



THE JOB TRIP

Preparation/Travel Arrangements

Following your campus interview, you may receive a letter or phone call inviting you to visit the employer's main office or plant. Make sure you have a written list of questions to ask regarding travel arrangements and the actual interview day (e.g., Who will make the arrangements, you or the company? Will someone meet you and where? How long are you expected to be there, and how many nights should you stay? Where should you stay?) You also need an accurate calendar to plan dates on the phone.

Confirm all job trip correspondence that occurs between you and the employer. If time allows, you should do this in writing, otherwise you should call. You should respond whether your answer is yes, no or maybe. It is very unprofessional to ignore correspondence. Do not accept a job trip if you are definitely not interested.

In some cases the company will make flight reservations for you. When you are required to do so, you should contact Bobart Travel (36 Main Street) or Northern Travel (20 Elm Street), and they will make the reservations for you.

When traveling by car you can drive your own vehicle, and you will be reimbursed for the mileage (includes gas). If you need to rent a car, contact one of Potsdam's local car dealerships. If you do not have a major credit card, they will require a deposit. Transportation from the airport, if flying, can include taxi, limo, or bus if a company representative will not be meeting you.

Realize that you are being evaluated from the time the company contacts you. How you handle yourself when setting up trip dates and travel arrangements is very much a part of this evaluation.

Job Trip Loans

When the company does not send a travel advance, you may take out a 30-day promissory note from the University. The first step is to go to the Career Development Center. In order for us to verify the loan, you will need written proof of the job trip. No travel advance will be issued without this verification. You then take the forms to the Bursar's Office, and they will issue a check to you.

The Bursar's Office requires one week advance notice for all job trip loans. From the date you receive the check, you have 30 days in which to pay it back. This fund should be used only when necessary and must be paid back as soon as possible.

Dress

Professional dress during your trip is required at all times, even when you are going on a plant tour. Casual dress is acceptable when traveling between the University and the hotel as long as you will not be met by company officials.

If you are going away for only one or two nights, it is a good idea to carry your luggage onto the plane. A garment bag and tote bag (for personal items) should be all that is necessary. You can then change planes quickly and not fear that you will lose your luggage. Also, it's not a bad idea to carry an extra set of clothing. You never know what will happen!

The Interview

This is your opportunity to find out as much as possible about the company. After your visit you should have enough information to be able to make a decision about whether or not you want to work for them.

Keep in mind, however, they are also assessing you. Are you the right person for the job and for the company? The interview sessions are usually longer and more in-depth than the campus interviews. Sometimes questions directly related to your technical/analytical capability are asked.

We advise you to treat the whole day as an interview. Everyone will render an opinion whether you talk with someone for 5 minutes or an hour. It is advisable to collect business cards from those people with whom you interview. You can also expect to eat 1 to 3 meals with interviewers, so remember, you're not in the dorm, fraternity, or sorority house! Although you should relax and enjoy your meals, be selective with the food you order because you will be doing a lot of talking.

Remember, the key is to remain enthusiastic and inquisitive. Even if you talk to 5 or 6 people, and they all ask the same questions, remain enthusiastic and consistent in your answers.

Rejections often come for this very reason, because the student didn't seem interested and didn't ask questions.

You can expect to speak with several people both individually and in groups. Since you have already had an individual interview, here are some tips for success in the group interview:

- * Listen closely to introductions - especially for names and job titles
- * Find out as much as you can about each of the interviewers
- * Remember the importance of eye contact -- look at everyone when responding; however, begin and end your answer by looking at the person who asked the question
- * Allow the interviewers to control the direction of the interview
- * Be confident, assertive, and maintain composure
- * If you are hit with many questions at once, pause, think and respond to one question at time
- * Ask to have a question restated if necessary
- * Be aware that voice tone should be increased to accommodate group interviews
- * Conclude your interview with a reaffirmation of your interest -- direct this to all members of the group

The following are some important do's and don'ts:

DO'S

- Be professional at all times
- Acquire enough information so that you can make a decision
- Be inquisitive, enthusiastic
- Ask pertinent questions
- Ask to see where you'd be working, and with whom you'd be working
- Ask when you'll hear from them
- Reaffirm your interest in the company
- Keep receipts of everything (food, gas, mileage, tolls, etc.)

DON'TS

- Answer any illegal questions (example, about marriage, engagement, moral areas, etc.) if illegal questions are asked, we should be informed.
- Take advantage of expenses
 - no guests as traveling buddies or for meals
 - no alcohol put on expense sheet
- Take a trip to see the country
- Drink at all while with representatives at dinner (maintain a professional manner)

Follow-up

- ✓ Immediately after your job trip send a letter of thanks to those professionals who will be making the decision of whether or not to hire you. You want to inform the company of their status in your eyes. It is also advisable to send a letter of thanks to the person responsible for organizing your trip. A professional response could turn the decision in your favor.
- ✓ Make sure that you write notes about your visit as soon as it is over. You may have to compare this company with others, and your decision will be based on the information which you gather during your visit. If you do not hear from a company during the specified amount of time they mentioned, then call the person with whom you have been corresponding. Be assertive throughout the job search process.