



## Tips for On-Campus Interview Success

Congratulations! You've been invited for an on-campus interview through the Arts and Sciences Career Services Office. Instead of interviewing with an employer at their place of business, the employer has chosen to meet with you at an on-campus location (usually the career services office). The below tips will help you navigate the on-campus recruitment (OCR) process.

### 1. Accept the Interview!

This is the most important step. You will be notified by FutureLink that you have been invited to interview. To accept the interview, log into your account (<http://futurelink.osu.edu>) and click on your My On-Campus Interviews tab. Note the Sign-Up Start date; this will determine your sign-up eligibility. Interviews are awarded on a first come, first served basis. Should you wish to decline your interview offer, please call the Career Services Office (614-292-7055) as soon as possible. Employers often maintain a list of alternate candidates, should you wish to release your interview slot to another student.

### 2. Prepare

You should prepare for an on-campus interview the same way you would if you were going to the company's office. Helpful interviewing guides can be found at <https://asccareerservices.osu.edu/guides/interviewing>. Also, consider scheduling a mock interview to practice your interviewing skills in a low pressure scenario and to receive feedback. With 2 business days advanced notice, the office can schedule you for a mock interview.

### 3. Attend All Company Information Sessions Held on Campus

Often, students selected for interviews feel they do not need to attend since they have already been offered an interview. However, these sessions can provide "insider" information about the company that will be helpful during your interview preparation.

### 4. Know Your Interview Location

Interviews scheduled through FutureLink will usually take place in the Career Services Office in 48 Townshend Hall. Occasionally interviews will take place elsewhere. It is your responsibility to know where you will be meeting your interviewer. If you are unsure, call the Career Services Office.

### 5. Check in Before Your Interview

If you are interviewing in the Career Services Office, you should check in at the front desk 10 to 15 minutes before your interview. You will need your BuckID to check in.

### 6. Request Interviewer Contact Information

The Career Services Office does not always have this information available. After the interview (no more than 24 hours later) send a thank you note. Email is appropriate; you may also type and mail your thank you letter. Indicate your continued interest in the job. This is also a chance to include information that you did not get to mention during the interview. Proofread your message carefully! If you are unable to obtain contact information in an interview, visit the Contacts subtab of the Employers tab in FutureLink. If an employer has made his/her contact information available to students, it will appear there.

**\*\*\* NOTE\*\*\*** Your acceptance of an offered interview is a commitment! If an emergency arises, contact the employer AND the Career Services Office as soon as possible. Do not sign up for an interview unless you are sure you can fulfill the commitment. If you miss an interview without notification, you will be prohibited from applying to any further opportunities on FutureLink. OCR policy information is found at <https://asccareerservices.osu.edu/students/policies#ocr>.