



If you have been invited to an on-site interview visit, then you will need to prepare for this visit and the interviews. During this visit you will be evaluated as an applicant and you will have the opportunity to see the organization's facilities and to meet other members of that organization. You may even have the opportunity to talk with your potential supervisor and colleagues.

□ Objectives for on-site visit

There are two main objectives that you'll want to accomplish during your site visit:

- Convince the employer to hire you because you have the skills, abilities, personality and interests for the position. You will need to demonstrate to the employer how you can help them. This is more about what the employer needs you to do than what you would like to gain from this job.
- Evaluate this job and employer. Take this opportunity to gather enough information in order to decide whether you want this job.

□ Prepare for your site visit

Acknowledge your site visit invitation by email or by phone and either accept or decline the visit. Please only accept those visits from employers in whom you have a genuine interest. Here is a list of other ways to prepare for your on-site visit:

- Clarify all travel details with the employer and understand who will be your contact of information regarding this trip. Be sure to get the details on transportation to the hotel and interview location. Also ask the employer about the reimbursement procedure (if they don't specify that upfront). It is common practice for most employers to reimburse for all reasonable travel expenses incurred by a candidate who is specifically invited to visit.
- Continue to research the employer so that you are able to effectively answer the interview question "Why do you want to work for us?" or "Why did you apply for this position?"
- Prepare your wardrobe and pack accordingly. You may have to take several outfits if you are also expected to attend a networking event the evening before the site visit. Most employers would like you to wear professional business attire, such as a suit (or whatever is appropriate for the industry), for the day of the visit. If the employer doesn't specify the appropriate attire, then ask your contact person at the company. Also ask your Career Consultant regarding appropriate attire for the industry/company you are interviewing with.



- Make a list of what you will need to pack, in addition to your attire. You may need extra resumes, your transcript, and other materials.

□Practice your interviewing skills

You will have a long day (or at least several hours) of interviewing during your site visit. Continue to practice your interviewing skills using the STAR (situation, task, action, result) format. Please review our Interviewing Skills Quick Tips for more details and also our many brief videos on interviewing.

[link]

- Have a list of questions to ask potential supervisors and colleagues
- Be ready to make a strong impression during your visit concerning your strengths, skills, experiences and desire to work for this particular company doing this particular job.
- You may be asked the same question during different interviews. If this happens, then you don't have to give the exact same answer to both interviewers. You could use different examples. As long as you answer the question, it is fine vary your answers.

□When you arrive in the city of your site visit

Evaluate and review the city for aspects that are important to you. Remember, you are trying to figure out if you want to move to city to live and work. You may want to make a list of what is important to you about where you will live for your first full-time position. Is it the neighborhoods? Access to sports teams, subways, recreational activities, or restaurants?

□During your site visit

The minute you arrive in the city for your visit, you are officially being interviewed. If part of your visit is an evening event, then you are being interviewed (informally). If you are meeting a representative from the company for breakfast, then you are being interviewed. Here are some other things to consider during your visit:

- You will be meeting many people during your visit and will be evaluated during the entire visit. You may be evaluated by your guide for the day, support personnel with whom you meet, potential colleagues and potential supervisors. Be professional and kind to everyone you interact with during your visit.
- Keep notes of your impressions about the visit and answers to your questions
- Be friendly and enthusiastic during the day
- Learn and use people's names
- Get email addresses and/or business cards from your interviewers in order to send them thank you emails after your visit



□ **After your site visit**

Send a brief thank you email to everyone who interviewed you. If you were unable to secure email addresses from everyone, then you could send one thank you email to your contact person and ask them to forward it on to the people who interviewed you. Also settle travel reimbursements and be sure to keep a copy of all of your receipts.

Take a few minutes to write down your impressions of the company, people, site, city and answers to your questions. When you receive an offer from the company, you may need this information to help you to decide whether to accept or decline the offer.

Need additional help?

If you would like to discuss your site visit further, then make an appointment with your career consultant for additional support and resources