

## The Inside Scoop: On-Campus Interviewing

### GETTING STARTED

- If you haven't already done so, activate your Jobs4Cats Handshake account
  - Every student already has an account; to activate it, simply go to <https://app.joinhandshake.com/register> and login.
  - You will use your Texas State University login credentials.
  - Spend some time completing your profile (compare this to your LinkedIn profile).
  - Go to "Settings & Privacy" and set your preferences regarding notifications and more.
- Jobs4Cats vs. Handshake...what's the difference?
  - "Jobs4Cats" is the branded name for TXST's recruiting platform. Over time, we will adopt different platforms, but we will always refer to it as Jobs4Cats for consistency. Handshake is the website we subscribe to currently; it is a place where students, career centers, and recruiters come to meet, talk, and share opportunities.



#### 4 Pro Tips for Completing Your Profile

1. Make your profile public
2. Attach a public resume
3. Include your skills and interests
4. Profile pictures are optional but recommended (like LinkedIn)

### OVERVIEW OF THE APPLICATION AND INTERVIEW PROCESS

- Summary of Step-by-Step Process (detailed instructions begin on next page)
  - Search for open internships/jobs of employers who are interviewing on campus.
  - Apply to an internship that is connected to an interview schedule.
    - You may be required to apply on their website instead or in addition.
    - You may be asked to upload a resume, cover letter, transcript, etc.
  - Wait to find out if you've been selected to interview. Employers typically won't make interview selections until the end of the application deadline. Use this deadline as a reference for how long it will be until you find out.
  - Top candidates will be notified if they are selected to interview.
  - Handshake will notify you when it's time to choose your interview time slot.
  - Prepare for the interview and do your RESEARCH!
  - Interviews are conducted on-campus in the office of Career Services (LBJ Student Center 5-7.1).
- It's on your home turf
  - Employers want the experience to be comfortable and convenient for everyone involved.
  - You are supported by all of us in Career Services!
- Treat it like a real interview
  - Be on time and prepared.
  - Call us if you have questions or need to reschedule (at least 48 hours in advance).
  - Dress your professional best. (Use our Career Closet! Call us for more info.)

#### 3 Ways Career Services Can Help You Prepare

1. Have a mock interview with a Career Advisor or Counselor
2. Have your resume reviewed by your Career Advisor
3. Visit our Career Closet

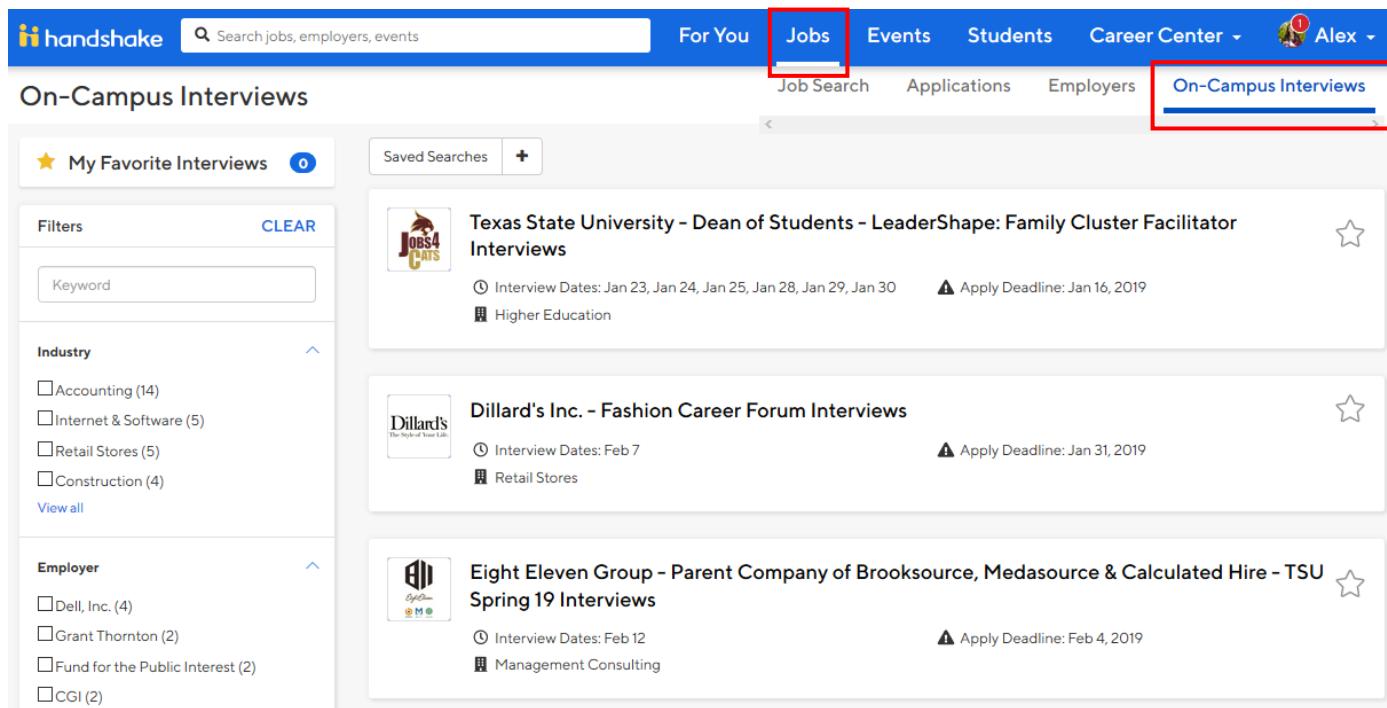
## HELPFUL RESOURCES

- For questions regarding your account set-up and basic Handshake site navigation, **call the Career Services Welcome Desk: 512-245-2645.**
- For specific questions regarding on-campus interview schedules, **call the Welcome Desk and ask for Alex Middlebrook, the Employer Relations Coordinator.**
- For specific questions about employers and internships, **call the Welcome Desk and ask to make an appointment with Bruce Howard, the Career Advisor to the McCoy College of Business.**
- For questions about technical issues, or if you have a desire to learn how to best utilize Handshake, try the Handshake Help Center for Students and Alumni: <https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni>.
- Read this article to learn more about On-Campus Interview Schedules:  
<https://support.joinhandshake.com/hc/en-us/articles/218693438-Interview-Schedules-Applications-and-Taking-Slots>

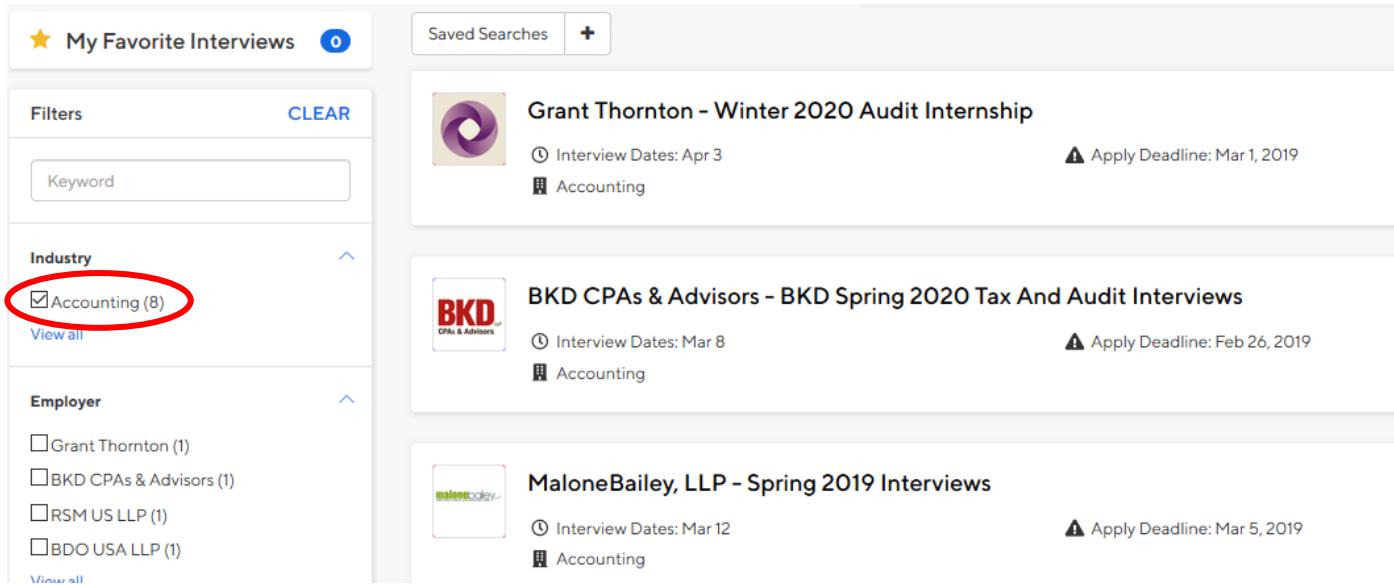


## DETAILED INSTRUCTIONS FOR ON-CAMPUS INTERVIEWING

1. Select the [Jobs] tab at the top of your home screen.
2. Select the [On-Campus Interviews] tab on the right.

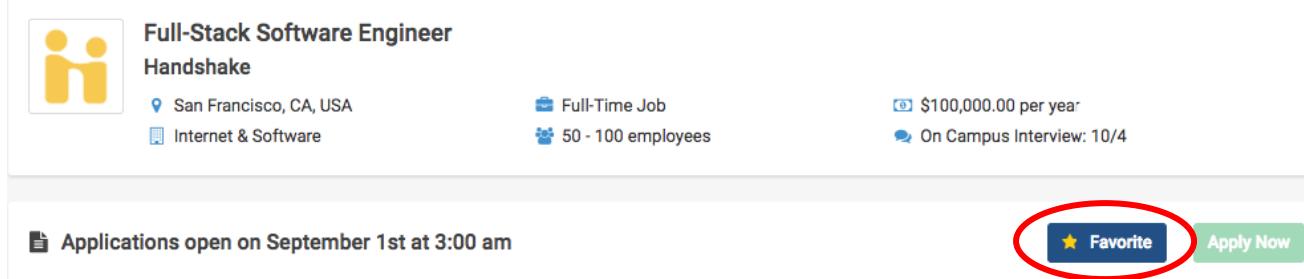
A screenshot of the Handshake platform interface. The top navigation bar includes a search bar, tabs for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Alex'. The 'Jobs' tab is highlighted with a red box. To the right, a secondary navigation bar shows 'Job Search', 'Applications', 'Employers', and 'On-Campus Interviews', with 'On-Campus Interviews' also highlighted with a red box. The main content area is titled 'On-Campus Interviews'. On the left, there are filters for 'My Favorite Interviews' (0), 'Saved Searches' (+), 'Filters' (CLEAR), 'Keyword' (empty), 'Industry' (Accounting, Internet & Software, Retail Stores, Construction, View all), and 'Employer' (Dell, Inc., Grant Thornton, Fund for the Public Interest, CGI). The main list displays three interview opportunities: 1. 'Texas State University - Dean of Students - LeaderShape: Family Cluster Facilitator Interviews' (Job Search, Apply Deadline: Jan 16, 2019, Higher Education). 2. 'Dillard's Inc. - Fashion Career Forum Interviews' (Job Search, Apply Deadline: Jan 31, 2019, Retail Stores). 3. 'Eight Eleven Group - Parent Company of Brooksource, Medasource & Calculated Hire - TSU Spring 19 Interviews' (Job Search, Apply Deadline: Feb 4, 2019, Management Consulting). Each listing includes a company logo, interview dates, apply deadline, and industry.

3. Narrow your search by utilizing filters and keywords. For example, search by industry, "Accounting", or keyword, "Audit". You'll see there are many different industries and companies interviewing on campus, so be thorough with your search.



The screenshot shows the Handshake platform's search interface. On the left, there's a sidebar with 'My Favorite Interviews' (0), 'Filters' (CLEAR), and a 'Keyword' search bar. Below that is an 'Industry' section with a dropdown menu where 'Accounting' is selected (indicated by a red circle). Other employer filters include 'Grant Thornton', 'BKD CPAs & Advisors', 'RSM US LLP', and 'BDO USA LLP'. On the right, the search results are displayed in a grid format. The first result is 'Grant Thornton - Winter 2020 Audit Internship' with an interview date of April 3, accounting industry, and an apply deadline of March 1, 2019. The second result is 'BKD CPAs & Advisors - BKD Spring 2020 Tax And Audit Interviews' with an interview date of March 8, accounting industry, and an apply deadline of February 26, 2019. The third result is 'MaloneBailey, LLP - Spring 2019 Interviews' with an interview date of March 12, accounting industry, and an apply deadline of March 5, 2019.

4. You can also "favorite" jobs.

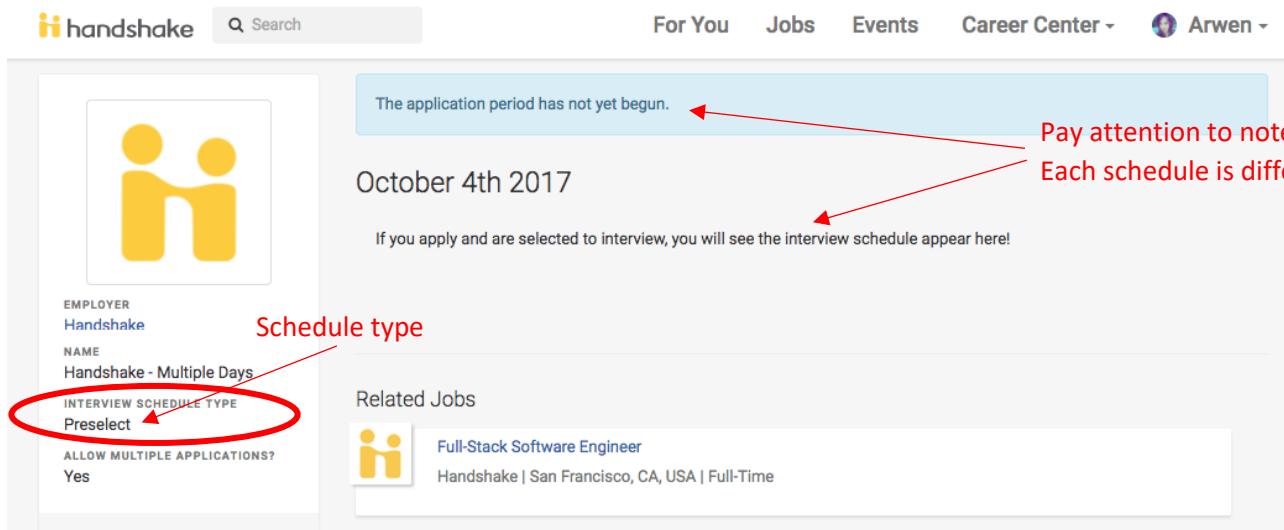


The screenshot shows a job listing for a 'Full-Stack Software Engineer' at 'Handshake'. The job details include: location 'San Francisco, CA, USA', industry 'Internet & Software', job type 'Full-Time Job', employee count '50 - 100 employees', salary '\$100,000.00 per year', and 'On Campus Interview: 10/4'. Below the job details, it says 'Applications open on September 1st at 3:00 am'. At the bottom right, there are two buttons: a blue 'Favorite' button with a red circle around it, and a green 'Apply Now' button.

5. Important Note: there are 4 different types of interview schedules. For the purpose of this instructional guide, the following steps are for the "Preselect" type of schedule. (This type and the Room Only type are the most popular.)

- Pre-select simply means an employer will review your application and select you to interview prior to the interview date. This interview schedule is managed in Handshake.
- Room Only means the employer will manage the application and interview scheduling on their own. They will accept your application from Handshake, but then they will reach out to coordinate the rest of the process.

## 6. Apply for positions that have open applications.



The screenshot shows the Handshake application interface. At the top, there is a search bar and navigation links for 'For You', 'Jobs', 'Events', 'Career Center', and a user profile for 'Arwen'. The main content area displays an employer profile for 'Handshake'. The profile includes a logo, the name 'Handshake - Multiple Days', and a section for 'INTERVIEW SCHEDULE TYPE' where 'Preselect' is highlighted with a red oval. A red arrow points from this section to the text 'Schedule type'. Above the employer profile, a note says 'The application period has not yet begun.' Another red arrow points from this note to the text 'Pay attention to notes like these. Each schedule is different!'. Below the employer profile, there is a section for 'Related Jobs' with a listing for 'Full-Stack Software Engineer' at 'Handshake | San Francisco, CA, USA | Full-Time'.

## 7. Pay attention to notifications and emails from Handshake, as they will contain important information about the interviewing process and keep you aware of next steps. (Set your notification preferences in “Settings & Privacy” so you can determine how you prefer to receive notifications.)

### handshake Your application is confirmed

Nice work! You successfully applied to [Sample Job](#) at [Texas State University - Career Services](#)

We received your application on October 25th 2018 at 2:37 pm CDT.

This job is also associated with an on campus interview and an application for the interview has also been submitted to [Texas State University - Career Services](#) through Handshake.

Here are the next steps:

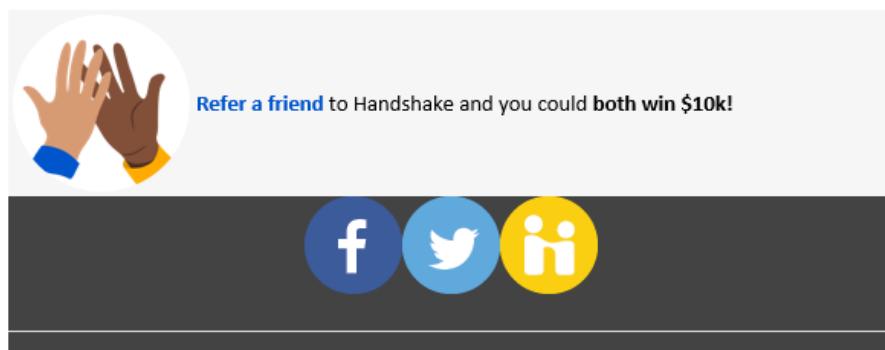
Watch your email for updates via Handshake

The employer will choose which students they want to interview by October 25th 2018 at 2:50 pm.

If you have any questions please feel free to reach out to your career center or [check out our help center](#).

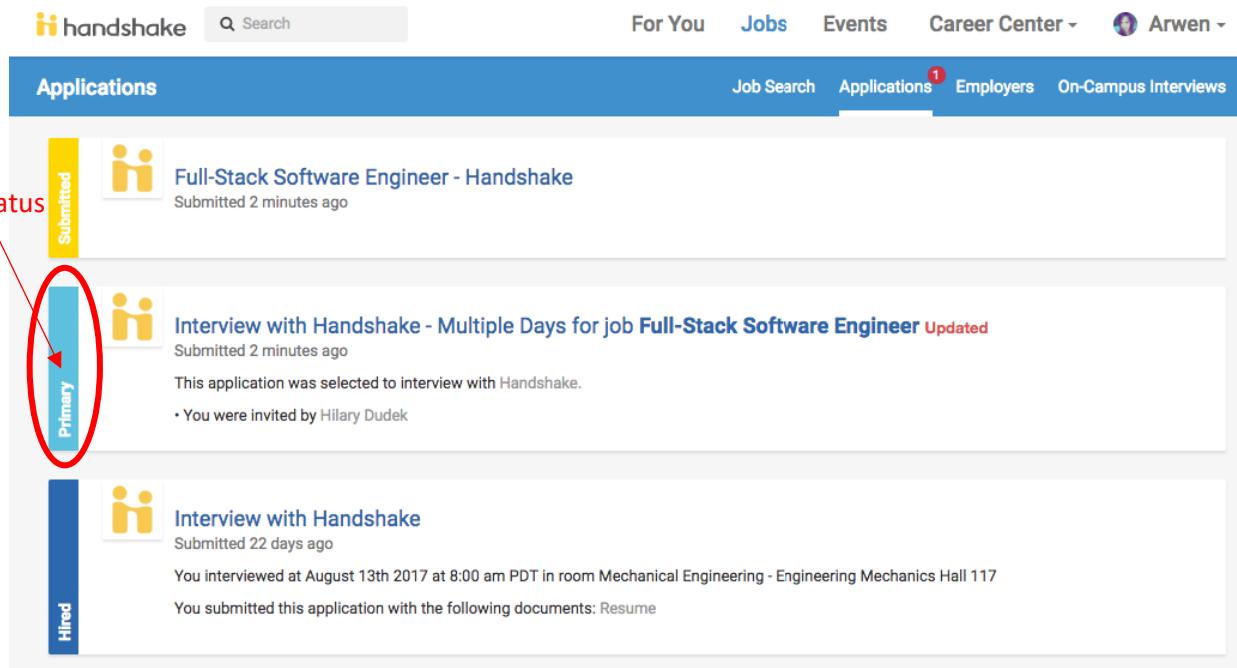
Good Luck!

Handshake Team



The screenshot shows a confirmation email from Handshake. It features a circular icon with two hands shaking. The text 'Refer a friend to Handshake and you could both win \$10k!' is displayed. Below the icon are social media sharing buttons for Facebook, Twitter, and the Handshake logo.

8. You can see the status of your applications at any time (blue, teal, and yellow bars on the left side). Your status could read: Submitted, Primary, Alternate, Hired, etc. Notifications on your applications will appear in red.



The screenshot shows the Handshake application interface. At the top, there is a navigation bar with links for 'For You', 'Jobs', 'Events', 'Career Center', and a user profile for 'Arwen'. Below this is a blue header bar with the title 'Applications' and sub-links for 'Job Search', 'Applications' (with a red notification badge '1'), 'Employers', and 'On-Campus Interviews'. The main content area displays three application entries:

- Full-Stack Software Engineer - Handshake** (Submitted 2 minutes ago): A yellow bar with 'Submitted' and a red arrow pointing to the 'Primary' status bar.
- Interview with Handshake - Multiple Days for job Full-Stack Software Engineer** (Updated, Submitted 2 minutes ago): A blue bar with 'Primary'.
- Interview with Handshake** (Submitted 22 days ago): A blue bar with 'Hired'.

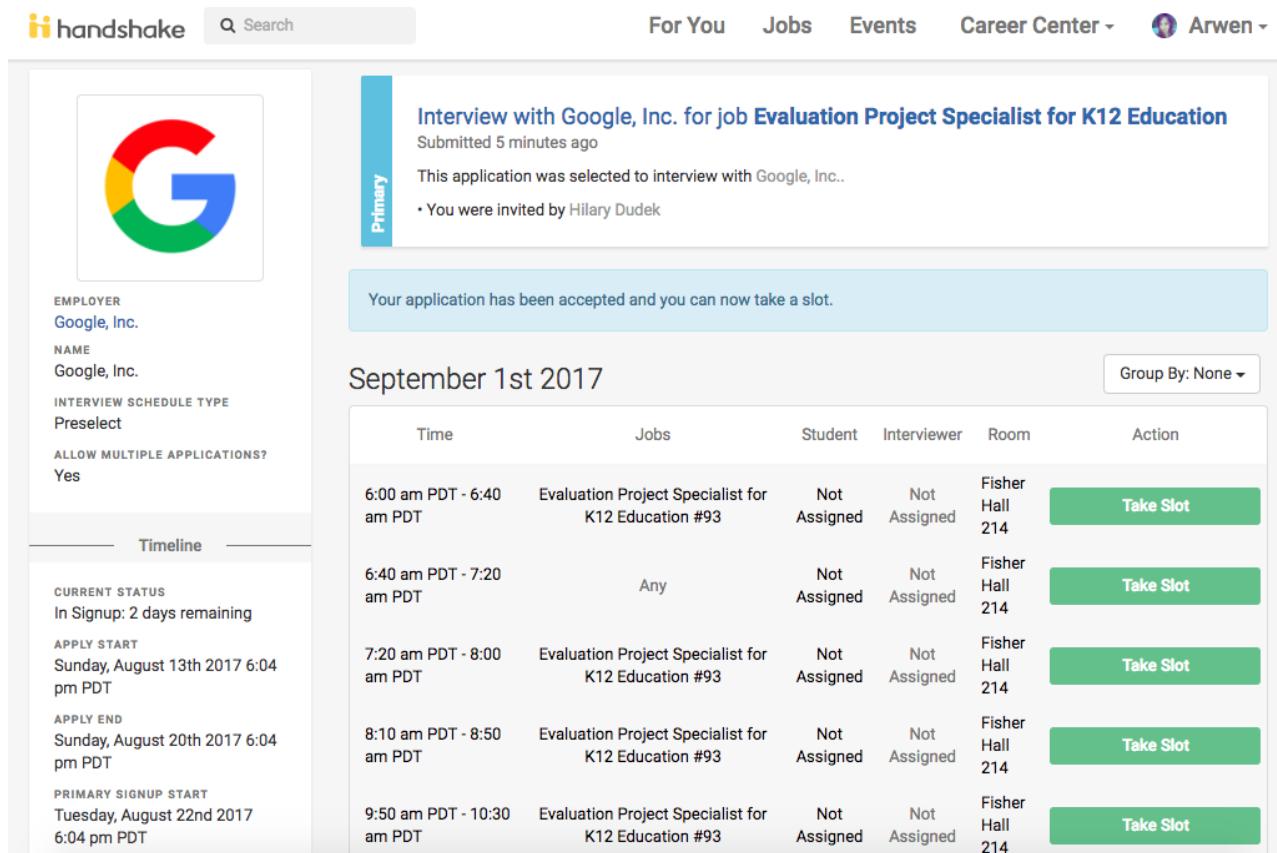
9. Hopefully you get selected for an interview! You will receive an email or notification from Handshake. If you are selected as a “Primary” candidate, this means you have a first attempt to select an interview slot. You and the rest of the Primary candidates will have access to the interview slots at the same time. Hence, the sooner you choose a slot, the better, so you can have more options and get the time that works best for you.

Details to look for in your email from Handshake:

- Primary or Alternate candidate
- When Handshake will allow you to choose your time slot
- Interview Location
- Attire Expectations
- No-Show & Cancellation Policy
- Career Services Contact Info

10. You may be selected as an “Alternate” candidate. This means you have not been selected to interview, but the employer would like to interview you in case a Primary candidate backs out, changes their mind, or is unavailable to interview, etc. You will be notified that you are an Alternate, but you will not be notified if/when a Primary backs out. There will be a window of time for Alternates to attempt to choose a slot. If there are available slots during this time, they are up for grabs! If there are none available, you can continue to check throughout the window of open time to see if anyone leaves an interview slot. Otherwise, you’re your head up and keep applying!

11. Choose your interview time slot. Here is an example of what you will see:



The screenshot shows the Handshake platform interface for scheduling an interview with Google, Inc. for a job titled 'Evaluation Project Specialist for K12 Education'. The application was submitted 5 minutes ago and was selected for interview. The user, Hilary Dudek, has invited the applicant. The application has been accepted, and the user can now take a slot. The interface includes a timeline showing current status (In Signup: 2 days remaining), apply start (Sunday, August 13th 2017 6:04 pm PDT), apply end (Sunday, August 20th 2017 6:04 pm PDT), and primary signup start (Tuesday, August 22nd 2017 6:04 pm PDT). The main table lists interview slots for September 1st, 2017, with columns for Time, Jobs, Student, Interviewer, Room, and Action (a 'Take Slot' button). All slots are currently unassigned.

Time	Jobs	Student	Interviewer	Room	Action
6:00 am PDT - 6:40 am PDT	Evaluation Project Specialist for K12 Education #93	Not Assigned	Not Assigned	Fisher Hall 214	<button>Take Slot</button>
6:40 am PDT - 7:20 am PDT	Any	Not Assigned	Not Assigned	Fisher Hall 214	<button>Take Slot</button>
7:20 am PDT - 8:00 am PDT	Evaluation Project Specialist for K12 Education #93	Not Assigned	Not Assigned	Fisher Hall 214	<button>Take Slot</button>
8:10 am PDT - 8:50 am PDT	Evaluation Project Specialist for K12 Education #93	Not Assigned	Not Assigned	Fisher Hall 214	<button>Take Slot</button>
9:50 am PDT - 10:30 am PDT	Evaluation Project Specialist for K12 Education #93	Not Assigned	Not Assigned	Fisher Hall 214	<button>Take Slot</button>

12. Your interview is confirmed with an email or Handshake notification (see example below). Call our office with any questions; otherwise, we'll see you at your interview! Career Services: 512-245-2645

Hello Anny,

Your interview for [Sample Job](#) with [Texas State University - Career Services](#) is at 2:00 pm tomorrow, Oct 26th.

Location: LBJ Student Center : Career Services, 5th floor (5-7.1), OCI Room 5

We wish you the best of luck!

Thanks,

Handshake Team