

ON-CAMPUS INTERVIEWING (OCI) GUIDE FOR STUDENTS

Fall 2011 – Spring 2012

The Citadel
CAREER CENTER
THE MILITARY COLLEGE OF SOUTH CAROLINA



What is an On-Campus Interview (OCI) and How is it Arranged?:

Employers (also known as **Recruiters**) interested in holding interviews at The Citadel Career Center may arrange an **On-Campus Interview (OCI)** date after either posting a position on **The Gate** or participating in a **Career Fair**. These interviews are typically the **first stage** of a company's interviewing process. Depending on the company's practice 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. 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.

With the exception of office closings and student/holiday breaks, On-Campus Interviews may be scheduled by employers during business hours during the Fall and Spring semesters. Interviews are not arranged during Maymester or the summer. All interviews are held at **The Citadel Career Center (573 Huger Street)**, unless otherwise noted.

Recruiters who arrange an OCI following a **Career Fair** will typically schedule the interview times with students as they meet them at the fair, while others may wait until after the fair to contact the candidates they wish to interview and arrange a time then. And those who arrange an OCI connected to a posting on **The Gate** will **review** resumes submitted by current students and then **select and invite** candidates to schedule an interview time through **The Gate**.

How to Apply & Be Considered for an On-Campus Interview (OCI):

Interviews associated with the Fall or Spring Career Fair.

1. Review the detailed participant document for the Career Fair (Fall or Spring). OCIs scheduled in advance by the participating employers will be noted here. Be sure to visit their table at the fair to be considered (bring a resume) and to get scheduled for an interview.

Interviews associated with *The Gate*.

1. Go to the 'Jobs & Internships' tab on your Gate home page, then search the Postings for The Citadel. Postings associated with On-Campus Interviews will have 'Recruiting On-Campus' beside the Apply button. To access an existing Gate account or to create a new one, please go to <https://citadel-csm.symlicity.com/students/>.

2. Then upload your resume and submit. Your application will have pending status until the recruiter reviews your application materials.

3. Once the recruiter reviews your application materials, they may invite you to schedule an interview. If you are selected for an interview this button will change to read 'Schedule Interview' in the OCI tab of *The Gate* and will provide access to the interview scheduling tool. It is your responsibility to select a time that does not conflict with classes or other obligations. The Citadel Career Center cannot excuse you from class or other commitments to participate in interviews.

4. To go back and review your scheduled or pending OCI's choose one of the options under 'Land an Interview', located on the right side of *The Gate*'s home page.

IMPORTANT: What you need to know & do BEFORE you apply!

1. You will need to upload your resume to your Gate account. And before it is available for your use in applying to any positions posted on *The Gate*, your initial resume must be processed and activated by The Citadel Career Center (during business hours Monday-Friday). To access your Gate account, go to <https://citadel-csm.symlicity.com/students/>.

2. The processing of initial resumes for *The Gate* is to confirm student/alumnus status. The Citadel Career Center does not review resumes uploaded to *The Gate*. However, if a major problem is identified while confirming your student status, you will receive an email indicating that a revised version of your resume will need to be uploaded and re-processed (during business hours) for your use within *The Gate*. Please refer to resume construction tips, information, common errors to avoid, and samples via http://www.citadel.edu/career_services/ResumeSamples.htm, as needed.

3. Once your first resume has been activated, all future documents you upload will automatically be available for your use within the system. For additional information about your *Resume & The Gate*, also review http://www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf.

4. Be aware of the 2 On-Campus Interview types.

~ **Pre-Select**. Employers will schedule a date to visit our campus to hold interviews, review resumes submitted by interested students, and then invite selected students to schedule an interview time.

~ **Resume Collect.** Employers who are interested in holding interviews on campus, but are not ready to schedule a date may start the OCI process by collecting resumes from interested students and once they are ready, an interview date on campus may be scheduled or the employer may invite the selected candidates to their office for interviews.

If you have questions about using *The Gate* for On-Campus Interviews, please contact Celeste.Melvin@Citadel.edu, Recruitment Coordinator.

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 promptly after being invited to do so and consider all prior commitments so that the time selected does not conflict with other obligations or classes. The Citadel Career Center cannot excuse your absence from either.
 - a. 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. When scheduling your time directly with an employer, if you have scheduling concerns, please discuss with him/her. (i.e. You know you have an exam that day at 2pm 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. Also, if your class ends at 11:50 am, do not schedule a 12:00 pm interview in case you run late.
 - b. If you are invited to schedule an interview time, but 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.
 - 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 Celeste Melvin, Recruitment Coordinator, (953-1615 or Celeste.Melvin@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 (or email) ahead, please leave a message at 953-1615 for Celeste Melvin, Recruitment Coordinator or send an email to Celeste.Melvin@Citadel.edu. 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 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 call or email Celeste Melvin, Recruitment Coordinator, (953-1615 or Celeste.Melvin@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 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. Review career resources such as *Mergent Online* (www.citadel.edu/library/databases/mergent.htm) and the *Vault Online Career Library* (www.citadel.edu/library/databases/vault.htm) through the Daniel Library at The Citadel.
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 for Preparation Tips and Follow-Up and by reading *Knock 'Em Dead* by Martin Yate on interviewing techniques, available via 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 online program, *Interview Stream*, to sharpen your skills. Details may be found at www.citadel.edu/career_services/Interviewing/InterviewStreamGuide.pdf. Be certain that you are demonstrating your enthusiasm about the opportunity.
4. **Dress appropriately for the interview. Seniors with blazer privileges** may wear the blazer uniform to On-Campus Interviews. All other Cadets should wear the uniform designated for that day through Corps of Cadet policy. CGC Students should wear business attire; additional information may be found at 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 (email is now commonly accepted vs. sending by mail and delaying receipt) 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/Communication.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.
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 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. Additional information may be found at www.citadel.edu/career_services/Interviewing.htm.