Tips for Talking with an On Campus Recruiter

www.cpcc.edu/career/studentsgrads/ocr

1. **Research employer.** Recruiters who come to campus will see many students during the course of the day. Stand out from the rest by being prepared. Visit www.cpcc.edu/career/studentsgrads/ocr to see which employers are coming, and keep track of your research.

2. **Visit Career Services early to create a targeted resume.** Bring or e-mail your resume to Career Services several weeks before the employer visit’s campus to have it critiqued by a career counselor and discuss how to target it to a specific employer or job.

3. **Bring several resumes.** Target your resume objective to the employer you plan to speak with and the position you want to apply for. Bring at least two copies of your resume for the employer.

4. **Apply online before the employer visit, and don’t be discouraged if an employer cannot accept your resume during their visit.** Many companies require online applications for legal reasons, so apply before the employer visit and tell the recruiter you have taken this extra step to demonstrate your enthusiasm for their opportunity. Once you make a good impression in-person, your online application will rise to the top.

5. **Dress to Impress!** Especially during recruiting visits on campus, dressing professionally will set you apart. Not sure if what you plan to wear is appropriate? Talk to a Career Services counselor for advice and check out our online examples of professional dress at www.cpcc.edu/career/prepare.

6. **Know what you want to say.** Talk about your achievements and accomplishments. Use our Elevator Speech worksheet to plan what you want to talk about—you can find it in the Career Guide, in our online Career Guide at www.cpcc.edu/career/studentsgrads/guide, or you can meet with a Career Counselor for assistance.

7. **Listen up!** You may have to wait to talk to the recruiter, use your time wisely. Listen to the conversations recruiters are having with other students. You can use this information you learn to develop some great questions and points to wow them! Also, network with other students—they may know of some great openings that would be a perfect fit for you!

8. **Ask good questions.** Do your research ahead of time so you can ask the recruiter insightful questions. Don’t waste the limited time you have to ask, “what does your company do?” If you’ve done your homework, you already know the answer! Some examples of good questions:
   - What are you looking for in a successful candidate?
   - What kind of entry-level positions (or internships) exist within your organization?
   - Does your company hire on a continual basis or just at certain times of the year?

9. **Be enthusiastic and have a positive attitude.** Whether you’re looking for a job or internship or are simply getting practice talking to employers—speaking with a recruiter on campus is a rare opportunity for you to get face-to-face time with those who can help you get ahead.

10. **Collect business cards from recruiters.** Use them to send follow-ups and thank you notes.

11. **Follow up.** Always follow-up with the recruiter to thank them for their time and remind them of your conversation with them. It’s best to send them an email the afternoon/evening that you meet with them.

For more information about On Campus Recruiting, visit Career Services in CH 122, call 704-330-6551, or visit our website: www.cpcc.edu/career/studentsgrads/ocr