

ON-CAMPUS INTERVIEWING

Who can participate?

All Valpo students are eligible for on-campus interviews. To participate:

1. Prepare a resume and have it reviewed by a Career Center staff member. Make suggested revisions or corrections and upload it to your Valpo Connect profile.
2. Meet the specific criteria that appear for each job on Valpo Connect.

When and how do I sign up for interviews?

Register with Valpo Connect, upload your resume and then you can sign up online for an interview.

What is a pre-recruitment function?

It's an information session. Recruiters schedule these sessions—typically the evening before their interviews—to give you an opportunity to learn more about the employer and to give them a chance to meet you in an informal setting. Students who are scheduled for interviews must attend these sessions; if you are unavailable, for whatever reason, you must inform the Career Center in advance.

Dates, times and locations for these meetings appear on [Valpo Connect](#).

What else should I know about on-campus interviews?

- Practice Interviews: The Career Center offers mock interview opportunities. [Read more](#). Career Center staff can offer advice as well as resources about the interview process.
- Research the Employer: Use literature and websites to learn as much as you can prior to the interview.
- Interview Check-in: All on-campus interviews are in the Career Center unless otherwise noted. Please check in with the secretary 10 minutes prior to your scheduled interview.
- Thank You Letters: Always collect a business card from your interviewer so that you can promptly send a thank you note or letter after the interview, and so that you can follow up about your status 2 to 3 weeks later. Write thank you letters within 48 hours of the interview.
- Canceling an Interview: We require 24 hours notice for any cancellations. You are responsible for contacting the Career Center and asking to be removed from the interview schedule. Failure to cancel 24 hours in advance will result in your being classified as a NO-SHOW.
- No-Show: A NO-SHOW means that you may have lost a job opportunity or prevented someone else from taking your place on the interview schedule. It also means that the recruiter has wasted his time or money, and might therefore form a negative impression of Valpo students. If you are a NO-SHOW, regardless of the circumstances, you will be required to send a letter of apology to the employer and submit a copy to the Career Center Director. Until you submit this letter, you will be ineligible for further On-Campus Interviews. If you are classified as a NO-SHOW more than once, you may permanently lose your interviewing privileges.

