

## **TIPS FOR NEW HIRES/ENGINEERING SKILLSETS**

### **Helpful Resume Building and Interview Tips**

- ✓ Become very familiar with Revit CAD software by Autodesk (this is our primary tool for our product)
- ✓ Sit for and pass the EIT/FE certification exam
- ✓ Find guided safe opportunities to tour an active construction site
- ✓ Develop all communication skills; presentation, written, vocal
- ✓ Learn to recognize your audience when communicating and adjust the message accordingly (client, trade peer, design team member, contractor, vendor, inspectors, municipalities)
- ✓ A resume/curriculum vita/bio page, which summarizes your strengths, education, and recognitions
- ✓ Information about your coursework and internships
- ✓ Testimonials or recommendations from people you've worked closely with
- ✓ Evidence of your technical skills (examples of projects you've worked on)
- ✓ Evidence of your non-technical skills. (examples of presentations you've given or groups you've lead)
- ✓ When describing your internships, provide links and also explain how your work benefitted the business.

### **Strengthen and Develop:**

- ✓ Subject Matter Expertise
- ✓ Collaboration, communication and presentation
- ✓ Writing Reports and Documentation of observations
- ✓ Mathematical, problem-solving, comparative analysis
- ✓ Attention to detail and back checking
- ✓ Time, task and budget management
- ✓ Know your strengths (Look into Strengths Finder 2.0 by Tom Rath)  
<http://www.tomrath.org/book/strengthsfinder/>

### **Specific Tips Related to the Electrical Engineering Trade:**

- ✓ Take notice of all the electrical devices we interface with in a house or a building; look where they are, what they do for us, how they operate, what they are called
- ✓ Recall basic circuit theory (resistance, voltage, amps, capacitance, inductance, power), electric machine, AC and DC power, three phase power
- ✓ Become familiar with the National Electrical Code
- ✓ Become familiar with UFC and NFPA 72; Fire alarm design codes
- ✓ Gain basic understanding about renewable energy systems; solar, wind, co-generation

### **Specific Tips Related to the Mechanical/Plumbing Engineering Trade:**

- ✓ Consider becoming a Member of ASHRAE (Young Engineers in ASHRAE "YEA")
- ✓ Consider becoming a Member of ASPE (American Society of Plumbing Engineers)
- ✓ HVAC fundamental courses, professional development, and ASHRAE Leadership Development
- ✓ Familiarize yourself with UPC (Uniform Plumbing Codes)
- ✓ Recall Fluid Mechanics, Thermo Dynamics and Conservation of Energy

### **Specific Tips Related to the Structural Engineering Trade:**

- ✓ Familiarize yourself with IBC and ASCE-7 Codes
- ✓ Basic Understanding of Cross Limiting Timber
- ✓ Consider becoming a Member of AISC -American Institute of Steel Construction and ACI – American Concrete Institute