

# ON-CAMPUS INTERVIEWING GUIDE FOR STUDENTS

Fall 2007 – Spring 2008

**The Citadel**  
**CAREER CENTER**  
THE MILITARY COLLEGE OF SOUTH CAROLINA



**PLEASE NOTE:** If you participated in OCIs last academic year, the process has changed. Please be sure to read below!!

Employers (also known as **Recruiters**) interested in holding interviews at The Citadel Career Center may **post On-Campus Interview (OCI)** positions (jobs or internships) within *The Citadel Career Center Gate (The Gate)* for their campus recruiting efforts. Through the system they will **review** resumes submitted by current students and then **select and invite** candidates to schedule an interview time. These interviews are typically the **first stage** of a company's interviewing process. Depending on the company's process and how the candidate is rated on this initial interview, he or she may be invited to the company's office for a second interview.

With the exception of office closings and student/holiday breaks, On-Campus Interviews may be scheduled by employers during business hours Sept 17 – Dec 3, 2007 and Jan 23 – Apr 21, 2008. Interviews are not arranged during Maymester or the summer. All interviews are held at **The Citadel Career Center (573 Huger Street)**, unless otherwise noted.

**Graduating Seniors and Graduate Students** should note that **many Recruiters begin their interviewing process in the fall** for positions that will begin the following spring or summer. Do not miss out on opportunities by waiting until Spring Semester to begin interviewing!

Most interviews are for full-time positions. Only seniors and students in the Graduate College may interview for full-time positions. Internships and summer job interviews are open to those who meet the listed criteria.

Current Citadel Students who wish to participate in **On-Campus Interviews** should **follow the steps below** regarding their participation and use of *The Gate*.

## How to Schedule an On-Campus Interview:

1. **Search for On-Campus Interview (OCI) jobs or internships.** Review the **On-Campus Interview Schedule** at [www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm) on a regular basis. Some OCI dates will be scheduled in advance, while others will be scheduled after the employer reviews the response by students (either to their postings or participation in the career fairs).
2. **Employers** will arrange for an OCI by **posting positions** within *The Gate* and/or by **attending The Citadel Fall 2007 Career Fair** (or the *FutureQuest* Spring 2008 Career Fair).
3. Applying through *The Gate*:
  - a. **Register through *The Gate* and Upload your Current Resume.** Registration Instructions, as well as Information & Tips about using the system, may be found at [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm). Once your registration and resume are approved (approval is to confirm student status; uploaded resumes are not reviewed), you will be able to use your CIT ID# and password to access on-campus recruiting positions posted to the site.
  - b. Return to your **Home Page** with *The Gate* and click the link to "**Search for Jobs Posted with My School**". Use the **Job ID Number** found on the OCI Schedule to access each OCI posting of interest.
  - c. **Apply as indicated by the listed deadline to be considered for an On-Campus Interview.** Information on how selected candidates will be contacted to schedule their interview times is provided by the employer within the **Application Instruction** section of the posting.
4. Applying through the **Career Fairs**:
  - a. Refer to the company's listing on the OCI Schedule and the information provided on the appropriate fair website. Meet the employer at the fair and provide him/her with a copy of your resume. Follow the employer's instructions regarding how to be considered for an interview. Some employers will schedule your interview time at the fair, while others will contact you once they have shared your resume with their colleagues back at their office.  
[www.citadel.edu/career\\_services/fair\\_list.htm](http://www.citadel.edu/career_services/fair_list.htm)      [www.citadel.edu/career\\_services/FutureQuestFair.htm](http://www.citadel.edu/career_services/FutureQuestFair.htm)
5. **After being invited by an employer to schedule an interview time**, please do so promptly.
  - a. Be sure to consider all prior commitments on the interview date. Select a time that allows you to arrive at least 10-15 minutes ahead of time and stay 10-15 minutes longer than originally indicated. Since you will be scheduling your time directly with the employer, if you have scheduling concerns, please discuss with him/her. (I.e. You know you have an exam that day at 2:00 pm and the only interview slot available is 1:15 pm, so you have to leave by 1:45 pm to make it. Informing the employer ahead of time may help work out other possibilities and politely lets him/her know of your constraints).

## Expectations of Participating Students:

### All students are expected to:

1. Represent The Citadel, The Citadel Career Center, and themselves with honor, integrity, and professionalism at all times.
  - a. If a student is concerned about how a specific Recruiter handles him/herself in the interview or about how a specific company uses requested information, please speak with a Career Center staff person immediately.
2. Schedule interview times that do not conflict with other obligations or classes. The Citadel Career Center cannot excuse your absence from either.
  - a. If you are invited to schedule an interview time, but are not interested **OR** if you are invited to interview and are no longer interested in being considered (i.e. You further researched the company after applying and do not find a fit with your interests), kindly and professionally decline the offer. Please do not ignore the invitation; you may discover the company to be a good fit in the future and your inaction may be remembered. Keep in mind that you are representing The Citadel and yourself.
3. Arrive on time for their scheduled interviews. When scheduling an interview time, select an option that allows you to arrive at least 10-15 minutes ahead. (i.e. If your class ends at 11:50 am, do not schedule a 12noon interview in case you run late).
  - a. To uphold the reputation of The Citadel, "no shows" to any scheduled On-Campus Interview cannot be tolerated. On-campus interviewing may be denied to anyone who fails to appear on time.
  - b. If an emergency arises the day of / night before your scheduled interview such that you will not be able to attend, contact the employer if at all possible. Then call or email Jennifer Wells, Associate Director, (953-1617 or [CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu)) to notify her of your situation. She will alert the employer as to your absence (especially in case you cannot reach him/her yourself), but it is your responsibility to follow-up with the employer afterwards regarding how to proceed with your candidacy. (**Please Note:** Having an exam or a paper due is not considered an emergency, as these are events you are made aware of in advance. Plan accordingly around them as you schedule interview times on campus or off campus).
  - c. If you are running late and can call ahead, please leave a message at 953-1617 for Jennifer Wells, Associate Director. She will alert the employer should you not arrive on time. It is your responsibility to follow-up with the employer regarding your tardiness. Generally, if it is due to situations beyond your control (i.e. a guest speaker went 30 minutes longer than your class time), an employer will be willing to work around the delay or determine another option.
  - d. Cancellations are highly discouraged, especially if not arranged with the employer well in advance of the scheduled interview date or if not deemed an emergency. This also damages personal and Citadel reputation. Should you need to cancel your interview time or change times, please contact the employer as soon as possible and no later than 48 business hours prior to the interview date. If you are unable to reach the employer, please email Jennifer Wells, Associate Director, at [CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu) as soon as possible prior to the interview date, indicating why you need to cancel or change times. She will review your situation and provide you directions accordingly. Be on the lookout for how to proceed, recognizing that changes and cancellations must be worked out with the employer and are your responsibility to arrange and confirm.

### How to Prepare for an On-Campus Interview:

1. **Familiarize yourself with the requirements and special indications noted within each position for which you apply.** Each student is responsible for meeting the indicated deadlines and providing any listed materials at or before the interview, such as transcripts or company applications.
2. **Thoroughly research the company/organization prior to the interview.** Researching the company prior to the interview is extremely important and enhances your success in the interview process. Be prepared to share your knowledge about a company's products, clients, website, and more in an interview. Lack of preparation on your part will negatively affect your candidacy. Also review career resources through The Daniel Library at The Citadel, such as *Mergent Online* via [www.citadel.edu/library/databases/mergent.htm](http://www.citadel.edu/library/databases/mergent.htm) and the Vault Online Career Library via [www.citadel.edu/library/databases/vault.htm](http://www.citadel.edu/library/databases/vault.htm).
3. **Prepare for the interview.** In addition to researching the company/organization, prepare for the interview by reviewing the Career Center website at [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm) for Preparation Tips and Follow-Up and by reading *Knock 'Em Dead* by Martin Yate on interviewing techniques, available via [www.knockemdead.com](http://www.knockemdead.com). Practice your responses to questions on paper, in front of a mirror, while running, with a friend, or through another approach that best fits your learning style. Take advantage of the new program called **Perfect Interview** to sharpen your skills. Details may be found at [www.citadel.edu/career\\_services/PerfectInterview/InfoTips.pdf](http://www.citadel.edu/career_services/PerfectInterview/InfoTips.pdf). Be certain that you are demonstrating your enthusiasm about the opportunity. Refer to additional information via [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm).

4. ***Dress appropriately for the interview.*** Appropriate dress for on-campus interviews: cadet blazer for upperclass cadets, duty for underclass cadets, and business attire for CGC students. Additional information on appropriate dress may be found at [www.symsdress.com/](http://www.symsdress.com/).
5. ***Bring 2 copies of your resume on resume quality paper to each scheduled on-campus interview.*** (Plan to have additional copies with you for interviews held at an employer location, as needed). Avoid using dark paper colors like blues, grays and mauves, as they do not photocopy or fax well. Use a laser printer for best results. Look for the watermark on the paper and print with it facing you in the upright position (vs. upside down or backwards).

### After the Interview:

1. ***Follow up with the Recruiter(s) after the interview.*** Send a thank you letter to the Recruiter(s) after the interview. Include specifics you discussed and confirm your interest in the company and in the position. (If you are no longer interested, thank the recruiter for the opportunity and politely ask to be removed from consideration). Samples are available at [www.citadel.edu/career\\_services/ThankYouLtr.htm](http://www.citadel.edu/career_services/ThankYouLtr.htm). If you interview at a company with two to three Recruiters, it is appropriate to send a thank you letter to each person. If you interview with a large group, address the letter to the group's leader (usually your main contact).
2. ***Keep a Log of your interviews.*** This will help to keep track of the interviews you have scheduled, your follow-up, notes regarding the next step indicated by the Recruiter, and your thoughts on the position. Also refer to your Job Search History via your Home Page with *The Gate* for all searches made within the system.
3. ***Be aware of the next steps in the company's interview process.*** The Recruiter will typically provide this information at the end of the initial interview. Allow the Recruiter and/or company to get back to you within the allotted time indicated. If you do not hear anything within a day or so after that time, you may contact the Recruiter to inquire about your status in the process. Avoid calling repeatedly or leaving message after message. Follow-up is important. Find a balance between too much and too little follow-up. Keep in mind that many Recruiters are visiting other colleges before and after their trip to The Citadel. (They may be on the road longer than planned and unable to follow-up with you as scheduled).
4. ***Be prepared to be invited to a company location for a second and even a third interview.*** At this point, you will meet others in key roles and may get to see company operations. Cadets need to clear off-campus interview invitations with their TAC, as is customary. The Career Center cannot clear students for these interviews.
5. ***Understand company policy regarding travel reimbursement.*** When you receive an invitation to interview at a company's office after interviewing with them on-campus, be sure to know their policy on travel reimbursement *before* you make your travel plans. Each company has a policy on how, when and if they reimburse candidates at each stage of the interview process for their travel. Refer to [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm) for details.
6. ***Evaluating an offer.*** Ask for at least 24 hours to consider an offer of employment. Be sure you understand the details of the offer, to include the initial assignment, the initial salary, the starting date, the location, the opportunity for advancement, and whether the company assists with relocation expenses. If you determine you want the position, call (followed by a letter) to accept. After accepting an offer, promptly contact any other firms that have extended offers to you, declining those offers in a professional and courteous manner. If you believe you need an extension of time to consider an offer, ask the firm for such an extension; it will often be granted. Having accepted an offer, honor all aspects of that commitment, as is expected of general business ethics and The Citadel Honor Code. Also notify The Citadel Career Center of your acceptance and request to have your Home Page with *The Gate* deleted. Additional information may be found at [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm).

### WHAT IS THE DIFFERENCE BETWEEN AN OFFICIAL & AN UNOFFICIAL TRANSCRIPT AND HOW DO I OBTAIN EITHER?

An Official Transcript has The Citadel school seal embossed on the document to indicate its authenticity. An Unofficial Transcript is a copy of the Transcript without the school seal (i.e. PAWS). The Career Center cannot obtain transcripts for you. The school policy *allows only the student* to request the sending of a transcript. Transcripts may be obtained at the Registrar's Office (located in Bond Hall) for a fee. Visit [www.citadel.edu/registrar/transcript.shtml](http://www.citadel.edu/registrar/transcript.shtml) for details.

Some companies will request that you provide a transcript to verify your GPA at the time of your interview. Verify through the company as to whether an Official or Unofficial transcript is needed. Cadets and CGC students may print an unofficial transcript from PAWS. (If you use PAWS, be sure to write your name on the document, as it is not included when printed).