

**VIRGINIA STATE UNIVERSITY**  
*Petersburg, VA*

**Career Services  
On-Campus Recruitment Program  
(OCR)**

**Information Packet**



**Memorial Hall, 2nd Floor  
P.O. Box 9410  
Petersburg, VA 23806  
Telephone: (804) 524 5211  
Facsimile: (804) 524 5212  
[www.vsu.edu/pages/301.asp](http://www.vsu.edu/pages/301.asp)**

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# Career Services On-Campus Recruitment Program (OCR)

## GENERAL INFORMATION

**What is On-Campus Recruitment?** It is an opportunity for students and alumni to meet recruiters and representatives to discuss possible employment opportunities.

The On-Campus Recruitment Program enables you to explore a variety of job options and interview for full-time professional positions of interest to you without having to leave the campus. It is only one method of job hunting and does not represent the most effective means of obtaining employment for all majors. It is imperative and highly recommended that other job search methods are supplemented with on-campus interviews. The information packet is available to students interested in interviewing on campus. The packet addresses the proper procedures and guidelines for participating in the On-Campus Recruitment Program offered through Career Services. In addition, you will receive tips on professional dress, etiquette, and what to expect during the interview process.

**Who is Eligible?** Currently enrolled Virginia State University graduating seniors, graduate students, and alumni seeking full-time employment. The criteria for students seeking experiential education (internships, cooperative education, summer jobs, etc.) may sometimes be different and limited to sophomores, juniors, seniors, and graduate students only! Please see the internship coordinator for additional information.

**When?** Interviews are conducted during the fall (October-November) and spring (February-April) semesters. Please see the OCR Schedule for specific dates. Employers representing businesses, industries, governmental agencies, school systems, and graduate and professional schools visit Virginia State University's campus to interview students and alumni for various positions. Graduate and professional school representatives visit to interview students who are interested in pursuing graduate or professional school studies.



## PROCEDURES AND GUIDELINES

Students interested in scheduling an appointment for an interview(s) must adhere to the following procedures and guidelines:

- Pick up a recruitment schedule or go to [www.vsu.edu/pages/301.asp](http://www.vsu.edu/pages/301.asp) to become aware of all recruiting dates and important sign-up and resume drop off deadlines.
- Prepare a current resume that has been professionally typed and critiqued by a counselor.
- Submit a counselor-approved resume to the recruitment program coordinator in Career Services, sign-up for an interview time slot, and receive an interview appointment card. One resume is to be submitted for each organization of interest. Signing up for an interview(s) is on a first-come, first-served basis. Please sign-up for your interview(s) ASAP.
- In many instances, the recruiter will request to pre-select resumes. If there is a pre-selection process, please adhere to the resume drop deadline provided on the schedule and announcement. If you are not selected for an interview, you will be notified via telephone. If you are selected, you are to appear according to the time and date on the appointment card. The names of the selected students will be available in the recruitment program coordinator's office no later than two days prior to the scheduled interview.

## **FYI!**

- ❖ Inquire about gathering career-related information to assist you in having an effective interview. Preparation is definitely the key to successful interviewing. Taking time to prepare can increase the odds that you will make a favorable impression. Inquire about having a mock interview scheduled, or practice interviewing with a friend or family member.
- ❖ To have an effective interview, it is important to arrive **15 minutes** prior to the interview. Dress in business conservative attire; look professional. Also learn as much as you can about the organization. Research the history, organizational structure, and their product. Be aware of the type of the position you are applying and interviewing for.

## **NO-SHOW POLICY**

1. When you sign up for an interview, you are making a commitment to attend and have an obligation to the employer to honor that commitment by showing up. Students who sign-up and are selected for interviews and fail to show for their scheduled interview appointment(s) will be considered a **No-Show**.
1. Being a **No-Show** reflects negatively on **you, VSU, and the office of Career Services**. An individual who is a **No-Show** wastes employers' valuable time and prohibit other students from having an opportunity to interview.
2. After being informed of your first **No-Show (via letter)**, further interviewing privileges will be discontinued until you send a letter of apology to the recruiter. A copy of the letter to the recruiter should also be submitted to Career Services. Failure to submit a copy of the apology letter will result in the removal of your name from future interview schedules.
3. Any student who is a **"No-Show"** for two consecutive interviews will forfeit his/her privileges to interview on campus for the remainder of the year.
4. If for any reason you must cancel, **24-hour notification** to the recruitment program coordinator is requested. To cancel an interview appointment, please call (804) 524-5211. A last minute cancellation (day of the interview) is **NOT ACCEPTABLE** and will be considered a **No-Show**.

## **5 REASONS NOT TO BE A "NO-SHOW"**

1. **No-Shows** create an inconvenience for campus recruiters. While you are going about your business, the recruiter is sitting in an interview room in the office of Career Services waiting for you to appear.
2. **No-Shows** cost organizations money. A conservative estimate for a one-half hour interview is \$60.00 to \$65.00.
3. **No-Shows** represent an embarrassment to Virginia State University and the Career Services staff. The office staff is often left with the task of apologizing for you.
4. **No-Shows** exclude other deserving students from consideration for employment. Remember that friend of yours, who wanted to interview with ABC organization but was told the schedule was full?
5. As a **No-Show**, you hurt yourself. Please Adhere to the Policy!

## Interview Etiquette

**\*\*\*VERY IMPORTANT! You are responsible for remembering your interview appointment (an appointment card is given to you during sign-up). The recruitment program coordinator will not phone to remind you of your obligation!**



- Research the company in advance.
- Report promptly for your interview, preferably 15 minutes early, and wait in the lobby area outside of the interview rooms.
- Always bring an extra copy of your resume with you to the interview.

## The Interview

### Assess Your Own Skills

The number one complaint from recruiters is that many people applying for jobs do not take the time to think about their accomplishments and how to best communicate them in an interview.

### Sample Recruiter Questions

- Tell me about yourself? (Concisely recount your background and focus on facts that are relevant to the job).
- What do you know about this position and company?
- Why do you want to work for "XYZ" and what do you have to offer that other candidates do not have? (Analyze your skills and accomplishments with an understanding of the company, and then explain to the interviewer how you feel you could contribute to their organization based on your skills and abilities).
- Tell me of a time when you have had to demonstrate leadership and commitment.
- What are your major strengths?
- What accomplishments gave you the greatest satisfaction?
- Where do you see yourself five years from now?

### First Impressions Are Crucial

- Be well groomed and look professional. It is better to dress too conservative rather than too casual.
- Give a firm, not limp or bone-crushing handshake.

### Confident Body Language

- Be conscious of your body language. Be natural; yet convey energy and initiative. Appear confident and relaxed during the entire interview.

### The Pace

- Let the interviewer establish the pace.
- Listen carefully.
- Develop an attitude in which you are confident, forthright, and cognizant of the power you have to direct the course and outcome of the interview.

## Be Enthusiastic

- Concentrate on projecting enthusiasm, energy, and interest.

## Always Ask Questions

Never leave the interview without asking questions. Suggested topics for your questions:

- Description of a typical workday?
- Types of training programs?
- Opportunities for advancement?
- Growth potential of the company?
- Performance evaluations?

## Talking Money

- Never bring up salary; let the interviewer make the first move.
- You should have a salary range in mind prior to the interview. (Do some research to avoid asking for too much or accepting too little)

## Repeat, Restate, and Reiterate

- Restate your interest in the job as you shake hands at the close of the interview.

**\*\*\*A thank-you note is considered proper and should be written soon after the interview and mailed the very next day.** (See attached sample thank-you letter)

### AFTER THE INTERVIEW

**The most important thing to remember after your interview is "FOLLOW UP". Most employers consider it just common courtesy, a way to differentiate you from the pack, proof that you're really interested in the position, and a way to keep your name in front of them. The following are some examples that you can use to construct your thank-you note.**

#### Sample Thank You Note Template

Ms. Janet Jones  
Director of Research and Development  
ACME Computer Company  
1234 Central Avenue  
Albany, NY 12204

Dear Ms. Jones:

I wanted to take this opportunity to thank you for taking the time to review my resume to be considered for a position with \_\_\_\_\_.

A career opportunity with \_\_\_\_\_ sounds very interesting and I am confident that my education and experience have provided me with the qualifications necessary to work effectively with your team. I am especially pleased to know that you "use and example based on your research of the company" since I completed two courses in it and I have used it extensively during my internship at \_\_\_\_\_.

Once again, thank you for considering me for a position with your company. I am excited about the prospect of working with such a dedicated team of professionals. If you request any additional information, please do not hesitate to contact me. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,  
Sign your name  
Type your name

## **DRESS for SUCCESS**

When dressing for an interview, your primary goal is to feel great about the way you look while projecting a positive image that matches the requirements of the position and the company. Some interviewers will decide in the first 60 seconds whether or not they are interested in you (based on personal impressions). They will spend the remainder of the interview validating their snap judgment. Follow the guidelines below for looking professional and feeling successful in the interview.

### **WOMEN**

#### **Suits and Dresses**

Wear a conservative business suit in a traditional color such as navy blue, dark gray or black. Select clothing that is pressed and clean, well fitting, simple in style, and no extreme slits. If a blouse is worn with a suit, keep the neckline open and choose a color that flatters your skin tone. A good substitute for a suit is a coatdress. It may be less expensive and will serve the same purpose.

#### **Hosiery and Shoes**

Always wear sheer, conservative hosiery at or near skin color. **NO RUNS!** Take an extra pair just in case. Shoes are very important because they complete the outfit. Polished and closed toe shoes, basic dark pumps with low to medium heels.

#### **Briefcase and Handbags**

If you carry a briefcase, do not carry a purse or handbag. Carry your resume in a portfolio.

#### **Jewelry**

When interviewing, always chose jewelry that is simple and basic. Wear a watch, a simple necklace and small earrings such as pearls. One pair of earrings **ONLY!** No more than one ring on each hand with the exception of your wedding set.

#### **Makeup**

Keep it simple. Too much is inappropriate!

#### **Nails**

Your nail should be neat and clean. If you wear nail polish (not required), use clear or a conservative color.

### **MEN**

#### **Suits**

Stick with the basics! A well-fitting, navy blue, charcoal gray or black suit is recommended.

#### **Shirt and tie**

A clean, nicely pressed, solid white shirt with a simple (conservative patterned) tie is best. If you do not have a white shirt, a pastel or very light colored shirt will do.

#### **Socks and Shoes**

Choose socks that coordinate with your suit and shoes. Shoes must make a statement. Polished and shined black or brown shoes are best. Tassel loafers, wing tip or laced shoes are preferred.

#### **Briefcase/Portfolio and Pens**

Carry a leather briefcase or portfolio with extra copies of your resume and a pen. Carry only those items needed for the interview to the interview.

#### **Jewelry**

Wear a watch and wedding ring only! If your shirt requires cufflinks, make certain they are conservative and simple.

### **WOMEN and MEN**

#### **Perfume/Cologne**

Very little or none at all!

No faddish or wild hairstyle.

No smoking or chewing gum

When in doubt, *CONSERVATIVE IS BEST!*

## HOW TO GET HIRED: THE POWER INTERVIEW

1. ARRIVE 15 MINUTES EARLY.
2. DRESS PROFESSIONALLY AND CONSERVATIVELY. NAVY OR DARK GRAY BUSINESS SUIT FOR MEN. CONSERVATIVELY CUT BUSINESS DRESS OR SUIT FOR WOMEN.
3. FIRM HANDSHAKE AND SINCERE SMILE WHILE MAINTAINING EYE CONTACT UPON INTRODUCTION.
4. BE PLEASANT, POISED AND MAINTAIN EYE CONTACT.
5. ALWAYS BE POSITIVE.
6. NEVER BECOME RATTLED OR TESTY OR ANGRY.
7. LISTEN CAREFULLY TO QUESTIONS. ASK FOR CLARIFICATION IF NEEDED.
8. SELECT RELEVANT INFORMATION FOR YOUR RESPONSES.
9. BE HONEST.
10. BE CLEAR AND CONCISE WITH YOUR RESPONSE.
11. ALWAYS BE CONFIDENT AND ENTHUSIASTIC.
12. DO HOME WORK ON THE CORPORATION BEFORE THE INTERVIEW. ASK QUESTIONS ABOUT THE COMPANY THAT REFLECT KNOWLEDGE ABOUT THE COMPANY THAT ONLY ADVANCE RESEARCH COULD HAVE PRODUCED.
13. THANK THE INTERVIEWER AT THE CONCLUSION OF THE INTERVIEW AND REITERATE YOUR INTEREST IN THE POSITION. ASK FOR THE JOB.
14. SEND A CONSERVATIVE THANK YOU NOTE OR CARD WITHIN 24 HOURS.
15. FOLLOW UP WITH A PHONE CALL ONE WEEK FOLLOWING THE INTERVIEW.
16. IF THE ANSWER IS NO, TRY TO GET THREE REFERRALS FROM THE EMPLOYER.
17. CALL AGAIN IN 90 DAYS. MAYBE THE PERSON THEY HIRED DIDN'T WORK OUT.
18. LINE UP THREE PROFESSIONAL REFERENCES, WITH LETTERS OF REFERENCE, IN ADVANCE.

## **TWO PERSON -AT HOME - PRACTICE INTERVIEW: ASK SOMEONE TO ASK YOU THESE QUESTIONS**

ENTRY-LEVEL/NEW COLLEGE GRADS REMEMBER!! IF YOUR WORK EXPERIENCE IS MINIMAL OR LIMITED TO ANOTHER INDUSTRY, DO NOT HESITATE TO USE THE EXPERIENCES ACCUMULATED THROUGH YOUR COURSE WORK, CLASS PROJECTS AND GROUP ASSIGNMENTS, SCHOOL ACTIVITIES AND COMMUNITY INVOLVEMENT WHERE YOU MADE CONTRIBUTIONS OR HAD LEADERSHIP ROLES.

ALL EXPERIENCE IS GOOD EXPERIENCE!!

1. GIVE AN EXAMPLE OF WHEN YOU HAD TO LEAD A GROUP, EITHER IN WORK OR IN SCHOOL.
2. SHARE AN EXPERIENCE WHERE YOU HAD TO DO A NUMBER OF THINGS AT ONE TIME FOR YOUR LAST EMPLOYER.
3. HOW DO YOU DEAL WITH SOMEONE WITH A BAD ATTITUDE; EITHER A CUSTOMER OR A FELLOW EMPLOYEE?
4. WHAT DID YOU LEAST LIKE ABOUT YOUR LAST EMPLOYER? THE MOST?
5. GIVE AN EXPERIENCE AT WORK WHEN YOU FELT THAT YOU ACCOMPLISHED SOMETHING.
6. WHAT WAS THE MOST UNUSUAL WORK SCHEDULE YOU'VE EVER HAD?
7. GIVE AN EXAMPLE OF WORKING UNDER STRESS, AND HOW YOU HANDLED IT.
8. DESCRIBE YOURSELF IN ONE WORD.
9. WHAT DOES THE WORD "TEAMWORK" MEAN TO YOU?
10. HOW WOULD YOUR BEST FRIEND DESCRIBE YOU? YOUR ENEMY?
11. TALK ABOUT YOUR LAST POSITION AND WHAT RESPONSIBILITIES YOU HAD.
12. HOW DO YOU REACT WHEN SOMEONE DOES NOT MEET YOUR EXPECTATIONS?
13. GIVE AN EXAMPLE WHEN YOU HAD TO INSTRUCT AN INDIVIDUAL, AND HOW YOU ACCOMPLISHED THIS TASK.
14. WHAT TRAITS DO YOU LOOK FOR IN FELLOW EMPLOYEES?
15. WHAT ACCOMPLISHMENTS IN YOUR LIFE ARE YOU MOST PROUD OF?
16. WHAT DO YOU THINK DETERMINES A PERSON'S ADVANCEMENT IN A COMPANY?
17. DO YOU DO ANY VOLUNTEER WORK?
18. WHAT ARE THE MOST IMPORTANT SKILLS IN INTERACTING SUCCESSFULLY WITH OTHERS?
19. WHAT DO YOU HAVE TO OFFER THIS COMPANY THAT DISTINGUISHES YOU FROM OTHER APPLICANTS?
20. WHAT ARE YOUR STRENGTHS? YOUR WEAKNESSES?
21. WHAT QUALITIES, BOTH PERSONAL AND PROFESSIONAL, MAKE YOU A GOOD PROSPECT FOR THIS COMPANY?
22. HOW WELL DO YOU ADAPT TO CHANGE?
23. WHAT ARE YOU LOOKING FOR IN A JOB?
24. WHY SHOULD WE HIRE YOU OVER SOMEONE ELSE?
25. WHAT DO YOU EXPECT FROM WORK?
26. HOW DID YOU PREPARE YOURSELF FOR THIS INTERVIEW?
27. WHAT KINDS OF GOALS HAVE YOU SET FOR YOURSELF?
28. WHY DO YOU WANT TO BE A (NAME OF POSITION)?
29. WHAT IS YOUR SINGLE LARGEST ACCOMPLISHMENT?
30. IF YOU SAW A FELLOW EMPLOYEE STEALING, WHAT WOULD YOU DO?
31. DESCRIBE ONE JOB YOU ENJOYED THE MOST.
32. WHY DID YOU CHOOSE THIS COMPANY?
33. WHAT IS THIS COMPANY'S LOGO?
34. WHAT DO YOU DISLIKE MOST ABOUT YOURSELF?
35. WHAT DO YOU FEEL IS MOST APPEALING ABOUT THE JOB?
36. WHAT WOULD YOUR PAST EMPLOYERS TELL US ABOUT YOU?
37. WHAT WAS YOUR MOST EMBARRASSING MOMENT?
38. HOW WELL ARE YOU ABLE TO DEAL WITH CHANGE?
39. HOW HAS YOUR PAST AND PRESENT JOB PREPARED YOU FOR THIS ONE?
40. WHAT THREE TRAITS DESCRIBE YOU?
41. ALL JOBS HAVE THEIR FRUSTRATIONS AND PROBLEMS. DESCRIBE SOME EXAMPLES OF SPECIFIC JOB CONDITIONS, TASKS OR ASSIGNMENTS THAT HAVE BEEN DISSATISFYING TO YOU.
42. GIVE AN EXAMPLE OF WHEN YOU WORKED THE HARDEST AND FELT THE GREATEST SENSE OF ACHIEVEMENT.
43. TELL ME ABOUT SOME TIMES WHEN YOU WEREN'T VERY PLEASED WITH YOUR PERFORMANCE. WHAT DID YOU DO ABOUT IT?
44. DESCRIBE SOME SITUATIONS IN WHICH YOU GAVE YOUR ALL, BUT FAILED. HOW DO YOU HANDLE FAILURE?
45. WHAT DO YOU DO IN YOUR JOB THAT ISN'T COVERED IN THE JOB DESCRIPTION?

Need to schedule a Mock Interview?

Contact your Career Counselor to make an appointment to conduct a practice interview. It's what we are here for!  
(804) 524-5211

## **A LAST-MINUTE JOB INTERVIEW CHECKLIST**

- √ Get a good night's sleep.
- √ Take a shower.
- √ Shampoo your hair.
- √ Shave.
- √ Brush your teeth.
- √ Use a mouthwash.
- √ Use deodorant.
- √ Comb or brush your hair.
- √ Clean and trim your nails.
- √ Wear clean freshly pressed clothes.
- √ Wear the proper clothes.
- √ Shine your shoes.
- √ Avoid flash colors.
- √ Avoid loud fashions.
- √ Avoid excessive jewelry.
- √ Avoid excessive use of perfumes or colognes.
- √ Plan to arrive 15 minutes before the interview begins.
- √ Bring your resume.
- √ Bring a pen and paper.
- √ Bring samples of your work if needed.
- √ Bring a reference sheet with you, in the event it is requested.
- √ Write down the manager's name, title, address and phone number or ask for a business card.
- √ Remember to thank the interviewer and send a thank you note/card the very next day.