

ON CAMPUS  
INTERVIEWING  
AT JOHN CARROLL  
UNIVERSITY

Your Career Connection



# The Basics

- On campus interviews are conducted in both the fall and the spring semesters.
  - Prepare in advance to participate both semesters to take advantage of a variety of opportunities.
  - Interviews are open to all majors.
  - Not all employers utilize this service for their recruiting needs.
  - All interviews are held at the Career Center located at 2563 South Belvoir in the house next to the tennis courts.

# Requirements

- You must have a **complete and accurate profile** in your Career Connection account.
- You must **attend a resume review appointment** with the Career Center. Call (216) 397-4237 to schedule.
  - After your appointment, upload a resume into Career Connection
  - You will not be able to view On Campus Interviews, submit your resume, sign up for interview times, or view Career Events until you receive notification that your resume has been activated
- You must **attend an On Campus Interview Orientation**
  - Check the Career Center website for dates and times.

# How to Search for Interviews

- Log into your Career Connection account
  - Hover over the tab:
    - “On Campus Interview Schedules” – a drop down menu appears
  - Sign up for interviews you qualify for**
    - Allows you to sign up for on campus interviews
    - Enter your search criteria or leave blank to view all interview schedules you qualify for based on major, class standing, GPA or other criteria entered by employer
  - View all on campus interview schedules**
    - Allows you to see all companies coming on campus to interview
    - Click search to see all or enter search criteria to view specific schedules

# Signing Up

- Under Sign Up for Interviews You Qualify For, either enter search criteria or leave blank to view all interviews that you qualify for
- You will see a list of upcoming interviews
- Under Current Signup Method (far right column) you will see one of two things:
  - **Request Period Open**
    - Also known as Preselect
    - Students submit resumes to employers and employers choose who they want to sign up on the interview schedule
    - Click on Request Interview box
      - A pop up box appears asking which documents in your account you want to submit
      - You are required to submit a resume and can also send cover letters (optional) or reference pages/transcripts if requested by the employer
    - You will receive an email notification if you are preselected to sign up for an interview time or you can check your home page to review your status
    - Once you are notified that you were preselected, follow the steps below to sign up for an interview time
  - **Sign-up Open**
    - Students can immediately sign up for available interview times on the schedule (as long as you meet employers' qualifications)
    - Click on the Job Title
    - Click on Sign Up box at top, then click on interview date
    - Find available times and click on Sign Up next to time slot you wish to sign up for
    - Time slots available on a first come, first serve basis, so sign up early!
- Pay close attention to dates posted! You can sign up through Career Connection up to 48 hours prior to the interview time. Beyond that time, you will need to contact Barb Koeth at 397-4431 to determine if any interview slots are available.

# Cancellation Policy

- You can cancel your interview through Career Connection up to **48 hours** prior to the interview. If you cancel after the 48 hour time period, you will need to contact Barb Koeth at 397-4431.
- If you do not show up for your interview or cancel after the 48 hour time period, **your online status will be made inactive** until you have written an appropriate letter of apology to the recruiter. This should be done immediately.

# Letters of Apology

Upon missing an interview or cancelling after the 48 hour window, it is always proper to write a letter of apology to the recruiter for the following reasons:

1. Allows you to explain circumstances of your absence and to reiterate your interest in the position.
  2. Provides an additional opportunity for you to get your resume in front of the recruiter and ask for an on-site interview if still interested.
  3. If you are no longer interested in the position or have accepted a position elsewhere, the letter allows you to thank the recruiter for the opportunity, explain your absence, and indicate that you are no longer interested. This saves the recruiter the time and effort and allows him/her to only focus on interested candidates.
- Apology letters are not meant as a punishment. They are a reflection on you as a professional, potential employee and an indication that you value the opportunity offered by the employer.
  - The letter must be typed and brought to Barb Koeth in the Career Center immediately.
  - Upon receipt of the letter, your active status will be reinstated in Career Connection so that you may continue participating in On Campus Interviewing.

# Pre-Nights

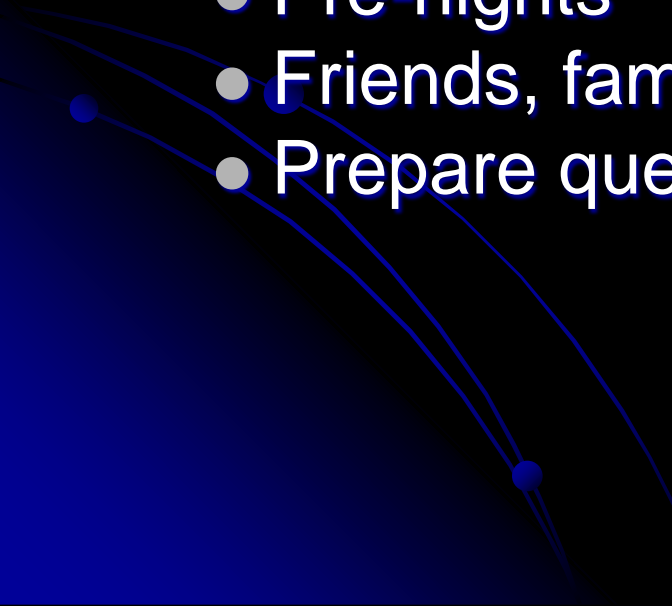
- Some employers hold pre-nights. Typically, these sessions are the evening prior to interview day and are held in various locations on or off campus. They are MANDATORY if you wish to interview with that employer.
- A pre-night gives the employer the opportunity to discuss the company and position prior to your interview, thus allowing more time to focus on YOU during your interview.
- Normal attire for a pre-night is business casual (this is different than casual).
  - Business casual:
  - **Women**
    - Khaki, corduroy, twill or cotton pants or skirts, neatly pressed
    - Sweaters, twinsets, cardigans, polo/knit shirts
    - Solid colors work better than bright patterns
  - **Men**
    - Khaki, gabardine or cotton pants, neatly pressed
    - Cotton long-sleeved button-down shirts, pressed, polo shirts or knit shirts with a collar
    - Sweaters
    - Leather shoes and belt
    - Tie optional



# Before the Interview

- Check your interview schedule frequently through Career Connection.
  - Click on My Account > My Activity > Schedule
- Practice your interviewing skills:
  - Schedule a mock interview.
    - On campus interviews are real and should not be done for practice. If you need practice, schedule a mock interview by calling 397-4237.
  - Check out our Interview Guide
  - List of Commonly Asked Interview Questions

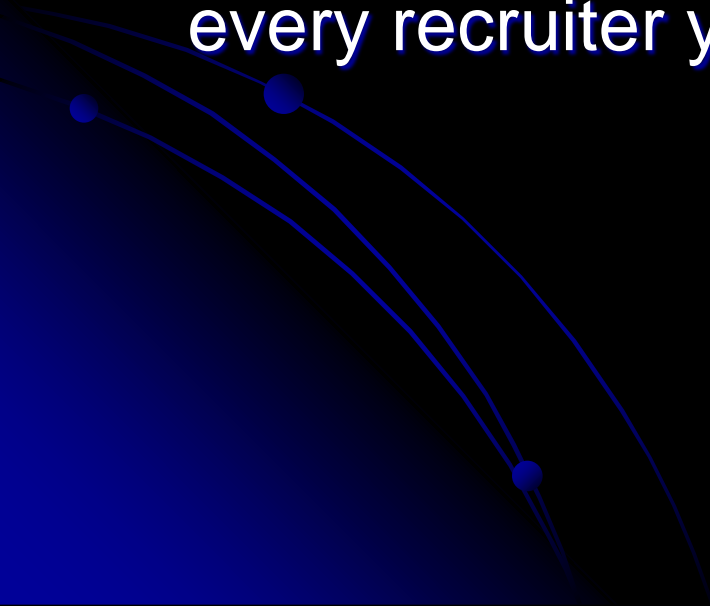
# Before the Interview

- Research the Company
    - Career Connection
    - Employer's direct website
    - Vault (in the Career Connection Resource Library)
    - Carroll Contacts LinkedIn Group
    - Pre-nights
    - Friends, family, neighbors, etc
    - Prepare questions to ask the interviewer
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# Before the Interview (cont'd)

- You will be asked to drop off a copy of your resume on resume quality paper no later than 24 hours prior to your interview.
- You may receive a reminder phone call the day before your interview, however, it is your responsibility to manage your own interview calendar.
- **Make it a habit to check your homepage in Career Connection daily during the campus interview season.**

# Interview Day

- You should arrive at the Career Center approximately 10 minutes prior to your scheduled interview dressed in business attire.
  - Obtain contact information (business card) from every recruiter you meet with.
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# Interview Day

## Dress for Success!



- Two piece suit in black, navy, or another dark color
- A tie in a simple pattern that matches the colors of your suit
- Dress shirt (white or pastel)
- Polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out!
- Well groomed (trim nails, shave, get a haircut if necessary)
- Minimal cologne
- Light briefcase or portfolio

# Interview Day

## Dress for Success!



- A neutral colored suit in black, navy, or another dark color (skirt or slacks)
- Skirt length should be at or below the knee
- White or light pastel blouse
- Pantyhose (check for runs)
- Basic pumps with 1-2" heel (no strappy shoes!)
- Simple accessories. No visible body piercings (nose ring, eyebrow ring, etc.)
- Make up should be minimal and conservative
- Minimal perfume
- Light briefcase or portfolio

# After the Interview

- Send a thank you letter to each recruiter you meet with within 48 hours of the interview. Send via mail or by email (decide based on prior communication, the company culture, etc.)
- If you get and accept an offer for employment, you are **ethically bound** by that offer and you must cancel any remaining interviews.
  - Please notify the Career Center when you accept an offer
    - Graduating seniors who accept offers: be sure to attend a Gong Ceremony for your chance to hit the gong!
    - In Career Connection click on “report a hire” section to notify us of your employment
  - If you accept an internship, you can register for academic credit. Check our website under internships for the Learning Objectives Agreement or stop by the office to pick it u

# CE 199

- All students doing a full time internship in the Spring must register in the CE 199 non credit transcript notation class. This will maintain your status as a full time student at the university and assure your continued financial aid.
- Contact Joan Coyne at 216-397-1712 or at [jcoyne@jcu.edu](mailto:jcoyne@jcu.edu) if you have additional questions.