Helping Your Student Navigate and Understand On-Campus Interviews

We bring a variety of companies to campus to interview your student for full-time jobs after graduation. Companies range in size from small local to large national/international and include both commercial enterprises as well as non-profits.

Orientations are held at the beginning of the fall and spring semesters to let your student know about interviews, the requirements for participation, and how to sign up.

The Career Center has two requirements for participation in On-Campus Interviews:

1. **Approved Resume.** All students wishing to interview on campus must have their resume reviewed and approved by a career counselor. Often resumes require several revisions before they will be approved. We encourage students to begin early so they will be able to have a polished resume well in advance of interviews.

2. **Interview Workshop.** They must attend an Interview Workshop. We offer many interview workshops throughout the fall and spring semesters to help your student understand how to interview. Our career counselors teach them everything from how to dress for an interview and how to shake hands, to communicating their experiences with confidence.

Our reason for these requirements is so students can showcase their skills on paper and in person. We help them translate their college experiences into verbiage that will be meaningful to an employer. We believe that by teaching students these two important life skills, they will be better able to represent themselves in a way that will give them an edge when searching for a career.

In addition to the above-mentioned requirements, we have a few expectations for your students as they start to transition from their college life to their professional life.

- We expect students to check all schedules (class, work, exam, etc.) PRIOR to signing up for an interview and schedule accordingly.

- We expect students to research the company, industry, and position BEFORE signing up to interview.

- We do not allow students to cancel interviews. Doing so creates a gap in the interview day which is disrespectful of the employer’s time.

- We do understand that emergencies arise which are out of the students control. If such an emergency arises, we expect the student to communicate that information to us and the employer.

- We expect the student to arrive early for an interview, dressed in a suit, and with extra resumes to give to the employer.

The majority of interviews held are open to ALL majors. We do not limit the number of interviews for which a student can sign up. We hope you will encourage your student to take advantage of On-Campus Interviews because as you are probably aware, getting an interview is challenging at best. On-Campus Interviews are possibly the easiest way for your student to get in front of an employer.

We hope to see your student at On-Campus Interviews