Interview Tips

- Research company in advance
- Practice interview questions and elevator speech
- Dress in business attire
- Take copy of resume and references
- Arrive early (15 minutes)
- Use eye contact and firm handshake
- Greet everyone you meet with professionalism
- Have your questions in mind or written down
- Listen carefully to questions and formulate your thoughts before answering
- Ask questions at end of interview if given time
- Send a thank you (written note or email)
- Follow up after 1-2 weeks or after date by which employer said decision would be made

Congratulations!

You assessed your needs, you researched jobs, you applied, and you are hired!

New Hire Paperwork

- Take original identification documents (driver’s license, social security card, passport, work visas) to complete new hire forms
- Take voided check if applying for direct deposit
- Complete all hire documents (I9, W4, etc.) neatly and accurately and ask questions about any fields you do not understand

First Day

- Arrive early (1.5 minutes suggested)
- Wear business attire
- Consider taking a lunch to eat at work until you get comfortable with what’s available
- Review policies and guidelines carefully
- Ensure you understand your responsibilities, schedule, resources, and pay process
- If you have questions, ASK; don’t assume

Congratulations!

You assessed your needs, you researched jobs, you applied, and you are hired!
Self Exploration
Self exploration begins with asking yourself the questions:

- What are my interests, skills and abilities? On-line assessment tools can help you decide.
- Do I want to get job experience that will enhance my major/career?
- Or, just a little extra cash?
- Do I want a part-time job or an internship?
- Do I want to use my current skills or gain new ones?
- What are my long term goals?
- What will my schedule allow?
- Do I qualify for federal work study funds? Check with Financial Aid to see if you are eligible.
- Do I have transportation?
- Do I want on or off-campus?
- What other clubs/interests will affect my schedule?

Focused Job Search
The answers to the Self Exploration help you focus your job search.

Location— On-campus, off-campus, downtown, greater Charleston area, your summer residence?

Type of work— Administrative, artistic, creative, hospitality, allied sciences, math, technology, entrepreneurial, cutting edge, music related, marketing?

Flexibility— Weekdays, evenings, weekends, holidays; what will the schedule of the position require?

Job Search Tools on CofC Career Center Website
https://careercenter.cofc.edu

1. CisternOnline – CofC’s online job search tool.

Part and full time, on and off campus jobs and internships are posted here. Use the Quick Links on right entitled “Students/Alumni Search for Jobs…”

- Students access with their CofC email address
- Passwords set up as 6-digit birthday (MMDDYY)
- Use one-click searches for or wider parameters to search for specific fields in specific areas.

2. Job Search Steps & Strategies
3. Top Job Sites
4. Resume, cover letter, interviewing samples/tips
5. Assessment tools
6. Workshops/Presentations—titles and dates listed
7. Career Fairs—posted dates (Fall and Spring)

Application Process
Most positions will require a resume or an on-line application.

- Fill out applications completely. Upload resumes when possible.
- Know your work history: places, titles, dates, supervisor names, phone numbers and pay
- Write a resume using the guides on the Career Center website under the section header “Students”
- Resume should mirror job description—this means customizing
- Think accomplishments, not duties, when describing what you did
- Use action verbs and bullet points
- Resume format should be consistent, writing concise, and space used wisely
- Take resume to Career Center staff for review. Drop-in hours are 1-4, Mon-Fri.

Craft a personalized a cover letter

Prepare reference sheet of 3 or 4 people who you feel know you well and can provide good feedback

Follow up if you haven’t heard back

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