

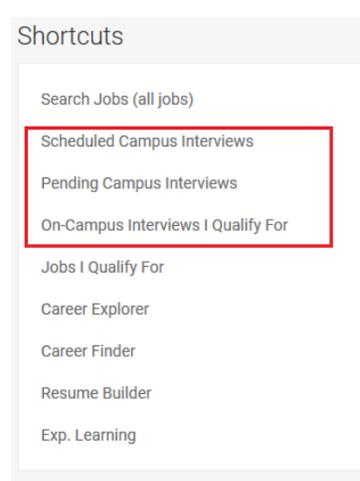
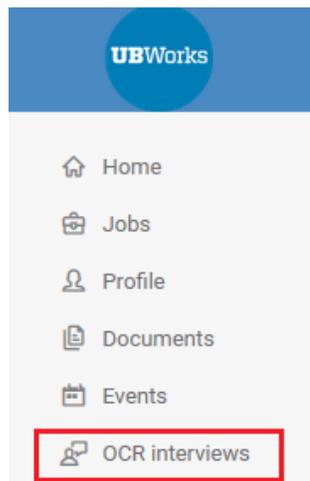
## How to Apply for On-Campus Interviews

- Log into [UBworks](#) with your username and password.

(Can't find UBworks? You can access it from your myUB portal under the **Tools** section!)



- Before applying for any On-Campus Recruitment (OCR) opportunities, make sure that your Account data (class year, graduation date, work authorization) is up to date. This information is used by employers to assess whether you are qualified for the position.
  - a. **Note:** If you see a notification that says “**Do not qualify for this job**”, it may be because the position requires specific qualifications, such as a specific class year (e.g. Juniors/Seniors only).
- Ensure that you have uploaded your resume under “**My Documents**” in the Documents tab.
- On the UBworks home page, you can access upcoming OCR Interviews either by clicking on the “**OCR Interviews**” tab on the menu, or on the “**Shortcuts**” section on the right hand side of the home page.



- You can use the Advanced Search tool to narrow your search down, and select a specific Job Function, Industry, Position Type, or Compensation Type.
- Once you have applied for an OCR position, it will show up under the “Requested Interview” section with a “**Pending**” status next to it.

## Being Selected for an Interview

- Once an employer selects you for an interview, you will be notified via email by UBworks.
- You can either accept or decline the invitation on UBworks under “**Requested Interviews**” in the **OCR interviews** tab.
  - The selected interview request will have an indication on the right side of the selection that will change from “**Pending**” to “**Invited**”. To schedule an interview with the employer, click on the 3-dot menu under the “**Invited**” status and select “**Schedule Interview**”.
  - Once you select “**Schedule Interview**”, you will be prompted to select from the **Available Dates** and **Available Interviews** time slots. After you have made your selection, click “**Submit**”.
- When the date and time have been confirmed, the interview will move from “**Requested Interviews**” to “**Scheduled Interviews**”.
  - From there, you will also have the options to **Reschedule**, **Cancel**, **Add to Calendar**, or look at **Interview Materials**.
  - You may also go back and access details about the interview by clicking on the interview date.

## Do’s and Don’ts for a Successful Interview

### Do’s

#### 1. *Research the Company*

Researching the company’s history, mission and values, and goals will provide a clearer understanding of the position. It will also help you go into the interview with confidence that you may make a great fit. Knowing about the company may also help you answer other common questions, such as, “why do you want to work here?” or “what interests you about this role?”

#### 2. *Know Your Strengths*

One of the most common questions a recruiter will ask is, “What are your strengths?” The recruiter usually asks this to gauge how well you know yourself; they are looking for self-awareness and confidence. On top of that, this is a chance to share your attributes and relate them to the position. Preparing for this question is a must! *Don’t know what your strengths are? Schedule an appointment with your Strengths Coach on UBworks to take the StrengthsQuest assessment.*

#### 3. *Come Prepared with Questions*

The interview is not just for recruiters to get to know more about you—it’s also an opportunity to learn more about the company, and for you to decide whether you are a good fit. Coming to the interview prepared with questions lets recruiters know that you’re seriously interested in the position.

#### 4. *Practice Beforehand*

- a. Practice makes perfect, and that also goes for interview preparation. Practicing answering questions can alleviate much of the anxiety that comes with interviews, and

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will help you to feel more confident going into the actual interview. *Want help with practicing for your upcoming interview? Schedule a mock interview with your Career Specialist.*

## **5. Dress the Part**

Preparing your interview attire beforehand will be one less thing to worry about on the day of the interview. It is important to be intentional in how you appear in front of future employers; first impressions make a difference. A good interview outfit can boost your confidence—dress for the job you want!

## Don'ts

### **1. Talk Negatively About Past Employers**

Another common question that recruiters tend to ask is why you left your previous employer, or what you did and didn't like about them. Speaking negatively about your past experiences may make you look bad to future employers. It is important to keep your responses diplomatic and pleasant when discussing past employers.

### **2. Ask About Pay and Benefits During the Interview**

A common faux pas that occurs during the interview is a candidate asking about pay and benefits. This communicates to the recruiters that you are more interested in how much money you'll make, rather than the position itself. Wait to ask about these things after you've been offered the position.

### **3. Get Too Personal**

The point of the interview is for the recruiter (and you) to gauge whether or not you are the best fit for the position that they're trying to fill. While it is important to make connections, there is a time and place for personal conversation. Talking about risky topics such as religion, politics, and even personal details may be inappropriate and in some cases lead to questions that are illegal for recruiters to ask during an interview.

### **4. Lie!**

As tempting as it may be to lie about your qualifications, there is no good outcome from lying during the interview. Remember, making false claims can be easily fact-checked by employers. Getting hired based off of false information will not be beneficial for neither you nor the employer. You will come across as an untrustworthy candidate, or even worse, lose your job. You can emphasize and focus on your good qualities, but do not lie about them.

### **5. Forget to Say Thank You**

The interview process doesn't stop once the questions are over. Sending a thank you note to employers after the interview, whether it be through email or a handwritten letter, demonstrates courtesy and how you interact with other professionals. It also reiterates that you're interested in the position and may set you apart from the other candidates.