



Impressing Recruiters Ready Reference ♦ D-2

College of Engineering, Architecture & Technology ♦ Career Services

Do you want to impress recruiters who visit the Oklahoma State University campus? You can with preparation and great interviewing skills. Employers are highly selective, and they usually have the luxury of choosing from a large pool of qualified candidates. Your success in the screening process will depend largely upon the strength of your advance preparation. The following tips will be helpful:

TIP #1: *Have a clear job objective related to the available opportunity.*

- Visit the CEAT Career Services office.
- Read Ready Reference E-5, “Writing Career Objectives.”
- Contact the Alumni Association to identify and contact alumni in related career areas. Start with specific chapter officers.

TIP #2: *Research the employer and position thoroughly.*

- Read the information in your OSU *HIRE System* account for updated job postings, upcoming information sessions, application deadlines, and other events. For advice on how you can fully utilize the benefits of the *HIRE System*, see a CEAT Career Services staff member.
- Review employer information and company profiles through the *HIRE System*, as well as company websites.
- Refer to the Vault Virtual Library for additional employer research. Vault reports are available at no cost on www.hireOSUgrads.com under the “Premium Career Services” icon.
- Talk to graduates who work for the employer.
- Attend any on-campus reception or information session offered by the employer.

TIP#3: *Research the field thoroughly.*

- Conduct informational interviews with other companies and professors.
- Ask Career Services staff for particular industry statistics, and use the industry search engines available through the *HIRE System*.
- Investigate the job market outlook by visiting the Bureau of Labor Statistics website.

TIP #4: *Know your strengths and have examples ready.*

- Complete our “Top Ten Reasons to Hire Me” exercise. See Ready Reference B-4
- Complete our “Skills Exercise.” See Ready Reference E-7.
- Discuss these exercises with your CEAT Career Services Coordinator.
- Visit the Career Resource Center located in 308 Student Union. You may benefit from taking interest indicator quizzes like the “Discover” test to further assess how your own abilities, strengths and weaknesses will fit into a particular career.
- Visit www.hireOSUgrads.com and complete the “Do What You Are” personality assessment available through the “Services for Students” link.

TIP #5: *Submit a great resume.*

- Develop your resume as your own creative marketing piece, rather than relying on a standardized template.
- Attend a resume workshop to learn more about content and format.
- Schedule a resume review with a CEAT Career Services staff member.
- Read the Ready Reference series E about resumes.

TIP #6: *Develop and practice your interviewing skills.*

- Participate in Mock Interview Day offered each semester by OSU Career Services, or complete a mock interview in CEAT Career Services.
- Review our Ready Reference series G to obtain tips for successful interviews.
- Take a speaking and/or listening course to further develop your communication skills.
- Read portions of *Sweaty Palms*, *Boost Your Interview IQ*, *How to Get a Job With Any Major* or *Interview for Success*. Visit the CEAT Career Services office to identify other helpful job search books and valuable resources.

TIP #7: *Dress the part.*

- Review our Ready References Set G about successful interviews.
- If you have any questions on appropriate interview attire, ask your CEAT Career Services Coordinator or an OSU Career Services staff member. See Ready Reference G-3.

TIP #8: *Show enthusiasm, poise, confidence and sincerity.*

- Conduct yourself with dignity and confidence. First impressions are made based on confidence and poise, not just skills and abilities.
- Represent yourself in a sincere manner to everyone you come in contact with, including all those you meet before and after the interview. You never know who is involved in the hiring process.

Tip #9: *Send Thank you or follow-up letters after each interview.*

- Send a thank-you letter within 24 hours of your interview to each individual who interviewed you, as well as any additional people with whom you interacted during the interview. Thank each person for his or her time. Reiterate your interest in the position.
- Handwritten thank-you cards, standard business letters, or e-mail are all appropriate methods for sending thank-you or follow-up letters.