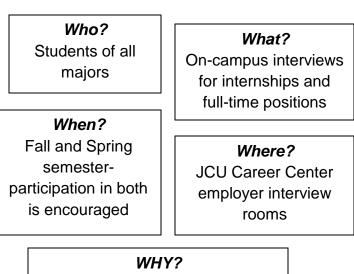
On-Campus Recruiting





To secure an internship or full-time position!

REQUIREMENTS TO PARTICIPATE:

- Meet with Career Advisor to have resume reviewed and activated in Career Connection.
- Completion of **mandatory** on-campus recruiting orientation.
- Sign up for interviews on *Career Connection* under "On Campus Interview Schedules" tab.

PRIOR TO INTERVIEW:

- Practice your interviewing skills and familiarize yourself with Behavior Based interviewing schedule a mock interview or practice online with **InterviewStream** on **Career Connection**.
- Research the company on *Career Connection*, company website, LinkedIn company page, etc.
- Prepare thoughtful questions to ask at the interview.
- Drop off your resume to the Career Center on professional resume paper.
- Review the On Campus Interview Tutorial at <u>www.jcu.edu/careercenter</u> > Students and Alumni > Interviewing

ON INTERVIEW DAY:

- Arrive at Career Center 10 minutes early DRESSED FOR SUCCESS.
- Obtain a business card from every recruiter you meet.
- If you do not show up for an interview, you cannot continue with interviews until a letter of apology is sent to the recruiter.

AFTER INTERVIEW:

- Write or email a thank you note within 48 hours of your interview.
- If you receive and accept an offer for employment you are ethically bound by that offer. You may not participate in more interviews with other companies.
- Notify the Career Center when you accept an offer or enter it in *Career Connection*. AND if you are a graduating senior, come HIT THE GONG!!!