

Preparing For Campus Visits

DO YOUR HOMEWORK

- Login to Handshake and take a look at the employers who are scheduled to be on campus and make note of where and when they'll be here – check back often, we update this information several times per week.
- Prepare your resume. Stop by the Career Center if you need help. Always proofread.
- Practice your introduction or 30-Second Commercial and your handshake – yes, your handshake is important! No one wants a bone crusher or the dreaded wet fish! 😊
 - *Sample 30-Second Commercial:*

"My name is _____ and I'm majoring in _____. I have experience/skills/interest in _____. I am interested in learning more about the jobs you're recruiting for today. Can you tell me more?"
- Research the company (most will have web sites) and decide what questions you'll ask.
 - *Sample questions:*
 1. Does your organization employ.... (a particular career area)?
 2. In your opinion, what makes one qualified applicant stand out from others?
 3. What are your company's most sought after skills?
 4. What kind of training do you provide?
- Decide what you'll wear. While employers will understand that you're attending class and won't expect formal interview attire, you should still put your best foot forward. Remember, you never get a second chance to make a great first impression. And if you're not sure what's appropriate, feel free to stop by the Career Center and talk to a Career Strategist.

COMMUNICATING AT THE TABLE

- Smile, introduce yourself (Now's the time to use your 30-Second Commercial 😊), and offer a firm quick handshake.
- Ask questions about the company and available jobs.
- Present your resume.
- Ask for a business card while thanking the recruiter for his or her time. Reiterate interest and ask when you should follow up.

AFTER YOUR MEETING

- Within 24 hours of meeting the recruiter, send him or her a quick email to reiterate interest and thank them for speaking with you.

- *Sample follow up email:*

"Thank you for taking the time to speak with me during your recent visit to Lindenwood University. I am very interested in learning more about the _____ opportunity that you are currently hiring for and I look forward to speaking with you again soon. Please do not hesitate to contact me directly at _____ (provide your cell phone number and make sure your greeting is appropriate and professional), if you have any questions or would like more information."

- If you determine that you are not interested in pursuing the opportunity further, there is no need to follow up after the event. However, if the recruiter reaches out to you, it is important that you respond quickly and professionally.

- *Sample email to withdraw from consideration:*

"Thank you for the opportunity to learn more about the available jobs at _____. However, I have decided not to move forward with my application. I sincerely appreciate the opportunity to meet with you and the information that you provided."