



PREPARING FOR THE ON-CAMPUS INTERVIEW

Research the Company

- We recommend that students and alumni research company web sites and company social media sites to gain insight about the organization ahead of your interview. Doing your research before the on-campus interview will help you identify how your knowledge and skills can benefit the company that you are interviewing with.

Organize Your Documents

- The recruiter will have a copy of your resume from Career Services Online. However, it's always a good idea to bring additional copies with you to the interview. You may also wish to bring a cover letter or work sample portfolio. Employers may require that you bring a copy of your transcript to the interview. You can obtain transcripts from the Office of the University Registrar located in Martin Hall in Room 171.

Dress Professionally

- Your clothing says a great deal about you, your work ethic, and your desire for the job. Prepare BEFORE the interview by having your suit or interview attire cleaned and pressed so it doesn't look like you just rolled out of bed. It is a good idea to have your clothing, accessories and shoes laid out the night before the interview. This will allow you to focus on the interview rather than what you're going to wear that day. Read more tips about [Dressing for Success](#) on the Career Services website.

Arrive Early

- All interviews are held in the Office of Career Services in Agnes Edwards Hall, Room 104 (formerly Conference Center). Arrive at least 15 minutes in advance prior to your scheduled interview time and sign-in at the front desk. This time will allow you to fill out any applications, forms or required paperwork before your interview.

Interviewing

- The employer will call for you when ready. Smile, stand and greet the employer with a firm handshake and show that you are eager to start the interview. Interviews are held during a 30, 45 or 60 minute schedule unless specified by the employer. Typical interviews will conclude with the opportunity for you to ask questions to the recruiter. This is the opportunity to show the employer that you took the time to research the company and you have the desire to know more about what they have to offer. Read more about [Interviewing Tips](#) on the Career Services website.

Showing Gratitude

- Always show appreciation for the opportunity to meet with the employer at the conclusion of an interview. Re-emphasize that you are extremely interested in this position and that you are grateful to have had the opportunity to meet the recruiter. Ask the recruiter what the next steps are in the selection process and when you might expect to hear from the organization. Also, ask for the recruiter's business card so you can send a thank you letter within 24 hours of the interview.