

# On-Campus Interviews

Every year the Career Management Center hosts recruiters from private industry, government agencies, the armed forces, and public education who interview Old Dominion's graduating students. Various support services are available to help you prepare for campus interviews.

All employers interviewing on campus use **preselection**, which allows them to review your resume in advance of the recruiting date and to select whom they wish to interview.

## How to Register and Participate in the On-Campus Interviewing Program Through eRecruiting

1. Complete eRecruiting Student Registration Agreement Form. Log into eRecruiting and complete student profile and upload resume.
2. After completing the above information, click on Jobs and Internships (job search) and click on Basic Search, scroll to bottom and select Opportunities with Interview Schedules Only. Click on the Job Title to view the details of the job.
3. Locate the How To Apply section at the bottom of the page and click Apply.
4. Select your Resume/Cover Letter and click Submit.

## How to Sign-up for An Interview

1. Log into your eRecruiting account. Click on the Application tab on the navigation bar; the Applications page displays with a list of your active applications. The status of your active applications is displayed in the Employer Decision column.
2. Once an employer has accepted your job application, you may sign up for an interview slot. Note—Remember to check your e-mail regularly as eRecruiting will automatically send an e-mail to you when the employer accepts you for an interview.
3. Click on Details/Sign Up...On the Application Details page, under Employer Decision, click on Sign up for Interview.
4. On the interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire. Click Save and your slot is reserved.

All degree-seeking Old Dominion University students graduating in December 2004 and May or August 2005 can participate in on-campus interviews. Plan to interview during both the fall and spring semesters, since many employers recruit only once a year.

## Other Campus Recruiting Information

- Check preselection, updates and changes frequently
- Notify Career Management Center staff 48 hours in advance to cancel or reschedule an interview.
- Maintain an accurate list of your interview dates, times and recruiter names for your records and for follow-up correspondence such as thank-you notes.
- Inform Career Management Center staff of any problems you encounter with a recruiter who conducts your interview in an unethical or illegal manner.
- Report all job offers to Career Management Center staff.

## The Day of the Interview

- All campus interviews are held in the Career Management Center.
- Arrive 15 minutes before your interview to relax and make a good first impression with your interviewer.
- Report directly to the Career Management Center to sign in for your interview.
- A campus interview is a business appointment and should be treated as such. If you anticipate being late for your interview, please phone the receptionist at 683-4388 as early as possible. You may also use this number to confirm the time of your interview.

## No-Show Policy

You will be considered a NO-SHOW if you fail to report for a scheduled interview or if you cancel an appointment less than 48 hours before the interview. Your first no-show requires a letter of apology to the interviewer within five days of the no-show, with a copy to the Career Management Center. If you miss a second interview, you automatically forfeit your interview privileges with the Career Management Center. If you have been preselected, we will inform the employer that you cannot interview on campus.

# Advice From the Experts

## Interviewing Tips From On-Campus Recruiters

**Research organizations in advance of interviews**—Since most on-campus interviews are relatively short, it is important that you use this time to sell yourself to an employer. Don't waste this opportunity by spending too much time on issues that could have been answered by surfing the company's Web site and/or viewing its videotape. Displaying your knowledge about a potential employer will greatly enhance your chances of interview success.

**Define your career goals and the opportunities you want**—One of the keys to making a successful sale is product knowledge. In the case of job interviews, that product is you. You need to perform a thorough self-evaluation well in advance of your interviews. Know what your strengths, weaknesses, skills and abilities are and be prepared to discuss them in the interview.

**Be enthusiastic and sincere during your interviews**—It is important for you to convey a genuine sense of interest during the interview. You must appear eager and flexible, but not too rehearsed. Don't fixate on being nervous. Even seasoned pros can have the "interview jitters." Above all, never be late for an interview appointment.

**Be honest**—Don't claim interest in an employer if you really do not intend to work for that organization. Don't lie on your resume or during the interview. While you should never draw attention to your weaknesses, don't attempt to hide a shortcoming by being untruthful. Learn how to deal with perceived (or real) weaknesses before your interviews by talking to a campus career services professional and/or reading books on job interviewing techniques.

**Be realistic**—Carefully evaluate what an employer has to offer you...and what you have to offer the employer. Don't accept a position that isn't suited to you "just because you need a job." Although most entry-level salaries have been on the rise, do not set your starting salary expectations too high. If a starting salary seems inordinately low, but is for a position that you really want, you might be able to arrange for an early salary review.

*Some of this material is adapted from Recruiting Trends by L. Patrick Scheetz, Ph.D., Collegiate Employment Research Institute. ©Michigan State University.*