



# Impressing Recruiters Ready Reference ♦ D-2

♦ OSU Career Services

Do you want to impress recruiters who visit the Oklahoma State University campus? You can, but it will necessitate preparation and great interviewing skills. Employers are highly selective, and they usually have the luxury of choosing from a large pool of qualified candidates. Therefore, your success in a “screening” interview 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 your College Career Consultant.
- *Read Ready Reference E-5, “Writing Career Objectives.”*
- Contact the Alumni Association to identify and contact alumni in related career fields. Start with specific chapter officers.

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

- Regularly check your HIRE System account for updated job postings, upcoming information sessions, application deadlines, and events. For questions of how you can fully utilize the benefits of the HIRE System, see your College Career Services staff.
- Review positions previously posted on the HIRE System.
- Review employer information and find company profiles and Web sites through the HIRE System.
- Refer to the Vault Virtual Library found in the student section of [www.hireosugrads.com](http://www.hireosugrads.com) at *Student Site*, then *Premium Services* for additional employer research.
- Talk to graduates or others who already work for the employer.
- Attend any on-campus receptions or information sessions offered by the employer.

**TIP#3: Research the field thoroughly.**

- Conduct informational interviews with other employers and professors.
- Ask Career Services staff for particular industry statistics and use the industry profile search engines included in the HIRE System.
- Look at the current outlook by visiting the Web site for the Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)).

**TIP #4: Know your strengths and cite concrete examples that demonstrate them.**

- 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 College Career Consultant.
- Visit the Career Resource Center. You may benefit from taking interest indicator assessments like the “Discover” test to further assess how your interests, abilities, strengths, and weaknesses would adapt to a particular career.
- Visit the OSU Career Services Web site and complete the “Do What You Are” personality assessment through the *Premium Services* link found in the student section of [www.hireosugrads.com](http://www.hireosugrads.com) on the *Student Site*.

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## **TIP #5: Submit a great résumé.**

- Develop your résumé as a piece of your own creative work instead of relying on a standardized template.
- Attend a résumé workshop to gather more information on various types of résumés, what style suits you best, and how to accurately and effectively portray yourself to an employer.
- Schedule a résumé review with your College Career Consultant.
- *Read Ready Reference Section E about résumés.*

## **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 your College Career Services office. You may also find it helpful to schedule a mock telephone interview.
- Review our *Ready Reference Section G* about successful interviewing skills. That section addresses appropriate dress for an interview, sample questions, preparation for how to handle difficult questions, and appropriate questions you may pose.
- Take a speaking and/or listening course to develop your communication skills.
- Read portions of the following books: *Sweaty Palms*, *Boost Your Interview IQ*, *Major in Success*, *What Color Is Your Parachute?*, or *Interview for Success*. See your College Career Consultant to help you identify additional job search books and valuable resources.

## **TIP #7: Dress professionally.**

- Review our *Ready Reference Set G* about successful interviews.
- If you have any questions on appropriate interview attire, ask your Career Consultant or a Career Services staff member. *See Ready Reference G-3.*

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

- Conduct yourself with dignity, poise, and confidence. Impressions are made based upon the confidence you portray, not just your skills and abilities.
- Represent yourself in a sincere manner to everyone with whom you come in contact, including all those you meet before, during, and after the interview. You never know who is involved in the hiring decision!

## **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 an interview. Thank each person for his or her time. Reiterate your interest in the job and how you benefited from each person.
- Handwritten thank-you letters are always appreciated, but electronic e-mails may be sent in addition to the handwritten letter.

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