



ON-CAMPUS RECRUITING FORMAL POLICY
Please read carefully and sign and date at the bottom of the page

Nationally, on-campus recruiting is the number one way for college students to find a first career and Career Planning & Development wants on-campus interviewing to be a positive experience; therefore, we recommend you follow these guidelines:

Sign up and drop off a copy of your resume in Career Planning & Development for all on-campus interviews *before* the deadline. Resumes and schedules are sent to the employers in advance, and it may be inconvenient for employers to change schedules at the last minute.

Research the company and know the position for which you are applying.

Physical appearance can positively or negatively affect your job search outcome, so please dress appropriately.

Bring extra copies of your resume on resume paper to the interview in case there are additional interviewers or the interviewer has misplaced your resume.

Show up at least ten minutes before your scheduled interview to allow time for you to relax.

Send a thank you letter to interviewers. Thank you letters remind interviewers of *your* interview and make a lasting impression.

Failure to show up for a scheduled interview, without appropriate notification, will result in the inability to interview with any other on-campus recruiters for the remainder of the semester. Interviewers may develop a negative impression of Drury and other students if one student fails to show up for a scheduled interview.

After missing an interview, sending a letter of apology is appropriate.

Signature

Date

Printed Name