

Career Services Update

Office of Career Services
185 Lindley Hall

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Division of Student Affairs

Mock Interview Sessions Limited due to Course Requirements

Career Services' Mock Interview program is an invaluable tool for students who are looking for feedback and wish to practice their interviewing skills. However, the limited number of slots open has been dwindling due to course requirements.

Some professors require their students to attend a mock interview session for courses such as retail merchandising, public relations and business. This ends up restricting students who really do want to work on their interviewing skills, as opposed to students who just do it for a class.

"We're lucky if we can do two classes per quarter," Rob Moffat,

Associate Director at the Office of Career Services, said. "That usually equals out to about 50 students, and anything beyond that, we just can't handle."

Moffat, who oversees the mock interview program, said that instructors who are interested in taking advantage of the service should contact the office

prior to making a session a requirement for students. That way, Career Services can control the number of students signing up for mock interviews.

Stefanie Swartzlander is the PACE student who conducts the interviews when school is in session. Typically, she has eight hours per week devoted to interviewing, meaning that only eight students can get a mock interview in a given week. Basically, this equates to a possibility of 80 mock interviews per quarter.

However, during the first couple weeks of any given quarter, few students sign up for an interview. Furthermore, no mock interviews are conducted dur-

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Chris Luffler (left), a recruiter from Ernst & Young, interviews a student.

A New Trend in Interviewing

Behavior-based interviewing is dominating workplaces across the country. Here's why.

More and more, employers are beginning to use behavior-based interviewing to assess potential employees. This approach is based on the idea that one's past behavior can predict future performance. Thus, by asking behavioral questions, employers get a much better idea of how candidates will react and function in certain situations.

Prior to this change, traditional interviewing focused on the applicant's personality, strengths, weaknesses, and so on. Nowadays, however, as more and more companies adopt behavioral-based interviewing, the conventional "Tell me about your strengths" becomes "Give me examples of how you demonstrated your greatest strengths."

By using this type of questioning, employers can probe into applicants' experience with teamwork, leadership skills, customer service and problem-solving abilities, as well as a variety of other skills, to select the most suitable person to fit the company's needs. Performance in these areas can stem from not only a professional setting, but also an academic situation, past internships or even family life. Because for some, coming up with good examples in mere seconds is a difficult task, job seekers must have adequate preparation prior to an interview.

Answers should be specific as well as detailed. In preparing for this type of interview, applicants should not only research the company and evalu-

ate its needs, but also by considering memorable or particularly notable experiences in past jobs, group projects completed for classes, volunteer work, and even social settings. A good source to jog one's memory is a resume, because it includes work experience, clubs and activities, and academic work.

Another way to prepare is to follow these guidelines*:

- Evaluate the type of positions for which you are applying. What skills will employers be looking for?
- Think about your own background. What skills do you possess

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Krysten Pyles is a student writer and editor for the Office of Career Services.

What's New on our Web Site?

Career Search links you to millions of companies

Career Search is just one of the many options students and graduates can take advantage of. A huge online database that offers easy access to accurate information from leading companies, Career Search includes more than two million organizations—including company background information, contact names, addresses and phone numbers. Users can search the database according to industry, geographic location, and/or keywords.

The service also includes a tutorial section that shows users how

to conduct searches. Other features include salary information by geographic area and a Top-Rated Cities Guide.

Visitors can use Ohio University's password, which is athens04. Once a profile is created, the information in the database is accessible.

For more information on this and other offered programs, visit the Office of Career Services' Web site at <http://www.ohio.edu/careers>. Find the Career Search database online at <http://careersearch.net/vt/client>.

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ing finals week. During winter quarter, just over half of these slots were taken -- 43 total interviews conducted, with five cancellations.

According to Moffat, Friday is the big day for interviews this quarter: four interview slots are open, whereas only one slot is open every other day of the week.

Mock interviews are also offered during winter, spring and summer breaks, although these are conducted by Career Services staff members—as opposed to a PACE student.

Instructors who are considering a mock interview requirement for their courses should contact Moffat in advance at 740-593-2909 or



Coming Soon...

Career Services is working on an employer directory for the regional campuses. Once completed, the index will feature a list of major employers in each area, as well as contact information. Students will be able to access the database through each campus' Web site. Completion is tentatively set for the fall of 2005. For more information, contact the Office of Career Services.

Planning for Graduate School...

It isn't as simple as you might think. Our quick guide helps you decide if you're cut out for it.

Interested in going to graduate school? Before making your decision, there are a few factors to take into consideration. If you answer "yes" to the following questions, then you're probably on the right track.

1. Are your career goals focused?

It is essential to figure out where you're going, career-wise, both short- and long-term. If you don't know where you're going, you won't be able to figure out how to get there. Once you figure out your destination, consider what it will take to achieve your goal: education requirements, any certification or licensure that's necessary, the state of the job market, and characteristics of successful people in

your desired position.

2. **Are you a worthy candidate for admission?** Take a look at your prospective schools. What do they ask of applicants? Decide whether your own credentials match up with what they're looking for in a candidate. If not, figure out a way to get those credentials - for example, by working for a couple of years prior to applying.

3. What's your financial situation?

Education is not cheap. Before applying, you have to figure out if you can afford the tuition, or if there is some way you can finance it or get funding. Most likely, you're going to go into debt at some point. What you have to decide is whether or not

the payoff is worth the cost.

4. Can you handle the workload?

Grad school coursework is much more advanced than undergraduate work. The expectations are higher and the workload is bigger. Evaluate your skills: can you deal with the work, and can you manage your time effectively? Further, are you able to juggle all aspects of your life - personal, professional, and academic?

5. Is graduate school going to make you more attractive to employers when you finish?

Before starting grad school, make sure there will be an expected market for your skills and that a grad degree is going to help you be more competitive in

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that market. This involves a consideration of work experience as well as education.

After considering these issues, it will be easier to decide whether or not you should apply to and attend graduate school. And making that decision is sometimes half the battle!

For more information on planning for grad school, check out the following Web sites:

•<http://www.gradschools.com>: An online source that includes information on grad schools, searchable by subject or school.

•<http://www.ohiou.edu/graduate>: Ohio University's site includes information on planning for grad school as well as programs offered, financial assistance tips, and how to apply.

Also, visit the Office of Career Services and make an appointment to speak with one of our staff members.

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that relate to your potential job?

•Come up with examples from your past that demonstrate these skills.

•Whenever you can, include numbers or specifics to help make your case.

•Be ready to give instances in which things didn't turn out as planned, and how you dealt with them.

•Prior to the interview, think of your best selling points and find a way to convey these points during the interview.

With adequate preparation prior to the interview and detailed answers during it, job seekers will become employees in no time.

**The guidelines in this article come from <http://titan.iwu.edu/~ccenter/Students/Interview.pdf#search='behaviorbased%20interviewing:%20past%20predicts%20future'>*



Career Services for Ohio University Faculty

Faculty Assistance

Career Services devotes an entire section of our Web site to Ohio University faculty and staff. Here, you can find helpful tips on writing letters of reference, the Faculty Guide to Ethical and Legal Standards in Student Hiring, a list of Fortune 500 companies that recruit at Ohio University and the Faculty Advising and Referral Manual. Visit the faculty page of the Career Services Web site at <http://www.ohio.edu/careers/faculty/>.

Outreach Programs

Do you have an event that requires

you to miss class? Don't cancel! Staff members from Career Services will come speak to your students on one of the following topics: resume writing, cover letters and references; basic interviewing; career planning; job search strategies; or planning for graduate school. Or, you can arrange for your class to visit Career Services, where a staff member will describe our services and give students a tour of the Career Resource Center.

To schedule an outreach program, call our office at 593.2909, send an e-mail to career.services@ohio.edu, or complete the form found

on our Web site to submit to our office. Presentations--which last approximately 50 minutes--should be scheduled at least two weeks in advance and are also available to Regional Campuses through the compressed video system.

Resources and Handouts for Students

On the Career Services Web site, students can find useful information, including links to the Registration Session and Seminar handouts as well as career development information. These resources can be found in the Student section, under 'Resources and Handouts.'

Do you know an employer who would be interested in starting a relationship with our office?

Contact Bill Fournier:
740.593.2909
fourniew@ohio.edu



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