

Office of Career Management

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC) Modules

**Fisher Undergraduate Business Students: Please note that you must complete all 6 module quizzes in Carmen before you have successfully passed the QUIC Modules*

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Module 1.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 1: Introduction

Module 1.2

Learning Objectives for Module 1

Know about the basic services of the Office of Career Management (OCM):

- Handshake
- Emails
- Career Fairs
- Consultation
- QUIC (Qualified Undergraduate Interview Candidate)

Module 1.3

What is Handshake?

Handshake is the system that you will use to view job/internship postings, submit your resume to companies, receive information about career fairs and other career events, and more! You can log in to [Handshake \(Links to an external site.\)](#) from your laptop or your mobile device.

Handshake: Access to interviews organized through Handshake - "On-Campus" Interviews

- ***Close to 400 companies per year interview Fisher students for internship and full-time positions and coordinate the interviews through Handshake. These interviews are considered "on-campus" and can be conducted in-person or virtually***
- ***The first step to becoming eligible to access interview schedules organized through Handshake is to claim your Handshake profile and upload your resume***
- ***Details about using Handshake for on-campus interviews will be covered in Module 3***

Module 1.4

Handshake: Job Postings

- *Thousands of jobs and internships are posted in Handshake by companies across the country (and even globally)*
- *These jobs and internships are in addition to companies organizing on-campus interviews through Handshake*
- *Includes part-time and full-time internships and full-time career positions*

Module 1.5

Handshake: Resume Referrals

- *Employers search for qualified candidates*
 - Searches look at students' profile data (specialization, graduation date, etc.) for screening resumes
 - Output to employers is students' resumes
- *Keep your Handshake profile updated*
 - Correct information in your profile will help employers connect with you
 - Be sure to always update your graduation date and your year in school (freshman, sophomore, junior, senior)

Module 1.6

Handshake: E-Mail Messages

The Office of Career Management sends email notifications including:

- Career events on campus
- Employer sponsored events
- Employment opportunities
- Weekly FisherConnect email to highlight important dates, events, and opportunities

Emails are sent to the address you put in your Handshake profile

Module 1.7

Handshake: Career Fairs

Fisher Fall Career Fair (In-person and Virtual)

- Early September

Fisher Spring Career Fair (In-person and Virtual)

- Late January/early February

These are great networking events and are open to all students. Details on each event found in Handshake.

Module 1.8

Individual Consultation

- ***Undergraduate Career Consultants are available by appointment***
- ***You can schedule all appointments through Handshake***
- ***Drop-in hours are available for resume critiques and LinkedIn profile reviews by Peer Career Coaches; hours change each semester***

Module 1.9

Instructions to Log In to Handshake

1. Go to [Handshake \(Links to an external site.\)](#)
2. Use your OSU Name.# and password under the Student Log In
3. Claim and update your registration profile and upload your resume

Module 1.10

Resume Upload Tips

You must upload your resume in Handshake in order to access interviews organized through the system.

Resume Tips

- Your profile must be complete before you can upload your resume
- Use descriptive resume labels so that it is easier to retrieve the correct resume (Ex., LastName_FirstName_Resume)
- Use 0.5 - 1" margins on your document because narrower margins may lead to formatting problems
- Stick to more common fonts (i.e., Times New Roman, Arial, Courier, Helvetica)

- If possible, upload a PDF version of your resume to prevent any formatting errors that may occur when a document is opened on another individual's computer or device
- See a peer career coach during drop-in hours for a resume review and upload your resume to vmock for AI feedback (students receive 10 resume uploads per academic year)
- Login with your OSU credentials at www.vmock.com/fisher (Links to an external site.)

Module 1.11

What is QUIC?

- The Qualified Undergraduate Interview Candidate (QUIC) program is Fisher's interview preparation program for undergraduate students. This program gives you individual coaching on your interview skills!
- Step 1: Log into Handshake and claim and update your profile
- Step 2: Have your resume reviewed in the OCM (through drop-in hours or by appointment) and upload your revised resume into Handshake
- Step 3: Complete these QUIC Program Modules and pass each quiz after each module with 100%
- Step 4: Using the Appointment scheduling system in Handshake, schedule your QUIC mock interview. Your mock interview will be "graded" - so use all the tips and resources provided to pass your QUIC interview!
- Step 5: After you pass your QUIC interview, you will send a thank you note to the interviewer for review.

You will then be made QUIC and gain access to interviews coordinated through Handshake. Students will also receive an official designation on their OSU transcript once they are QUIC certified.

IMPORTANT: You must be QUIC certified before you can submit your resume to any company coordinating their interviews through Handshake!

Module 2.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 2: Office of Career Management (OCM) Policies

Module 2.2

OCM Policies

Q: Why have policies?

A: The OCM fosters mutual goodwill and respect between employers and students. The policies also maximize interviewing opportunities available to all business students at Fisher.

Module 2.3

Four Student Policies

Follow these policies and your experience with on-campus interviewing will be effective and rewarding.

1. Provide true and accurate information in your on-line Handshake profile and resume at all times.
2. Once you submit a resume to an interview schedule and are selected by the company to interview, you are required to schedule that interview.
3. Once you schedule an interview or QUIC interview, you are required to show up for the interview.
4. If you have an emergency and cannot attend the interview, inform the Office of Career Management **as soon as possible** at 614-292-6024 or FCOB-careerserv@osu.edu.

Module 2.4

Policy #1 True and Accurate Information

Provide true and accurate information regarding your on-line profile and the contents of your resume at all times. For example, GPA, work experience and work authorization must be true and accurate.

What is a Violation of this Policy?

Failure to provide true and accurate information – providing FALSE information -- on your profile and/or on your resume.

Consequences:

Your status on the Handshake system will be made INACTIVE. No second chances.

INACTIVE = you will lose your privilege to utilize Handshake for the remainder of the academic year. At the beginning of the next academic year you may state your case to the Handshake Policy Committee to earn back these privileges. Your appeal will be reviewed by the committee and you will be notified of their decision. Understand the committee meets once a week and an answer to your appeal may take up to two weeks to process.

Violation of Code of Student Conduct – violating this policy is also a violation of the University's Code of Student Conduct and can result in loss of student privileges and dismissal.

Module 2.5

Policy #2 Schedule an interview once selected in Handshake system

If you submit your resume to a position with an on-campus interview schedule (set up via Handshake), you are required to sign up and attend the interview. Keep in mind this policy does not apply to any jobs/internships you apply to where interviews are arranged outside of Handshake's system.

What is a Violation of this Policy?

Failure to schedule an interview time after having submitted a resume for consideration and being selected by the employer.

Consequences:

You will be warned after the first violation.

In the event of a second policy violation, you will lose your privilege to utilize Handshake for the remainder of the academic year. At the beginning of the next academic year you may state your case to the Handshake Policy Committee to earn back these privileges. Your appeal will be reviewed by the committee and you will be notified of their decision. Understand the committee meets once a week and an answer to your appeal may take up to two weeks to process.

Module 2.6

Policy #3 Always show up for Interviews

Once you schedule an interview or QUIC interview, you are required to show up for the interview.

What is a Violation of this Policy?

Failure to attend an interview scheduled with an employer.

Failure to attend a scheduled QUIC interview.

*Note: If you have an emergency and cannot attend the interview, inform the Office of Career Management **as soon as possible** at (614) 292-6024 or FCOB-careerserv@osu.edu (more details in Policy #4). If you've already accepted another job/internship offer, it is your responsibility to cancel all scheduled interviews in Handshake.

Consequences:

You will be warned after the first violation.

In the event of a second policy violation, you will lose your privilege to utilize Handshake for the remainder of the academic year. Additionally, students who don't show up to an interview must send a letter of apology to the employer.

At the beginning of the next academic year you may state your case to the Handshake Policy Committee to earn back these privileges. Your appeal will be reviewed by the committee and you will be notified of their decision. Understand the committee meets once a week and an answer to your appeal may take up to two weeks to process.

Module 2.7

Policy #4 In Case of an Emergency

You may cancel an on-campus interview (or cancel/re-schedule a QUIC interview) without penalty until 24 hours before the interview date and time.

If you have an emergency* and cannot attend the interview, inform the Office of Career Management **as soon as possible** at (614) 292-6024 or FCOB-careerserv@osu.edu. You or someone else must contact the Career Management office as soon as the emergency occurs letting us know what will prevent you from showing up for your interview. (You may be asked to provide proof of the emergency). You will also be expected to send a note of apology to the employer.

**An emergency is defined as something that is unexpected and over which you have no control. Illness and accidents can be emergencies. No longer interested in the job or needing to study for an exam are NOT considered emergencies.*

What is a Violation of this Policy?

Failure to contact the Career Management Office in a timely manner (within 24 hours following the interview date and time) which results in an unexplained no-show for the interview.

Consequences:

You will be warned after the first violation.

In the event of a second policy violation, you will lose your privilege to utilize Handshake for the remainder of the academic year. At the beginning of the next academic year you may state your case to the Handshake Policy Committee to earn back these privileges. Your appeal will be reviewed by the committee and you will be notified of their decision. Understand the committee meets once a week and an answer to your appeal may take up to two weeks to process.

Module 2.8

Advice for Success

- Check your profile and resume every semester to make sure both have true and accurate information.
- Read job descriptions thoroughly before submitting your resume. Carefully consider your level of commitment to interview prior to submitting your resume to a company. Remember you are required to interview if selected.
- Only submit your resume for positions that you are genuinely interested in!
- Show up for every interview you have scheduled.

Module 3.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 3: Using Handshake for On-Campus Interviewing

Module 3.2

Learning Objectives for Module 3

In this module you will learn:

- About different types of interviews
- How to search for interviews
- How to submit your resume for consideration in order to be selected for interviews
- How to schedule interviews
- How to find details about company information sessions

Module 3.3

Types of Interviews

On-Campus Interviews:

- All QUIC-certified students can submit resumes to request an interview with a company by a designated deadline
- Resumes will be sorted based on qualifications listed in the job description when sent to the employer
- The employer reviews the resumes and selects students to interview (either in-person or virtually)
- Selected students are notified and can schedule interviews through Handshake

Jobs: Apply Externally

- When employers choose to collect applications outside of Handshake, the posting will have a red button **Apply Externally**

Module 3.4

Using Handshake to Search for On-Campus Interviews

- Log into [Handshake \(Links to an external site.\)](#)
- Click on **Jobs** in the upper-left corner of the screen, then from the Jobs page, click the **All Filters** option in the upper-middle, above the displayed job posting
- In the pop-up that appears, check the filter option **Interviewing on campus**, then click **Show Results** in the lower-right corner

Jobs with an interview schedule attached will be displayed, and you can then apply as normal.

**Keep in mind that the "Interviewing on campus" section of Handshake is only available to students who have passed their QUIC Interview, which is the next step after completing these six modules.*

- For more information on the application process, refer to [Apply for a Job in Handshake \(Links to an external site.\)](#).
- [On-Campus Interviews Overview \(Links to an external site.\)](#) in Handshake

Module 3.5

Tips to Schedule Interviews

- You can submit your resume to any job posting in Handshake. Keep in mind that the resumes will be sorted by those students who meet the employer qualifications and those who do not
- Read all position descriptions carefully
- Be sure you understand all the policies presented in Module 2
- Use the filtering tool in Handshake and save your key searches
- You will be notified through Handshake that you have been accepted for on-campus interviews. If accepted you will have a window of time in which to schedule an interview through Handshake.

Module 3.6

Jobs: Apply Externally

- When employers choose to collect applications outside of Handshake, the posting will have a red button **Apply Externally**
- Click **Apply Externally** to start your application—you will have to submit the application on the external site in order to fully apply
- When applying externally, you will likely have to complete a full employment application
- Companies will contact candidates directly to notify you if you are selected for an interview
- Students do not need to be QUIC certified to apply externally
- More information from Handshake re: [Jobs: Apply Externally](#)

Module 3.7

Company Information Sessions

- Many companies host Information Sessions before their interview day on campus
- Click on the Events tab, found at the top of the page in Handshake, to see if companies with which you have an interview have an information session
- Also be sure to check email and social media for other event announcements

Module 3.8

On-Campus Interviews: Timing

- Resume submission deadlines typically begin 2 to 3 weeks before the interviews
- Interview sign-up start dates can be delayed by employers who are late in selecting their candidates, so keep checking regularly
- September-March are the busiest months for on-campus interviews
- There is little to no on-campus recruiting during the summer

Module 3.9

Tips for Handshake Success

- Log into Handshake frequently
- Interview scheduling is on a first-come, first-served basis (so plan ahead!)
- Only submit resumes to companies and jobs in which you are truly interested
- The OCM hosts in-person on-campus interviews in their suite in 150 Gerlach
- You may receive an interview opportunity for a company recruiting at another career services office on campus. Always check the interview location in Handshake

Module 4.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 4: Professionalism in Your Job Search

Module 4.2

Learning Objectives for Module 4

How to Present Yourself

- Being Truthful
- Being Professional
- Following Up Appropriately

How to Manage Offers

- How to Accept
- Negotiating
- Honoring Your Acceptance

Remember: you are not only a job/internship seeker, but also a representative of the Fisher College of Business and of your own personal brand. It is your responsibility to act professionally at all times.

Module 4.3

Why is Professionalism Important?

- Students influence the perceptions and opinions that employers have of the Fisher College of Business and of themselves by their behaviors during the recruiting process
- Companies choose to recruit from schools that produce quality candidates who behave professionally and ethically
- Companies will decide (and have decided in the past) not to recruit at a school if they encounter problems with candidates
- Your behavior influences decisions beyond just your job or internship search

Module 4.4

Presenting Yourself in an Interview

- Your resume must be accurate and truthful
- You should be on time: 10-15 minutes early for in-person on campus interviews and 5 minutes early for virtual interviews
- For off-campus interviews, be sure you have good directions and give yourself plenty of time to get there; arrive at the designated office 5 minutes early
- Dress professionally: a suit for both men and women, unless otherwise directed by the employer
- Greet the employer with a firm handshake, a smile, and a positive attitude, and make eye contact immediately

Module 4.5

Presenting Yourself Professionally in an Interview

- Your professional dress and confident greeting will create a positive image from the start
- Use examples that are truthful and from your own experiences
- Do not ask about salary and benefits in an initial interview
- Always follow up to an interview with an emailed thank you note

Module 5 will provide detailed information on preparing for interviews!

Module 4.6

Honor all Commitments with Employers

- Always show up for interviews you schedule
- When you RSVP to attend an employer event – whether in person or virtual – you should attend that event. This include Information Sessions, Career Fairs, and all other events hosted by employers
- Employers request RSVPs for events to plan for the number of presenters they will have, food if the event is in-person, etc. It is very disappointing to arrange resources for a certain number of participants and then fewer actually show up
- By showing up, you strengthen your personal brand by honoring your commitments
- If you MUST cancel, be sure to do so through the RSVP process or notify the employer

Module 4.7

Managing the Job or Internship Offer

- The OCM advises against accepting an offer and then turning it down later. Employers have stopped recruiting at Fisher for this reason. ***You may get different advice from family members or friends, but they do not always understand the impact that your decision has on the company, the college, and your future.***
- The Office of Career Management has a policy about students reneging (accepting and later declining) on offers. Read the full policy here: [Student Policies \(Links to an external site.\)](#)
- You should also be aware of the guidelines that the Office of Career Management has for employers about deadline dates for students to accept offers. You can find those guidelines here: [Employer Guidelines](#)

Module 4.8

Managing the Offer

- The Office of Career Management is here to support you in making decisions on how to best manage your internship and job offers. We can help you with strategies such as how to ask for a deadline extension, negotiate a job offer, decline a job offer, and how to best communicate with employers during the job offer process. You can always make an appointment with us through [Handshake. \(Links to an external site.\)](#)
- OCM recommends that you avoid reneging on an offer if at all possible. If a company contacts us about a student who reneged on a job/internship offer, that student will be asked to meet with a Director in the Office of Career Management. The meeting will focus on a discussion of the situation and may result in consequences to the student, including, but not limited to: writing a letter of apology, discontinuing the student's access to Handshake, denying access to other OCM services, and/or referral to The Ohio State University Office of Student Misconduct.
- Get advice from some employers who recruit at Fisher about managing your job/internship offer by watching this short video: [Employer Video: Advice for Students \(Links to an external site.\)](#)

Module 4.9

Negotiating Offers

- Most undergraduate students have little opportunity to negotiate salary offers because many entry level jobs have set salaries and most students have similar backgrounds (even including multiple internships)
- Know your acceptable salary range before you start your job or internship search
- You can research recent [salary data \(Links to an external site.\)](#) of Fisher students.
- You can also use [Fisher Career Data Central \(Links to an external site.\)](#) to get salary data from past Fisher students by company, industry, region and specialization
- Learn more about other things to negotiate, for example start date or vacation time: [negotiating offers \(Links to an external site.\)](#)
- Schedule an appointment with a Career Consultant if you need assistance evaluating and/or negotiating your offer

Module 4.10

After You Accept Your Offer

1. When a company calls to make you an offer of a full-time job or internship, you may request a written offer. Ask for as much time as possible for your answer. Review the [Guidelines \(Links to an external site.\)](#) that the Office of Career Management has for employers around deadline dates to give to students.
2. You will often accept your offer by calling the contact person who made the offer to you on behalf of the company
3. After you verbally accept, send an email to the employer thanking them and accepting the offer
4. Report your internship or full-time offer to the Office of Career Management, through [Fisher Career Data Central \(Links to an external site.\)](#). It's easy and only takes a few minutes!

Module 5.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 5: Effective Interviewing and Preparing for your QUIC Interview

Interviewing Preparation Video: <https://youtu.be/nybKntT73kw>

Module 5.2

Module 5 Agenda

- 3 Phases of Interviewing:
 1. Preparation
 2. Execution
 3. Follow Up
- The QUIC Interview
- Next Steps

Module 5.3

PREPARATION

It's all about: **HAVING A STRATEGY**

- Understand the Job
- Research the Company
- Know Yourself

Module 5.4

Preparation: Understanding the Job

Read and know the job description for every job or internship

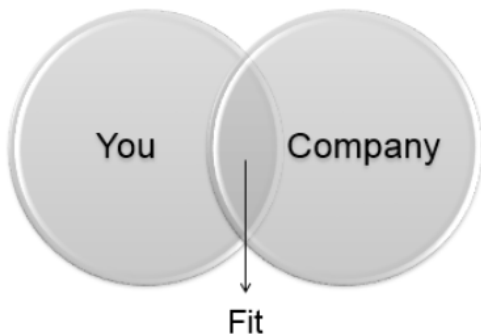
- Review the **duties and responsibilities** to know what the day to day job will entail and be prepared to talk about the parts of the job description (not just qualifications) that interest you, and why
- Look for qualifications/desired characteristics

Target your responses to the company, the job, and what they are looking for in regards to qualifications
Understand the key qualities the position requires

Module 5.5

Preparation: Researching the Company

You must convince each employer their company is a good fit for you and you are a good fit for the company. This requires research.



Module 5.6

Preparation: Researching the Company

To find fit between you and a company look for 2-3 things that are of interest to you and that match your own set of work values.

For example:

If you see that a company values customer service and you've had jobs where you've been trained to work positively with customers, that could be a good fit. Or, if you've volunteered a lot and see that a company takes social responsibility seriously, that could be a good fit.

Video: <https://youtu.be/fQSOWVtnS70>

Module 5.7

Preparation: Company Research

What to Know	Resources to Use
<ul style="list-style-type: none"> • What the company does • Size & location • Company organization (parent company? Subsidiaries?) • Core values • Training programs • Career paths • Customer base • Competitors • Market share • Work environment • Current events 	<ul style="list-style-type: none"> • Company website • Company literature (collected at career fairs and information sessions) • Annual reports (company websites) • People who have worked for the company • Information sessions hosted by employers

[For more information: Company Research](#)

Module 5.8

EXECUTION

Execution: First Impressions

A first impression is made in less than 30 seconds

- **Be Confident:** strong handshake (if applicable), good eye contact as you meet the employer
- **Be Positive:** thank the interviewer for meeting with you, don't focus on annoyances such as traffic, bad weather, busy times of the semester
- **Dress Professionally:** professional business dress (typically a suit) is recommended for all interviews (including the QUIC Interview)
- **Bring a Padfolio:** use this to keep your resume and questions. It is not recommended to take notes during the interview, but you can refer to your questions when the employer asks you what questions you have about the company
- **Use the Coat Closet in the OCM!:** when you have an in-person on-campus interview, you can store your things in the closet in the OCM so you don't bring bulky items into the interview

Module 5.9

Execution: Behavioral Interviewing

Past Behavior Predicts Future Behavior

These types of questions require candidates to prove through examples that they have successfully used certain skills or exhibited certain characteristics in the past.

Example

Question: Give me an example of a time when you had a conflict with another individual and tell me about how you resolved it.

Your answer: must show evidence that you did manage the conflict successfully. This will help demonstrate to employers how you will handle conflicts if they hire you.

Think of good examples from your past experiences, including:

- Jobs
- Student Activities
- Athletics
- Community Involvement
- Projects

Module 5.10

Behavioral Interviewing

Use the STARt framework to answer each question:

SITUATION	Fully describe context and background of story
TASK	Identify major tasks that needed to be accomplished
ACTION	Describe the actions that YOU took
RESULT	This is the happy ending – your result shows that you were successful
TAKE-AWAY	Identify the most important thing you learned from this experience

Module 5.11

Sample Behavioral Interview Questions

- Tell me about a time when you took a leadership role.
- Give me an example of a time that you went above and beyond your job requirements.
- Tell me about a time when you initiated a project.
- Can you describe a time when you feel you made an impact at Ohio State?
- Describe a time when you had to work under pressure to meet a deadline.
- Tell me about a time when you fell short of a goal you set for yourself. What did you learn from that?

- Give me an example of a time when you persuaded another person or group of people with an idea you had.
- Tell me about a time when you had to analyze information and make a decision based on your analysis.
- Tell me about a time when you solved a problem in the workplace.

Module 5.12

Execution: Closing the Interview

Leave a *positive and confident impression with the interviewer by:*

- Ask 3-5 thoughtful questions after the interview to demonstrate your interest and research on the company. Examples include:
 - I noticed that my project might be within a Global Business Unit. Could you describe what this internship project might look like?
 - You said you have been with X company for 5 years. How has your career progressed in that time?
 - What is your favorite part about working for X company? What is your biggest challenge?
 - How are your interns' evaluated on their performance?
 - What are the main strategic priorities for the Marketing department in the next few years?
- Asking when you can expect to hear back: "what are the next steps in the process?" You should ask this after the questions you asked the employer
- Asking if you can follow up with the interviewer, in case you have additional questions - then specifically ask for a business card
- Expressing interest and enthusiasm about the opportunity to work for this company

Module 5.13

FOLLOW UP

Follow Up: After the Interview

Send a thank you note! An email message is recommended for timeliness to ensure that it is received by the interviewer.

Include: date and location of the interview, the position you interviewed for, how you can be reached, and reiterate why you are a good fit for the position.

If you do not hear back from the employer in the time frame given in the interview, call the interviewer. Express your interest in the position and ask about your current status in the search process.

Module 5.14

The QUIC Interview

When you schedule your QUIC Interview through the Appointment Scheduling in Handshake, you will be able to select a company from a list provided to you. Treat the QUIC Interview as though you are really interviewing for this company.

You will also be provided a list of internship job descriptions and asked to choose one for your QUIC interview.

Handshake will notify your interviewer of the company and job description you selected.

Job descriptions can be found here: [Job Descriptions \(Links to an external site.\)](#)

If your QUIC interview is in-person, bring a printed copy of your resume to your QUIC Interview. Make sure to have your most updated version of your resume uploaded on your Handshake profile.

Module 5.15

QUIC Interview Question: "Tell Me About Yourself."

This question is looking for:

- Background information and highlights from your resume (e.g. where you grew up, major accomplishments from high school, why you decided to attend OSU, why you selected your major, overview of employment experience, involvement at OSU)
- As you describe your background, highlight qualities/skills you developed from each of your experiences that match what the employer is looking for

Video: <https://youtu.be/7tPRZY0OqAA>

Module 5.16

QUIC Interview Question: Why did you choose to major in (XXXX) and why are you interested in that field?

- Show your enthusiasm about your major and that it's a good fit for you - be specific as to WHY it fits you
- Quote from an employer:

"this question helps gives insight into their rationale for choosing their major and if they're a fit for the industry - and it can help guide the conversation."

Example:

"I have always loved to solve puzzles, and I'm a pretty curious person. So analyzing things is a good fit for me and I feel it is one of my strengths. Finance requires a lot of analysis, and with my interest in working with numbers, I feel like it's the perfect choice for my major."

Video: <https://youtu.be/kMmp3Cv29aE>

Module 5.17

QUIC Interview Question: You will be asked two behavioral based questions

- Review sample questions in this module and practice your answers
- Remember to use the START method to organize your story
- The qualities/characteristics that are outlined in the job description for the position for which you are interviewing give clues about the behavioral questions that may be asked - review these and think of examples you would use to show that you have developed those specific qualities/skills

Video: <https://youtu.be/2FQB1dxtlyA>

Module 5.18

QUIC Interview Question: Why should I hire you for this position?

Organize this answer into three of your best qualities/strengths/qualifications and back each one up with a short example and make a connection back to the job.

Try to choose qualities that align with the job description (use the Qualifications section of the job description to prepare).

Example of one quality to highlight: "I'm really good at managing my time. I am currently working 15-20 hours per week while carrying a full load of classes and keeping my GPA at a 3.55. I have also been very involved in the Undergraduate Business Women's Association. I use a weekly planner and set weekly goals to get everything done. I really feel like my time management skills will be beneficial in this role when managing deadlines related to payroll, hiring, and timekeeping.

Video: <https://youtu.be/Ut-fKJNbqmc>

Module 5.19

QUIC Interview Question: What questions do you have for me?

- Ask at least three interesting questions about the company and/or the position
- Ask questions that prove you did your research
- Ask questions you really want to know the answers to! What do you want to know about a company before you decide to work there?
- After you have asked your 3-5 questions, you should then ask "What are the next steps in the process?"

Closing the interview

- Ask the interviewer if you can follow up with them if you have additional questions and ask for their business card.
- Use this opportunity to summarize your qualities and fit with the position.
- Express your excitement about the opportunity to work for their company!
- Say thank you!

Video: <https://youtu.be/aefvw8wXZbQ>

Module 5.20

The QUIC Interview- Additional Help

If you want more help preparing for your QUIC Interview stop in to the Office of Career Management during our [Peer Career Coach drop-in hours \(Links to an external site.\)](#) and ask the coach for more tips and advice.

There are additional Interview Skills Videos which can be found on the Career Management website: [Interview Skills Videos \(Links to an external site.\)](#)

You can also check out the following resource for more interviewing information: [Interviewing Guide. \(Links to an external site.\)](#)

Many companies are now using Video interviews as part of their recruiting practices. Module 6 will help you prepare to do your best during a video interview.

Module 6.1

QUALIFIED UNDERGRADUATE INTERVIEW CANDIDATE (QUIC)

Module 6: Preparing for Video and Virtual Interviews

Module 6.2

Many companies are now using video interviews as part of their recruiting practices.

Benefits to the company include:

- creates efficiency in their overall recruiting process
- cost savings - if they don't have to send someone to campus or pay to have the student come to them
- allows them to interview students who are not physically in the same location

Completing Module 6 will include your submission of a video answering an interview question, on which you will receive feedback.

Module 6 Agenda

- Preparing for a Video or Virtual Interview
- Tips for Interviewing by distance

Let's get started!

Module 6.3

Preparing for a Video or Virtual Interview

We understand that video interviews can be uncomfortable and our research shows that most students would prefer an in-person interview. The best way to be successful with the video interview is to prepare!

Though the questions may be similar to live in-person interviews, there are some differences in execution that you should consider.

One thing that remains important --- Preparation!

- You should be as prepared as you would be for an in-person interview.
- Conduct company research and reflect on your past experiences.

- It can be difficult to carefully listen to questions, read your notes, and deliver a clear response, so you should not rely on notes.

Module 6.4

Preparing for a Video or Virtual Interview

What format could you expect from an interview via distance experience?

1. You could be recording answers to pre-determined questions via a video interview service.
2. You could be meeting via a live video service with a hiring manager or team of people (such as Zoom or MS Teams).
3. You could be working with a 3rd party video interview service (such as HireVue) which are usually web-based systems that provide real-time, recorded interviews. With these services, you are asked to record video answers to questions you do not know in advance with little to no information about what to expect. You often get about 30 second to prepare your answer and can usually only re-record your answer one time

When a company offers an opportunity to interview via video or live chat, they typically provide basic details such as format type, day/time (for live chat) or completion deadline (for video recorded), and who to contact with further questions. *Make sure you have all of this information several days before the scheduled interview.*

Module 6.5

Tips for Live Video Interviews

- Clarify what time zone you are planning to connect on ex., PST vs. EST. Use this link to double check time zones: [http \(Links to an external site.\):// \(Links to an external site.\)www.worldclock.com \(Links to an external site.\)/ \(Links to an external site.\)](http://www.worldclock.com)
- Choose a spot that makes you look professional - consider having a blank wall behind you, nothing too busy or distracting.
- Dress professionally (typically a suit), unless directed otherwise by the employer.
- Make sure there is not a window or light behind you. The “backlight” can make you look like a silhouette.
- Have bright lighting in the room.
- Find a fast internet connection and connect your computer directly to your router or internet source.

- Be sure your camera on your device is directly in your line of sight, so that you would be looking directly at the viewer. Do not have your device down so that you are looking down at it.
- Place laptop on a flat surface, prepare for audio delays, keep your hands in front of you and still.
- Sit in a chair that does not rock or swivel.
- Communicate with your interviewer if you are having difficulties with technology. Usually there is a chat feature that you can use to let the recruiter know that you are having camera/sound trouble, and they can assist you.
- Have a backup plan in case you have technological problems, i.e. a phone number you can call to reach the interviewer, another video platform, etc.

**Test the audio and video before the interview is to take place:*

- If possible, have a friend call you on the type of web medium the recruiter has requested.
- Check to make sure the volume isn't too loud or too low.

Module 6.6

Tips for On-Demand Video Format

Some companies have started using third party vendors that conduct and manage video interviews that pre-screen candidates.

Examples of top video interview companies include:

- [HireVue \(Links to an external site.\)](#)
- [InterviewStream \(Links to an external site.\)](#)
- [SparkHire \(Links to an external site.\)](#)
- [ModernHire](#)

Module 6.7

Practice Recording Yourself Answering Interview Questions

- Practice answering the question **just once or twice** before submitting. There is no need to make it perfect! Companies are more interested in getting a general idea of your communication skills and your ability to think on the spot.
- Usually through online video interviewing platforms you will have 2 attempts (sometimes more) to re-record, but don't rely on that. Some on-demand video programs do not allow you to re-record your answer.

- Companies will sometimes send you these questions beforehand.
- Take advantage of any replay options that may be available to you.
- Clearly communicate your answer with enthusiasm.
- Be aware that the software could begin recording you as soon as you enter the video mode, so remain professional the entire time.
- Some responses are timed--some even only allowing 1 minute or 30 seconds.
- It is appropriate for you to ask some questions when the recruiter sets up the video interview with you, so you know what to expect. For example, you might ask:
 - Could you tell me if the answers are timed?
 - Will I have the opportunity to re-record an answer?
 - Will I be given the questions in advance?

Module 6.8

Tips for Interviews via Distance (in any format!)

Select a quiet location: no roommates or background noise.

TIP: Make a room request in Mason Hall or in the [Office of Career Management \(Links to an external site.\)](#) for a private room.

Dress in business professional (typically a suit) to get in “interview mode.”

- Fully charge your phone or computer before the interview.
- Find a place that is free of distraction and has 100% wifi or cellular reception. Make sure the background behind you is not cluttered and is not lit by a window or light.
- Have materials ready:
 - Pen
 - Paper/Pad folio to take notes (if needed)
 - A printed copy of the job description
 - Your resume
 - Questions you have for the company
 - Small glass of water
- Bring your enthusiasm for the position and role -- look into the camera when speaking and smile!
- Be ready to handle technical difficulties if they arise. Remain positive and use the chat feature if possible.

Module 6.9

Tips for Interviews via Distance (in any format!)

Most important: relax!

- Employers understand the stress that you feel doing a video interview and they don't expect perfection.
- If anything unexpected happens: you make a mistake, get an urge to sneeze, or get interrupted by a roommate, just handle it the best you can. The recruiter will understand!
- Practicing before your interview is the BEST way to alleviate the stress by giving you confidence.

Before you click "NEXT" - view this video for tips:

Video: https://youtu.be/ngZjW63kM_o

Next Steps in Becoming QUIC Certified

Next Steps in Becoming QUIC Certified

CONGRATULATIONS! You have passed all 6 of the QUIC modules in Carmen. Here are your next steps:

1) Schedule your QUIC Interview. Go to <http://handshake.osu.edu> ([Links to an external site.](#)) and click on "Career Center" and "Appointments" to schedule your interview. ***Note: it can take 1-2 days before you are able to schedule your QUIC interview.**

2) Update your Handshake profile. In your profile, be sure to check that your **School Year** and your **College (Fisher College of Business)** are correct in order to schedule an appointment.

3) Upload your resume to Handshake and make it Viewable to employers under "Manage Documents."

IMPORTANT Information for International Students:

- If you are an international student and you have not completed the Undergraduate International Student Career Management Workshop through Carmen, you must do so before you are eligible to schedule a QUIC Interview.