On-Campus Interviewing Program

Orientation Handbook

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Overview & Reminders

- This program is just one tool in your kit to finding a professional job or internship.
- Any job or internship search is a process involving multiple steps, and this will take time & energy.
- You get out of it what you put into it.
- The staff of the Career Development Center is here to help you in the transition to Internships and Full-Time professional positions.

The Career Development Center can be of assistance through its many services:

- Individual career counseling/coaching appointments
- Seminars & career events, e.g. MN Private Colleges Job & Internship Fair
- Mock Interviews
- Pop-in hours
- Web Site and Online Resources

Career Center staff can assist you with the following:

- Selecting a Major and Career Information
- Career-related assessments/inventories
- Resume and cover letter writing
- Interview preparation
- Job/Internship search strategies
- Graduate/Professional school exploration and applications
On-Campus Interviewing Program Basics

What?
- Brief, preliminary screening interviews (30, 45 or 60 minutes) that take place in the Career Center almost daily in October & March, plus additional dates. If successful, they lead to additional interviews at the employer site.

Who?
- Large, and sometimes medium-sized, companies come to campus because it is an efficient use of recruiter time to interview many students in one day.

Types of employers NOT found in the OCI Program:
- Non-profit, government and certain fields (e.g. advertising, journalism, and publishing) do not utilize on-campus recruiting because a) they are not able to anticipate in advance their hiring needs, b) may not have large numbers of positions open and c) so many individuals contact them directly about jobs and internships that they do not need to seek applicants through campus recruiting programs.

Typical OCI positions:
- Most positions are business-related. However, that does not mean you have to be a Business major to apply for them. Examples of positions often open to any major include sales, marketing, human resources and management.
- Accounting tax-season and all summer internships are full-time, and are paid.

SEARCH FACTS

Who is hiring in large numbers?
Very Large employers (>25,000 employees) & Very Small employers (<100 employees)

Most Effective Recruiting Strategies used to source talent:
- Intern Pool
- Career Fairs
- Employee Referrals

What students need - advice from employers:
- Related work experiences
- Basic work skills
- Ability to describe skills and translate how your experiences will help the employer
- The right attitude and work behaviors

Key Economic sectors:
- Professional & Scientific Services
- Manufacturing
- Non Profits
- Finance & Insurance

Source: 2015-2016 Recruiting Trends Report
Applying for On-Campus Interviews

Online Companion Document: On-campus Interviewing Quick Start Guide for Students

1. You will need a resume to apply for ALL positions.

Some companies may ask for a cover letter and some companies (esp. for accounting positions) will ask for an unofficial transcript.

**Resume Content** includes campus activities, leadership roles, P/T jobs, summer employment, volunteer work, and relevant academic projects.

**How Career Development Center staff can help:**

- Attend a Resume Writing Seminar
- Use Pop-in Hours to get a quick resume review
- Schedule an individual appointment for assistance

2. TommieCareers/Symplicity System

The On-Campus Interviewing Program at the University of St. Thomas is managed through an online system requiring a St. Thomas username/password. The TommieCareers system allows you to do the following:

- Upload documents (e.g. resumes, cover letters, transcript)
- View job and internship postings (local and nationwide)
- Apply for on-campus interviews
- View OCI-related application deadlines
- Make your resume viewable to employers (Resume Books)
- Check the NACE Salary Calculator to see average salaries for positions

3. Accessing TommieCareers/Symplicity

- Follow the link from our Web site or Blackboard, or go directly to https://stthomas-csm.symplicity.com/students/
- Your username is your UST Username.
- Your password is your UST Net ID Password.

It really is as easy as 1-2-3!

**Step 1:** Log in to TommieCareers/Symplicity and complete **My Account**.
**Step 2:** Upload your resume to the system within My Resumes & Documents.
**Step 3:** View the **Search On-Campus Interviewing** section* within Shortcuts menu to see what interests you and Apply, following all application instructions carefully. (*Only available to students who have completed the Orientation requirement.)

**Step 1) My Account**

Complete the three sections to provide accurate, valuable information to employers and career staff.

- **Personal:** Your contact information
- **Academic:** Date you expect to graduate
- **Messaging & Privacy:** Receive E-mail Notifications? Must check Yes to receive employer & career staff communications regarding your application.
Step 2) Documents

- Upload your resume and other documents. Accounting majors will also need to upload an Unofficial Transcript. Instructions about how to do this are given out at the Orientation Session, are contained within each job description, and are also available on the OCI website: Links & Documents.

- Publish your resume to a Resume Book for OCI and non-OCI employers to view it.

Note: Documents should be saved in Microsoft Word (.doc, .docx) or (.pdf) format.

Step 3) Search On-Campus Interviewing

This section (under Shortcuts on Homepage) lists jobs and internships for which the initial, screening interview will be conducted here on campus in the Career Development Center. All application deadlines are 10-14 days prior to the interview date.

- Print out job descriptions of interest; they contain contact information for each company that you may need. Please be careful about your position selections; only apply to things that are genuinely appealing.

- When you click the Apply button you will then be prompted to choose which resume or other documentation you wish to send. All documents must be sent at one time.

- Submit means that these documents are E-mailed to the employer.

What happens after I apply?

- Students invited to an interview will receive an E-mail notification, usually, about one week before the interview date.

- If invited, you need to sign up for an interview time slot per the instructions in the E-mail message. There will also be an option to Decline the invitation.

- If you have not received an E-mail about your application status by 6 days prior to the Interview date, log-in to TommieCareers and view the contents of your Interviews menu.

- Alternates: If an Invited candidate withdraws or does not sign-up for an interview in a timely manner*, students selected as ‘Alternate’ can sign up for an interview slot.

Declining an Interview or Withdrawing Your Application

You may decline an interview invitation and withdraw your application within your Interviews menu.

It is extremely important that you respond to interview invitations one way or the other. Either sign up for an interview time slot ASAP, or Decline the Interview. There is a sign-up deadline.

*In some cases, selected candidates will have only 24-48 hours to respond.
Preparation for Interviews

Supplement: Attributes Employers seek on a candidate’s resume, Questions You May Ask

Employers and career professionals advise you do the following to be thoroughly prepared for an internship or job interview:

1. **Know the job description**

Be sure you understand what the responsibilities will be, what qualities they seek, where the position is located, and be prepared to answer the following,

   “Why do you want this position, with us, and what makes you qualified?”

2. **Research the company & industry**

Employers have told us that one of their biggest frustrations is when candidates do not research their company or industry trends. Use the following resources:

   - Company Web sites
   - Employer Research links within Career Resources webpage:
     http://libguides.stthomas.edu/careerdevelopment/
   - www.linkedin.com
   - St. Thomas Reference Librarians can help you find sources and articles!

3. **Attend Information Sessions when offered**

Companies sometimes come to campus before their interview application deadlines to give you more information about themselves and their career paths. Watch for these Employer Information Sessions!

   Check the Seminars and Events menu in TommieCareers or on the Career Development Center web site for dates and times.

**NOTE:** Please RSVP for Seminars and Information Sessions - This helps plan handouts & refreshments!

**How Career Development Center staff & resources can help:**

- Attend an Interviewing Skills Seminar
- Make an appointment for a Mock Interview
- View the Interviewing section of the Career Resources webpage.
- Make an appointment to speak with a career counselor to discuss your questions
If you utilize the services of the Career Development Center’s On-Campus Interviewing Program, we expect you will engage in the process thoughtfully, researching companies and positions BEFORE you decide to apply to them. If you have questions about companies or what is involved in these jobs, feel free to make an appointment with a career counselor. They can help you decide which positions might be the best fit for you.

**Cancellation of an interview**

If your application is accepted and a) you want to Decline the invitation OR b) you sign up for an interview time, but later wish to cancel, you must do so **more than 32 hours before your interview date.**

**Declining interview invitations & Withdrawing your application**

There will be a Decline button within the interview invitation E-mail you can click to decline the invitation. To withdraw, go to the OCI Applications tab. Click “Withdraw Application” within the interview record.

- If you withdraw, sending an E-mail to the company contact and cc: to jennifer.rogers@stthomas.edu will alert us so the employer can find an alternate candidate to take your place.
- Once you Decline an interview invitation or Withdraw your application you may not apply for or try to interview for the position again.

**Cancelling an interview less than 24 hours in advance**

If an unavoidable situation occurs to prevent you from making the interview (e.g. illness, car break down, accident, family emergency, or you have accepted an offer from another employer) you need to **E-mail & Phone the employer contact person AND Call the Career Center (651-962-6761).**

**Not showing up for an interview**

It is not acceptable to sign up for an interview time and then not show up. Defining “no show:” you never called anyone to let them know you would not be at the interview, or you cancelled for no good reason less than 24 hours prior to the interview date.

Keep in mind:
- a) You took a time slot that could have been used by a fellow student who really wanted that job
- b) You are harming your personal brand: company recruiters often know each other and talk to each other!
- c) You are negatively impacting the reputation of the University of St. Thomas. If companies do not have faith in our students, then they could very well decide to choose not to recruit from UST.

*If you are a “no show,” we would require you to send the company contact person a written apology for your absence, with a copy sent to the Employer Relations Specialist.*

If you are a “no show” for **two** interviews, your opportunity to participate in future on-campus interviews could be restricted.

*This is the beginning of your professional persona. Attributes of responsibility, commitment, and organization are expected. You do not leave a good impression with anyone by not following through on your promises.*
The Day of Your Interview

Unless specially noted, all interviews take place in the Career Development Center, MHC 123

Professional Dress is expected. (See our Pinterest Page for visual examples!)

Men should dress in a suit and tie.

Women should dress in a suit as well - pant or skirted suit.

Not considered Professional Dress:

- Athletic shoes.
- For women, skirts more than one inch above the knee; tops that are too revealing.
- For men, t-shirts or informal shirts (shirts without collars), no tie, no jacket.

Canceling an interview within 24 hours of your interview day - this should only happen in cases of illness or emergency.

- Notify the company contact ASAP by phone AND E-mail. Their information should be within the position description.

- In addition, call the Career Development Center, 651-962-6761. Ask that your message be passed on to Jennifer Rogers.

No Show/Cancellation Guidelines may also be found on the OCI webpage: Links & Documents.

Interviewing Tips from employers and career professionals

1) Be mature and professional in your demeanor.

2) Be enthusiastic.

3) Listen carefully to the question and answer the question asked.

4) If asked for examples, be as specific as possible, but be concise.

5) Tell memorable stories to illustrate your strengths and relate these to the qualifications.

6) Bring in good (i.e. creative, big picture, not selfish) questions to ask interviewers.

This is not the time to “practice” interviewing. These employers are seriously considering you as a candidate and they expect that you are just as serious.
After the Interview

Before you leave the interview, there are three things you should do:

1. **The Strong Close**
   Reiterate your interest in the position and why you are the best person for the job/internship.

2. **What’s Next?**
   Make sure you understand the next step in the hiring process. Learn: Timing of the next round of interviews? Where will they be held? How and when will you be notified if you are invited?

3. **Follow-up Contact**
   Ask the interviewer for a business card. Use this to send them a thank you note and keep in touch.

**Send a thank you note/letter** within 24-48 hours of your interview.
- E-mail, or handwritten note/letter via postal mail

**Keep a record of all your applications**
If you have multiple interviews, keep files on each employer and/or a chart listing what you interviewed for and the status of your communication with them. It can get confusing!

**Job offers**
Some people are extended offers before they have interviewed with all the companies that interest them. If this happens, we suggest you negotiate and be honest. Tell them you have more interviews to go, and ask if you could get back to them with an answer at a later date. Give yourself plenty of time to allow for second interviews with other companies. If you are unsure how to do this or if you are having trouble deciding about offers, make an appointment with a career counselor or utilize Pop-in Hours, call 651-962-6761.

**Accepting & Rejecting Job Offers**

We have heard of cases of students who accept the first offer they get, but then continue to pursue other opportunities and continue to interview. This is not advised because this practice may lead you to another offer by a second organization, resulting in a decision to renege on the first employer. Dictionary definition of ‘renege’: to go back on one’s word.

This behavior not only damages the student’s personal reputation (it really is a small world out there and you don’t know who knows who), but it reflects poorly on the University of St. Thomas and the academic department which the student represents.

One employer characterized the practice of continuing to apply for more positions after an individual has accepted an offer, like this: “It’s like taking your wedding vows, wearing the ring, and then continuing to date others.” How would you like someone to do that to you?

**Thanks for participating in this process ethically, with integrity and with enthusiasm!**