

# On-Campus Recruiting



## **Who?**

Students of all majors

## **What?**

On-campus interviews for internships and full-time positions

## **When?**

Fall and Spring semester-participation in both is encouraged

## **Where?**

JCU Career Center employer interview rooms

## **WHY?**

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 [www.jcu.edu/careercenter](http://www.jcu.edu/careercenter) > 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!!!