



Impressing Recruiters

◆ Ready Resource 44

Career Services

It isn't easy to impress the recruiters who visit the Fort Hays State University campus. They are very particular about who they hire and they usually have the luxury of choosing from a large pool of great candidates. Your success in a "screening" interview will depend largely upon the strength of your preparation. The following tips should be helpful.

TIP #1: Have a clear job objective that makes sense in the context of the available opportunity.

- Visit Career Services and talk to a career counselor.
- Read Ready Resource, "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 Career Connections Account. You will have access to recruiter contacts, dates, positions and requirements.
- Review employer information in the Career Services Literature Library in 214 Sheridan Hall, or find employer web sites in the "students/alumni" section of our web site.
- 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.

- Use the Career Services Literature Library.
- Conduct informational interviews with other companies and professors.
- Ask Career Services staff for particular industry statistics, etc.

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

- Visit the Career Advising Center. 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.

TIP #5: *Submit a great resume.*

- Attend a resume workshop.
- Schedule a resume critique with Career Services.
- Read the 11 Ready References about resumes.

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

- Attend the Career Services mock interview day.
- Review Ready References about successful interviews.
- Take a speaking and/or listening course.

TIP #7: *Dress the part.*

- Review our Ready References about successful interviews.
- If you have any questions on appropriate interview attire, ask a career services staff member.

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