



Center for Career Development

November 2009



Resume GPS is an exciting, new program that can dramatically increase your chances of finding employment.

Simply log in to your account at <https://hsu.optimalresume.com> and select one of your resumes as your "GPS Resume" that is searchable by employers.

Once you have selected your "GPS Resume" submit it to the HSU Review Center for critique. After your resume has been reviewed, it can be posted on the Resume GPS site.

Interested organizations will contact you and may invite you to answer interview questions or participate in a live videoconference from directly inside your Optimal Resume account!

Opt-in today!

Interview Basics - Secure the Offer

Posted on Recruitingblogswap.com
October 26, 2009

It is astonishing to me how many job seekers in today's day and age are held back because they lack the information and skills necessary to interview well. I have developed a simple list of basic interview skills every job seeker should possess before stepping foot in the door of an interview. You may be amazed by what you don't know.

- **Prepare a resume that sells.**
- This may sound like a no brainer but **practice makes perfect.**
- **Be prepared.**
- **Be early.**
- **Make sure you show up alone.**
- **Bring extra copies of your resume.**
- I know you are nervous but do not fidget
- When introduced make sure you smile, shake their hand firmly (but don't break it) and wait to be seated until they sit down first.
- **Answer their questions professionally**
- If they ask "Have you ever done..." something before and you have not; do not just say no.
- **When they ask if you have any questions do not say no!**
- It is not okay to ask the interviewer "How did I do?"
- When you leave make sure you thank them for their time
- **Follow up with a thank you note.**
- **Do not call the interviewer every day asking about the status**
- Last but not least, **do not put your eggs all in one basket.**

If you stay consistent, focused, and look at finding a job like it is your full-time job then eventually you will succeed and it will all be worth it. Keep these interview tips tucked away and refer back to them before each interview..

Tell us what you think ...



Would you like to see Henderson host an e-Fair (Virtual Career Fair) in the future?

E-mail your answers to career@hsu.edu and you will be entered into a drawing for a chance to win a \$50 gift card.



Center for Career Development

1100 Henderson Street
HSU Box 7722
Arkadelphia, AR 71999-0001
Telephone: 870-230-5442
Fax: 870-230-5336
Email career@hsu.edu
Website: www.hsu.edu/career

Office Hours:

Monday-Friday
8:00am-5:00pm

Office Location:

Garrison Activity Center,
2nd Floor
Rooms L211 & L212

Staff Contact Info:

Jessica Garrison
Career Development Coordinator
garrisjl@hsu.edu

Louisa Clift
Graduate Assistant
cliftl@hsu.edu



The following is a list of resources that the Center for Career Development offers on the website:

Faculty/Staff -

• **Classroom Presentations**

Looking for Presenters for Your Next Class or Meeting? Invite the Career Development Staff.

Possible presentations include:

- Center for Career Development Tour.
- The Job Search Process
- Major Selection
- Resume Writing
- Preparing for Interviews
- Dressing for Success
- Planning for the Career Fair

Presentation length can be flexible, from 15 minutes to an hour.

Employers -

• **Posting of Available Positions and Internship**

- E-Mail: E-mail job announcement opportunities to: career@hsu.edu

- Fax: Fax job announcements to (870) 230-5336, Attention: Jessica Garrison

- Mail: Send information to our mailing address at 1100 Henderson Street, HSU Box 7722, Arkadelphia, AR 71999

The deadline to submit job announcements is 12:00 pm each Friday. This service is free of charge!

Students -

• **Career Fairs**

See our website for career fair schedule.

• **Free Handouts**

The Center for Career Development at HSU offers a variety of FREE handouts to help job seekers, including:

- Job Search Handbooks Available by Major
- Resume Handouts
- Cover Letter Handouts
- Interviewing Skills Handouts
- Dress for Success Handouts

• **Find a Job**

Looking for something right now?

- Links to Want Ads and Job Search Sites

• **Majors and Career Planning**

- Choosing a Major & Planning
- Career Assessments
- Career Advice and Research

• **Mock Interviews**

The Mock Interview Program allows prospective job candidates to practice their interviewing skills in a simulated interview

• **On-Campus Interviews/Tips**

Throughout the year several employers come to campus and interview students for career opportunities

• **Professional Clothes Closet**

Business suits, ties, dresses, casual outfits, and shoes are available **free of charge** to any student participating in a job interview or one of our career fairs.

• **Resume Assistance**

Create a FREE professional resume online at Optimal Resume. Our staff will review, critique, and assist students complete, revise, and polish their resumes.

To find out more visit - www.hsu.edu/career

The Center for Career Development in partnership with Student Services wants to help you "survive" the stress of Finals Week and we want you to know that we are thinking of you during this time.

FREE Final Snacks

Monday, December 14th through Thursday, December 17th

9:00 a.m.—1:00 p.m.

Commuter Lounge

2nd Floor Garrison Center