



# On-Campus Interviewing Overview

Center for Career & Professional Development

# Agenda

1. Overview of On Campus Interviewing
2. Tips for using Handshake
3. Process & Policies
4. Interview Tips
5. Accepting Offers
6. Renege Consequences

# What is On-Campus Recruiting?

- Employers conduct interviews, presentations and events on campus for undergraduate and graduate students
- On campus interviews take place during both the Fall and Spring semesters
- Interviews are held in the Career Center, located in the Rauch Business Center, fourth floor, suite 484

# Who is Eligible?

- Current undergraduates fulfilling the required job qualifications can apply for full-time and internship opportunities
- Current graduate candidates can apply for on campus interview positions and internships that request graduate-level experience



1. Update profile and make it public
  - Profiles are automatically set to private. Students must opt in for the profile to be seen by employers who are approved by the university
2. Upload resume(s)
3. Begin reviewing jobs and internships
4. Need help? View the [Getting Started with Handshake](#) Help Center Guide

# Application Guidelines

## **SELECT:**

To find OCI jobs and internships in Handshake, click on “Jobs” and “On Campus Interviews” on the top navigation bar

## **READ:**

Job details to determine interest

## **FOLLOW:**

The application requirements as some employers request additional materials or require you to apply also through their website

## **APPLY:**

Choose your appropriate resume

# Misrepresentation

- Falsifying information (such as school year, work experience, or citizenship) in your profile, on your resume, or applications, is misrepresentation
- Misrepresentation of any kind is in violation of the NACE's Principles of Professional Conduct and will result in the permanent cancellation of your Handshake account

# Interview Status

- Students who are invited to interview are notified via email. Also, please be proactive in checking your interview status from your Handshake login under the Jobs/Applications tab
- Students designated as primary will be able to select a time slot once sign up opens; alternates will be able to *fill in any open slots* when alternate sign up starts

# Interview Policies

1. Accepted candidates *must select an interview time* and attend the interview
2. Withdrawals should only be made before the application deadline
3. Failing to select an interview time or failing to attend an interview may result in denied access to your Handshake account
4. A letter of apology must be sent to the recruiter (and copy the Career Center's Employer Outreach Coordinator) if declining an interview when selected as a primary candidate
5. Two offenses in one academic year will result in loss of recruiting privileges for the remainder of that academic year
6. When an emergency arises which prevents attendance at an interview, contact the Career Center (**610-758-3710**), ASAP

# Information Sessions

- Information Sessions are either for (1) candidates scheduled to interview with the company the following day or (2) open presentations for all students, regardless of major, who are interested in finding out information about the company
- Respond to event invitations when applicable
- Employers typically use sign-in sheets and favor those who RSVP to and attend their event
- Business casual attire is appropriate, unless otherwise specified

# Before your Interview

Research the company and position:

Re-read the job description

Read the company website

Attend the Information Session

Prepare thoughtful questions to ask the interviewer

Schedule a practice interview

- Use [Big Interview](#) to practice and view your interview
- Review the Interview Guide in the Resource Library in Handshake; see the 5 steps to prepare for a behavioral interview

# Day of your Interview

- Arrive 10 minutes early for the interview
- Bring extra copies of your resume, cover letter, unofficial transcripts and other materials required by recruiter
- Turn off cell phone
- Sign in on the bulletin board and swipe in at the reception area
- Take a seat until the recruiter comes out to greet you
- Give a firm handshake, smile and make eye contact

# Follow-up After Interview

- Ask about next steps and the hiring timeline
- Send a thank you note to the interviewer within 24 hours
- Contact information for the recruiters is available on the CCPD web site under “Quick Links”

# Accepting Job Offers

- You can expect to have two weeks to make a decision
- The job offer policy on the CCPD website is to be used as a guide for students who may need additional time in making their final decision
- Once you accept a job offer, whether via on-campus recruiting or in an independent job search, *all other interviewing must cease*
- Notify the Career Center of your acceptance, and notify all other employers with whom you have pending offers or interviews
- Report your job offer acceptance on Handshake

# What does Reneging mean?

***Reneging is failing to fulfill the obligation made to an employer after accepting their job offer.***

- You have made a professional commitment to that employer. Reneging can severely damage your reputation, not only in the short-term, but also throughout your career
- It jeopardizes relationships between the University and employers and can affect future opportunities for Lehigh students

# Reneges Consequences

- Reneges are never permitted or condoned by the Career Center
- Reneging is a serious violation of the Career Center's policies. It will result in immediate suspension of all recruiting privileges **and future access to Handshake**
- Violators are required to meet with a representative from the Career Center
- Receiving a better offer is not an ethically acceptable reason to renege on your acceptance

# Before you say “Yes”

- Review what will be expected of you on the job, clarify the terms of employment
- Discuss any questions with the Career Center before you accept or decline an offer
- When you accept an offer, cease interviewing

# Additional Interview Resources

- Big Interview
- Read the Interview Guide in Handshake
- Make an appointment through Handshake with your career coach
- Visit [lehigh.peoplegrove.com](http://lehigh.peoplegrove.com) to reach out to an alumni mentor for interview advice



Career & Professional  
Development  
careercenter.lehigh.edu  
610-758-3710  
[Meet the team!](#)

# Career Skill Sessions

- Teach core career skills through group sessions
- Career Management Skills: Resume, Cover Letter, Interviewing, Networking, LinkedIn and Job and Internship Search
- Eliminates repetition during coaching appointments and enables coaches to focus on exploratory and strategic discussions

