a part of people's lives for almost a century and we're just getting started!*



## Upcoming Events

Date	Event
Sept. 23	"How to prepare for an Interview"
Sept. 24	Company Day in the Atrium
Sept. 25	Information Session
Oct. 20	MDP Round 1 Interviews



# Management Development Program

*At Hilton Worldwide, we aim to select and develop the most talented and successful hospitality students.*

## Position Overview

During the program, applicants will have the opportunity to gain real world experience and support our mission to be the pre-eminent global

hospitality company. Trainees will be placed within our managed portfolio of hotels where they can find supportive work environments to help jump-start their career at Hilton Worldwide.

## Program Requirements

- Applicants must be a full-time college senior graduating in the Fall 2014 or Spring 2015 semesters, with a Bachelor's degree in Hospitality, Business, or related degree.
- Applicants must possess a cumulative 3.0 GPA or higher. GPA of 3.3 is preferred.
- Applicants must have at least nine months of previous work experience (hospitality industry preferred).
- Applicants must be willing and able to relocate.
- Applicants must have the ability to fluently speak, read, and write in English.
- Applicants must be able to work in the US without employment sponsorship.
- Positive attitude and perseverance on the face of challenges.
- Must be well organized and capable of prioritizing tasks.
- Ability to work independently and in a group environment.

## Application Process

- Step 1: Submit resume through your school's career website.
- Step 2: Those pre-selected for Round 1 interviews will interview on campus in October 2014.
- Step 3: Top candidates from Round 1 will be invited to the final interview stage, "MDP Interview Weekend" in New Orleans, Louisiana.

## INTERVIEW TIPS:

1. Do some research on the business before the interview.
2. Practice interviewing.
3. Greet the employer with a handshake.
4. Make frequent eye contact.
5. Smile, be polite, and try to relax.
6. Listen carefully to the questions asked. Ask the interviewer to restate a question if you are confused.
7. Answer questions as directly as possible.
8. Be upbeat and make positive statements.
9. If you've had work experience, talk about what you learned from your time at the company/firm/hotel.
10. Use examples of how your skills and abilities would fit the job.

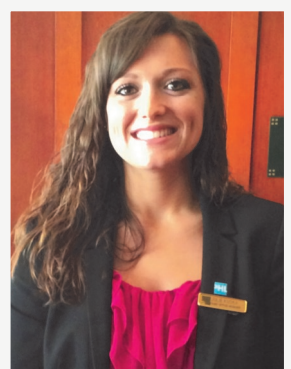
## An Inside Perspective



Orlando Hernandez |

2013 Trainee at Embassy Suites Washington, DC – Convention Center, Housekeeping

My experience in the Management Development Program was truly a challenging and unique experience that I wouldn't change for the world. I was able to rotate through various departments including Front Office, Sales, Revenue, Property Operations and Housekeeping before I was presented with the opportunity to become Acting Director of Housekeeping as the current Director announced his retirement. With only 3 weeks of training in Housekeeping, and the full support of hotel management, I managed the housekeeping department for the latter 3 months of my program. It truly was baptism by fire, but only the MDP program could present an opportunity to grow like that! The hotel management at my property as well as my mentors in Hilton were a tremendous help and they truly give you the tools to succeed and become a future leader in the hospitality industry.



Julie Kuska |

2014 Trainee at Hilton Inn at Penn, Front Office

The Hilton Management Development Program was the perfect transition from graduating college to starting my career in hospitality. I went from learning in a classroom to managing in a full-service, luxury property. While going through the Management Development Program I was given hands on experience on how to manage a front office and the team that supports it. Being an MDP gave me the opportunity to make new friends and countless connections across the country. The program allowed me to experience all departments and showed how important interdepartmental communication is to running a successful hotel. After completing the program I am confident and excited to continue on my career path with Hilton Worldwide.



# Property Internship

*Our Team Members work side-by-side and learn from some of the most well-trained, highly skilled hospitality professionals in the industry. Become a part of our exciting, and expanding, team and help us fill the world with the light and warmth of hospitality.*

## Position Overview

Each year, Hilton Worldwide selects undergraduate students from partner hospitality or hotel management schools for a property based in a hotel or resort across the United States. The entire program is 10 weeks long, with one week general rotation and the remaining 9 weeks working in a line-level operational role.

## Program Requirements

- Must be enrolled in a four-year college program as a freshman, sophomore or junior with a Hospitality, Business or a related discipline
- Must have a cumulative GPA of 3.0 or higher. GPA of 3.3 or higher is preferred.
- Ability to be on-site and work at assigned hotel/resort.
- Must be well organized and capable of prioritizing tasks associated with multiple projects at once.
- Strong work ethic and analytical problem solving capabilities.
- Positive attitude and perseverance in the face of challenges and / or changing circumstances.
- Excellent presentation, speaking, and written communication skills.

## Application Process

Step 1: Submit resume through your school's career website

Step 2: Those pre-selected for Round 1 interviews will interview around Jan/Feb. 2015 via Hilton Worldwide's digital online platform, HireVue.

Step 3: Top candidates from HireVue Interviews will receive an internship offer in March for a selected discipline and assigned property (per requested).

## A TIP FROM: James Bartoletta

*"My point of view on  
developing yourself"*



"I often ask myself, how do people develop best? As I work to answer that question I'm reminded that development is about... having the "raw materials", the intellect, the character and the motivation to achieve more. It's about having the "right" experiences, those with variety, diversity, and intensity. And most importantly, it's about having an ability and willingness to LEARN from your experiences."

## An Inside Perspective

Elizabeth King | Event Services Intern, Hilton Atlanta

My internship with Hilton has been one of the most rewarding and educational experiences of my life. I really enjoyed rotating through all the departments at the property because it shed some light on what each department does in the hotel and how they all work together to benefit the guests. I have been working in the events department throughout my internship and it has given me the perspective I needed to pursue this department after graduation. I always thought events would be the department I wanted to work in most and thanks to the knowledge and experiences I have gained from working with my incredible team members, I now know this is the department for me. I was welcomed with open arms and smiling faces and they have truly made this internship an unforgettable one. I have learned quite a lot from my team members at the Hilton Atlanta and I look forward to applying to the Management Development Program to hopefully continue on with the Hilton Team.

Chris Cabrera | Finance & Accounting Intern, Hilton Millenium

My internship with Hilton this summer has been extremely valuable and beneficial for my career. Working at the Hilton Millennium in downtown Manhattan has exposed me to many aspects of the hotel industry. In this internship program I was able to rotate through many different departments, shadow department heads, attend the morning Directors meeting, Revenue Management meetings, learn about multiple hotel industry reports and trends, take on large projects, and learn all the principles of the finance department. I feel I have a tremendous amount of knowledge about the economics of a hotel all thanks to the Hilton team members. The Hilton team members I worked with on property were always approachable, willingly helpful and very informative, which contributed to large part of my success as an intern. I highly recommend and encourage any hospitality student to pursue an internship opportunity with Hilton because of the experience, culture, education and network Hilton has to offer.

