

C A R E E R C E N T E R

On-Campus Interviewing at Concordia College

This guide is designed to assist you with the on-campus recruiting process. These guidelines will be followed closely. Please read this information carefully. If you have questions contact the Career Center at (218) 299-3020 or stop by Academy 101 weekdays between 8:00 a.m. and 5:00 p.m. Remember, your preparedness is a reflection of you and Concordia College.



Employers Recruiting On-Campus

To let you know which organizations are coming to campus, updated lists are posted in the Career Center and on the Career Center website (www.ConcordiaCareerCenter.com).



Signing up for an Interview Appointment

Prior to interviewing, you must register with the Career Center. Registration includes on-line registration (CareerLink) at the Career Center website. You must contact the Career Center to secure an interview appointment with an employer. Sign up is on a first come basis unless otherwise noted as a pre-selection schedule. Interviews are held in the Career Center (Academy 101) unless otherwise announced.



Preparing for the Interview

Preparation is essential! Understanding yourself, the components of an interview, and thoroughly researching the employer and position are the minimum requirements. Employer information may be found at the Career Center website. Employer internet sites are linked to the recruiting schedule. Printed materials may also available in the Career Center Resource Room. Materials on researching an organization and interviewing skills materials are provided in the Career Center.



Dressing Appropriately

For men a conservative suit and tie are expected by the recruiter and the Career Center. Women have slightly more freedom, but a conservative dress, skirt or suit is appropriate. Conservative accessories, light or no cologne, and polished dress shoes will finish professional attire for men. Remember, your interview is not the time to make a radical fashion statement. More information is provided at the Career Center.



No-Shows

Any student with a No-Show violation will be restricted from further on-campus interviews until the candidate sees the Director or the Assistant Director of the Career Center.

We are very strict on this issue. If you have an interview appointment you are taking space on a schedule that another student could have used. Also, you have made an agreement with a recruiter to be available to conduct the professional business he/she is on campus to carry out. We feel the commitment to honor a scheduled interview rests equally with the student and the recruiter.



Appointment Changes/Cancellations

If you must change a scheduled interview time, contact the Career Center as soon as possible. If there are openings on the schedule, we try to change your time. However, if there are no openings we will give you names and phone numbers of the other interviewees for you to contact about exchanging interview times. You must make changes through the Career Center. If you are able to trade interview times with someone, you must come to the Career Center together to change the schedule.

All interview cancellations must be made at least 48 hours (two working days) prior to the interview. Late-date cancellations and/or failure to appear for an appointment constitutes a No-Show.

ADDITIONAL INFORMATION AND SERVICES



Resume Referral

The Career Center will keep your resume on file for six months following your graduation. Employers may request the Career Center to send resumes of students who may be interested in a position they have to offer. The Career Center will send the employer a copy of the appropriate resumes on file. You may be contacted by an employer you have not personally contacted. Follow up with that employer if you wish, or indicate to the employer that you are not interested.



Reporting Offers and Acceptances

Please report any offers of employment you receive and let us know of the position you accept. Specific information will be kept confidential. General statistics are compiled which are very helpful to Concordia College.



Alumni are Welcome

As an alumnus you are welcome to continue using the Career Center resume referral service for full time positions. On-campus interviewing with those employers stating a willingness to interview alumni is also available.

On-Campus Interview Reminder

You are scheduled to interview with

_____ at _____

Web address: _____

Required Interview Preparation

Please take the time to be well prepared. The following requirements are from employers who recruit at Concordia. If you have questions call the Career Center at 299-3020 or stop by Academy 101. Our office hours are Monday and Friday from 8 a.m. to 5 p.m.



Research the Organization

This is one of the most obvious weaknesses of candidates. You must do your homework. If employers provide us with literature, it is available in the Career Center. More often, you may link to the company through our home page (www.ConcordiaCareerCenter.com) If you do not find a website linked through the Career Center, conduct your own web search. It is important for you to demonstrate your knowledge of the employer and to know why you want to work for them.



Practice Your Interviewing Skills

Most on-campus interviews last 30 minutes. This time goes very quickly for the recruiter who is trying to determine the best candidates. You must provide organized responses to the recruiter's questions. Behavior Based interviews are very common today. With this type of interview, you will be asked to give examples from school, work, or life experiences that support your candidacy. Interviewing preparation materials are available in the Career Center.



Complete Application Materials

Many employers request that application materials be submitted either at the time of the interview or at a pre-determined time. Your application must be error free, neat, and on time.



Dress Professionally

Although many work environments have a business casual dress code, *business casual is not acceptable for interviewing*. You are expected to dress professionally. This means a suit (not sport coat and pants), dress shirt, tie, and polished dress shoes for men. For women, a professional dress suit is preferred. A conservative look is appropriate, this includes your hair style, jewelry, cologne and a clean shaven face for men. Remember, you have only one opportunity to make a first impression.



Arrive Early

Organizations often bring a greeter who meets with you prior to the interview. Plan to come to the Career Center 10 to 15 minutes before your interview.