

# ON-CAMPUS INTERVIEWING

---

*Employers visit Calvin College throughout the school year to interview students for internships or entry-level positions. Visit [www.calvin.edu/career](http://www.calvin.edu/career) for a current on-campus recruiting schedule.*

## **How do I learn about on-campus interviews?**

- Check Career Development's Web site ([www.calvin.edu/career](http://www.calvin.edu/career)).
- Check your e-mail and Calvin Student News.
- Stop in (372 Hekman Library) or call (526-6485) the Career Development office.

## **How do I prepare for an on-campus interview?**

- Sign up for an interview time through CalvinLink ([www.calvin.edu/career](http://www.calvin.edu/career)).
- Bring your resume to the Career Development office to be critiqued.
- Research the organization so that you will be knowledgeable for your interview.
- Set up a practice interview with a career counselor, who will offer feedback and suggestions for improvement.

## **What is on-campus interview etiquette?**

- Dress professionally. Men should wear a suit or slacks and a tie; women should wear a suit, dress, or skirt and blouse.
- Arrive ten minutes early. You will probably have to wait, but better you than the recruiter.
- Before you leave the interview, ask for the recruiter's business card.
- Send a thank you note to the recruiter immediately following the interview.

## **What is the cancellation policy?**

- Cancellations of an interview must be made no later than 4 p.m. the day before the interview.
- If you cancel after 4 p.m. the day before the interview, or if you don't show up, services offered by Career Development will be revoked, and you will be required to write a letter of apology to the recruiter. At that time you can schedule an appointment with the director of Career Development to explain the reason for not keeping your interview, after which these privileges may be reinstated.