

On Campus Interviews

What Are They & How Do I Prepare?

What are On Campus Interviews?

On Campus Interviews are an opportunity to interview with employers who are actively looking to hire SNHU students and alumni for internships and full-time opportunities. The employer will come to campus and hold their interviews in the Career & Professional Development Center so students can interview without leaving campus.

Am I qualified to participate in On Campus Interviews?

If you are a student or alumna/us of SNHU, you are qualified to participate in On Campus Interviews. If you are questioning whether or not you are qualified for a position, call our office! Our staff can talk to you about the qualifications and whether or not you would be a good fit. On the other hand, if you meet most of the qualifications, but not all of them, submit your resume and let the employer decide.

What kinds of companies participate in On Campus Interviews?

Employers from all industries request to hold their interviews on campus at SNHU, and many bring SNHU alumni back to participate in the interview process. Many employers will meet students initially at Career Expo or the Internship & Career Fair and schedule interviews in the weeks following the event.

How can I sign up for an On Campus Interview?

Submit your resume through Handshake to be considered for an On Campus Interview. Follow these quick instructions in order to see if there are any interviews for which you qualify:

1. Login to Handshake and upload your most recent resume by clicking on your name in the top right corner of the screen and then "Documents" (you must complete this step in order to apply for anything).
2. Once your most recent resume is uploaded, click on "Jobs" along the top. Below that, click on "On-Campus Interviews".
3. Select a company you're interested in and then the job you want to apply to. On the next screen you will see a job description and will click on the apply button near the top of the screen.

Please note: Once you have requested an interview, the employer will determine if you are selected. You will receive a separate email letting you know if you have been selected.

How do I know if I have been selected for an On Campus Interview?

You will receive an email to let you know if you have been accepted by the employer or denied. It is important to check your SNHU email as notifications will go there first. If you are accepted, you will log back into Handshake to select your interview time. The earlier you sign up the more options you have for time slots. If you do not sign up after receiving the initial email you will receive a reminder email to let you know that you need to select a time. If you do not respond, you will no longer be considered for an interview.

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Why is it important to follow through on this process?

If you have submitted your resume for consideration, it is important to follow through with the entire process. If you have been selected and no longer wish to interview, the professional thing to do is politely decline the interview by calling our office or declining in Handshake so your spot can be given to another student. A lack of response eliminates the opportunity for another student to accept an interview.

Failure to show up for an interview may hinder our relationship with the employer and limit opportunities for students in the future. If you must cancel an interview, please contact the Career & Professional Development Center at least 24 hours in advance.

What if I have a class during the interview times available?

Talk to your professor and explain that you have been selected for an On-Campus Interview. There may be an opportunity to make up work so you can attend your interview. If you still have a scheduling conflict, but would like to interview, let us know. Our office may be able to help you make alternate arrangements with the employer.

How do I prepare for an On Campus Interview?

If you would like some help preparing for your interview, schedule an appointment with one of the Career Counselors from our office through Handshake or stop by our walk-in hours Monday – Friday from 2:00 – 3:30 PM. We can review your resume before you apply and help you with mock interviewing.

You should also research the company and the position you are applying for prior to the interview. Come up with a list of questions for the employer, and make sure your questions cannot be answered through simple research.

What if I'm nervous about interviewing?

It is completely normal to be nervous. Our office can help! Our Career Counselors are happy to meet with you to discuss common interview questions, and conduct a mock interview to help you prepare. You can also use Interview Stream, an online interviewing tool, which can be found in the Resources section of Career Edge to help you with your interview practice. If you are interested in seeing the space before your interview, stop by our office during business hours. We would be happy to give you a tour and answer any questions.

Where are On Campus Interviews located?

On the day of your interview, you will come to the Gustafson Center. Interviews are held in the Career & Professional Development Recruitment Suite. You should plan to arrive 10 minutes early. When you arrive, you will check in at the front desk, and will be directed back to the Recruitment Suite.

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What should I wear to an On Campus Interview?

Dress professionally in clothing that is clean and ironed. Your shoes should also be professional and match your clothing. Make sure you look polished, and do not wear heavy cologne or perfume.

For a visual guide, look at our *Dress for Success* handout under Resources on Career Edge.

What should I bring to an On Campus Interview?

Bring multiple copies of your resume as well as a pen and paper to take notes. If you have a padfolio to carry your materials in, bring that. Otherwise, have your materials in a clean, solid color folder.

Is there anything I need to do after my On Campus Interview?

Follow up with a thank you note within 24 hours. You can send a hand-written thank you, or an email. Convey your enthusiasm for the position and provide any additional information that you might not have mentioned in the interview. You may wish to make reference to something specific in conversation and reiterate the skills you bring to the position.

Address the note to the correct person using their title from the business card you collected at the close of your interview. If you did not collect the interviewer's business card, let us know and we would be happy to provide their contact information. If you met with more than one person, make sure to send each individual a thank you note.

* If you have been suspended from On Campus Interviews based on lack of follow through from previous application attempts, you will need to meet with the Director of the Career & Professional Development Center in order to be re-instated.