

## MAKING ON-CAMPUS INTERVIEWING WORK FOR YOU

We hope that as many students as possible will take full advantage of the interviewing opportunities available to them through the Office of Career Services. Although we strongly discourage students from limiting their job-search efforts exclusively to on-campus interviewing, it is an excellent means of establishing contact with potential employers. Properly viewed as just one component of a successful job-search campaign, on-campus interviewing is an effective means of gaining meaningful employment.

On-campus interviewing is an economical way of securing valuable interviewing opportunities for students, both in terms of time and money. However, on-campus recruiting can be an extremely expensive proposition for some employers, so they often use alternative means of hiring college-trained talent. Usually, this is because in these employers' judgment, it is not cost-effective to send recruiting representatives to the college campus.

There are literally thousands of employers who offer attractive career opportunities who do not recruit at Miami, or for that matter, at any other school. In a word, if employers can avoid the expense involved in campus recruiting and still attract a sufficient number of qualified applicants, they will almost always opt to do so. Contrary to prevailing opinion, college recruiting is not a part of most organizations' "public relations" programs. They use other means of assuring favorable public relations. If campus recruiting makes "good business sense," it is done; if it doesn't, it is not. This is why it is so important that job-seekers take care not to limit their job-search efforts to on-campus interviews alone. And this is particularly true for students interested in such fields as advertising, human resources, social services, the arts, journalism, public relations, and related fields.

Two major misconceptions tend to confound job-seekers preparing to graduate from Miami. They deserve clarification.

- One of the misconceptions about on-campus interviewing is that the Office of Career Services dictates the types of majors to be interviewed by visiting recruiters. This is not true. We attempt—through a variety of means—to get as many employers on campus to interview as many different types of academic majors as possible. However, for the reasons previously discussed, the decision as to which types of majors to "recruit" is one over which respective employers exercise complete control. Thus, we are obligated to follow precisely the wishes of employers. If we allowed any student to sign up on any schedule, employers would simply elect to go to other universities that were more responsive to their needs; continuing to recruit at Miami would cease to be cost-effective for them.
- The other major misconception about on-campus recruiting is that students have virtually no means of interviewing with visiting recruiters unless they possess the academic major specified by respective employers. In many ways, individual students have more control over this matter than the Office of Career Services. Although we must comply strictly with recruiters' instructions, nothing prohibits students from making contact with recruiting representatives prior to their campus visit to request special arrangements for an on-campus interview. We cannot grant permission, but the recruiter certainly can. For  
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example, if a humanities major wanted to interview with a company coming to recruit business majors, all the humanities major would need to do is contact the recruiter to indicate his or her interest in pursuing career opportunities with the company and ask for permission to sign up on the interview schedule. Again, the decision is the employer's and permission may or may not be granted. Generally, the more specific one's career interests, the better. Names and addresses of appropriate employment representatives are included in our online interview sign-up system.

- If permission is granted, you should come to the Office of Career Services in 241 Hoyt Hall to make the necessary scheduling arrangements. If permission to sign up on the schedule is denied, simply ask the recruiter for advice as to how best to bring your interest to the attention of the appropriate company official, and ask for permission to use his or her name when contacting this official. "Dropping a name" in this manner helps a great deal. Since so few students use this technique, it is very effective. Also, by making the "contact" in this manner, students show not only genuine interest, but also demonstrate commendable qualities of maturity, assertiveness, and initiative. Other considerations being equal, these are qualities that virtually all employers are looking for in applicants. Chances are you'll make an excellent first impression.
- Incidentally, in the event that the person with whom you wish to speak is not available when you call, give yourself a real "edge" by politely asking his or her Administrative Assistant if he or she would be able to grant the permission you are seeking. Assistants have a tremendous amount of clout. Too many job-seekers make the mistake of failing to take advantage of the help Administrative Assistants are often willing to provide. Instead of trying to "get past" assistants, use their influence to your advantage. If they provide any help whatsoever, get their name and address and send an informal thank-you note. You'll be amazed at how many doors might suddenly open! If you get a recruiter's voice mail, simply state the purpose of your call and ask that the recruiter return your call at his or her earliest convenience.

To sum up, the Office of Career Services encourages you to make the fullest possible use of on-campus interviewing opportunities while you concurrently pursue additional means of getting the job you want. Stay current with who's coming to campus by regularly checking our online interview sign-up system, and take advantage of as many interviewing opportunities as you can.