



CAREER CENTER
Illinois State University

eRecruiting and Interviewing

ITK 191

Beni Towers Kawakita
Career Advisor

www.CareerCenter.ilstu.edu

Student Services Building, Room 185 Telephone: (309) 438-2200



Career Center Services

- **Walk-In Hours** – Resumes & Cover Letters
- **One-to-One Career Counseling**
- **Mock Interviews**
- **InterviewStream and FOCUS**
- **Are you LinkedIn?**
- **Career Fairs**

careercenter.illinoisstate.edu



eRecruiting Overview

- Tips
- Documents
- Calendar
- Search

[Let's try it!](#)



Powered by
experience™

[Forgot your password?](#)

Upcoming Fairs

ALUMNI FAIR
May 15, 2012
Navy Pier, Chicago
1pm - 4pm
Open to alumni from classes of 2009-2012
[EMPLOYER REGISTRATION NOW OPEN.](#)

2012 FALL CAREER FAIR
September 18, 2012 (internship opportunities), 4pm-7pm
September 19, 2012 (full-time positions) 11am-2pm
Bone Student Center
Registration opening soon

2012 FALL GRADUATE SCHOOL FAIR
October 2, 2012
3pm-7pm
Redbird Arena
Registration opening soon

Get the Scoop By Attending the Veterans Seminar

Meet Brian Redmon a market and human resource manager for Walmart and retired United States Army veteran for information on interviewing, what employers look for in candidates, and how to be marketable during the job search. Open to all majors and veterans, April 13 from noon - 1pm at the Career Center, 110P Student Services Building.

Students

STUDENT LOGIN INSTRUCTIONS

USERNAME: Enter your ULID with: @ilstu AND no .edu at the end (for example: the user name for John R Anderson would be "jrander@ilstu").

PASSWORD: Enter your date of birth as YYMMDD (for example: July 04, 1976 would be 760704)

ALUMNI: If your ULID is no longer valid, contact the Career Center for assistance.
Career Center
Phone: 309-438-2200
[Email the Career Center](#)
[Go to the School Web Site](#)

Employers

EMPLOYER LOGIN INSTRUCTIONS

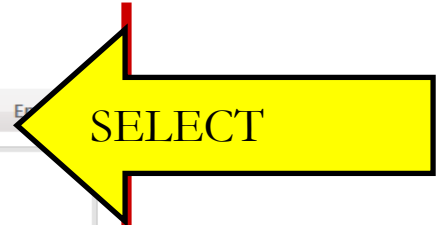
Illinois State University is part of the Experience network. To access Illinois State University you must have an account with Experience. Please provide your email or Experience username so we can check to see if you've already created an Experience account with any of the other schools in our network.

Career Center
Phone: 309-438-2200
[Email the Career Center](#)

Welcome, Joe | [Sign Out](#) | [Help](#)



- Home
- Profile
- Documents
- Applications
- Calendar
- Jobs & Internships



Stay Connected



WELCOME TO E-RECRUITING

Be sure to check out our latest announcements and upcoming events here, or join us on Facebook.

Career Fairs

Your Career Center is offering the following upcoming career fairs:

[Alumni Fair 2012](#)
May 15, 2012

[View All](#)

Announcements

[Share](#)

Career Center is Hiring!

The Career Center is hiring students to assist us at our events next fall. Besides earning extra income, you'll learn how to network with employers, experience what interviews at career fairs and other events with employers are like, and work alongside Career Center staff to get valuable interviewing skills and tips. Hours are great as you'll only be required to work a two-hour shift at our career fairs, but can choose to work other events as well as they come up. Check out the "Career Center Host" job posting at <https://www.jobs.ilstu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1334082806128>

Upcoming Interviews

Looks like you do not have any upcoming interviews. Once you do, they will appear here for you so you can stay on top of your schedule.

[» Search Jobs & Internships](#)

Announcements

[Share](#)

Give Us Your Feedback!

The Career Center needs your feedback on how to improve its website so it can better serve you. Volunteers are needed to participate in a half hour focus group held in April during day hours Monday-Friday. If you are interested in participating, please email the Career Center at CareerCenter@IllinoisState.edu and mention your interest in participating in a focus group. Be sure to provide your daytime availability Monday-Fridays.

Upcoming Events

Upcoming events offered by your Career Center:

[Interview Schedules](#)

[Chicago-Area Tech Job Fair](#)
Date:04/19/12

Welcome, Joe | [Sign Out](#) | [Help](#)



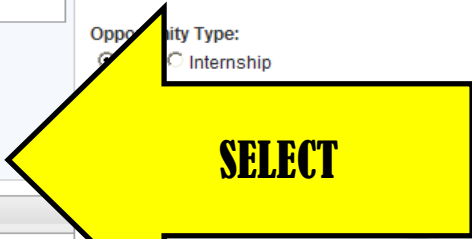
Search for Jobs and Internships

- More Searches**
- Basic Search
 - Advanced Search
 - Internships
 - Senior Professional in Residence
 - Spring 2012 Mock Interview Day

Basic Search

Search for opportunities below, or choose one of the search options on the left.

Opportunity Type:
 General
 Internship



1-Click Searches

Your school has created the following 1-click searches to help you in your job search.

- [Newest Jobs](#)
- [Jobs with upcoming application deadlines](#)
- [Jobs with upcoming interview schedules](#)
- [Jobs with Open interview schedules](#)
- [Internship Search](#)

Your Saved Searches

You have not created any search agents yet. To create a search agent, run a search then click the link to "Save Your Search".

Management/Planning
Accounting/Auditing
Acting
Administration
Administrative/Support Services
Advocacy
Analyst
Animal Care
Bookkeeping

City: State: All States

Show International opportunities only.

Search

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Search for Jobs and Internships

More Searches

- Basic Search
- Advanced Search
- Internships
- Senior Professional in Residence
- Spring 2012 Mock Interview Day**

Spring 2012 Mock Interview Day

Search for Spring 2012 Mock Interview Day, Friday, February 17, 2012; employer conducted mock interviews available at your school. Enter "mock interview" as a keyword and check the "jobs with interview schedules" box.

Keywords:

Jobs with interview schedules

Search

1-Click Searches

Your school has created the following 1-click searches to help you in your job search.

- [Newest Jobs](#)
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- [Jobs with upcoming interview schedules](#)
- [Jobs with Open interview schedules](#)
- [Internship Search](#)

Your Saved Searches

You have not created any search agents yet. To create a search agent, run a search then click the link to "Save Your Search".

LinkedIn & **experience**
Use your network to help

Welcome, Joe | [Sign Out](#) | [Help](#)



Home Profile Documents Applications Calendar Mentor Program Jobs & Internships Employers

Search Results

[Save Your Search](#) | [New Search](#) | [Change Search Settings](#)

Your search matched 1 results.

Narrow Your Results

- By Date Posted
 - Past 1-4 Weeks(1)
- By Experience Level
 - Less than 1 Year(1)

LinkedIn You may have contacts that can help you land a job. [Connect](#) your school & LinkedIn accounts.

Results 1-1 of 1

Select: [None](#) | [Page](#) | [All](#) (0 items selected) [Go](#)

< 1 > 25

Rel	Job	Employer	Location	Date Posted
	ITK 191 Mock Interview Posted by Illinois State University	ITK 191	No Preference	11/09/2011

< 1 > 25

Refine Your Search

Keywords:

Ads By Google

[Become a Nutritionist](#)
Join 20,000+ Creating a Health Revolution & Earn Up To \$200/hr!
[IntegrativeNutrition.com](#)

[Custom Meal Plan](#)
Create a Healthy Meal Plan With These Recipe Ideas. Start Here.
[merckengage.com](#)

[Diet Coke® Tips](#)
100% Full of 110% Stay Extraordinary.
[Facebook.com/DietCoke](#)



Click on job title to get details

ITK 191 Mock Interview

[See other jobs, upcoming events and more at ITK 191](#)

[Email Job](#) | [Add to Favorite Jobs](#)

Linked in | You may have contacts that can help you land a job.
[Connect](#) your school & LinkedIn accounts.

[Back to Search Results](#)

Date Posted: 11/09/11	Opportunity Type: Job
Pay Type: Unpaid	Job Status: Full-Time
Brought to You By:	
 CAREER CENTER <small>Illinois State University</small>	

Ads by Google

[Performance Management](#)

Tools to Manage Performance & Goals
Read Whitepaper to Learn More!
www.SuccessFactors.com

[DePaul Mini-MBA Program](#)

Learn the Key Concepts & Techniques
of Traditional MBA Programs.
cpe.depaul.edu/mbaprimer

[Project Management Online](#)

Get Trained & Prepare for Project
Mgmt. Certification 100% Online!
VillanovaU.com/ProjectManagement

Interview Schedules

Description & Details

Industry:
Academic

Job Function:
Other

Description:
ITK 191 Class - Tal Parmenter's class only!

Sign up to participate in Employer Mock Interviews.

Professional Dress required.
Arrive 15 minutes early for the mock interview at the Career Center, 185 Student Services Building.
Bring a copy of resume and student ID to the mock interview.

This is a Pre-Select schedule: Candidates apply to the position, then check your "applications" in eRecruiting. Once the "employer decision" has changed from "undecided" to "accepted", click on "details", access the schedules, sign up for a mock interview time, and click SAVE.

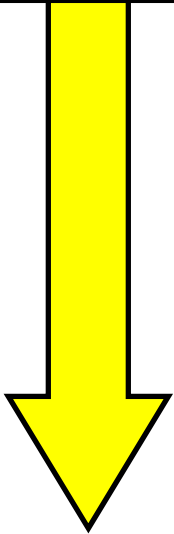
Time slots are available, first-come, first-serve.

Questions? Contact the Career Center @ 309-438-2200, M-F, 8:00 am - 4:30 pm, or CareerCenter@ilstu.edu

Classification:
Full time

Contact Information:
Pat Heck | Recruiting Manager, Career Center
185 Student Services Building
MC 2520
Normal, Illinois 61790-2520
Email: paheck@ilstu.edu
Phone: (309) 438-5754
Alumnus: No

**SCROLL
DOWN TO
APPLY**



"applications" in eRecruiting. Once the "employer decision" has changed from "undecided" to "accepted", click on "details", access the schedules, sign up for a mock interview time, and click SAVE.***

Time slots are available, first-come, first-serve.

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Contact Information:

Pat Heck | Recruiting Manager, Career Center
185 Student Services Building
MC 2520
Normal, Illinois 61790-2520
Email: paheck@ilstu.edu
Phone: (309) 438-5754
Alumnus: No

Region:

Illinois State University

Job Shadow Program:

No

Career Center Partner Opportunity:

No

How To Apply

Applications for this position will be accepted between 11/09/11 and 12/31/11.

Application Requirements

You must include:

- Resume

with your application for this position.

Online Applications Accepted

You can currently apply to this opportunity.

 Apply



**YOU MUST APPLY
BEFORE SCHEDULING
YOUR MOCK INTERVIEW**

Welcome, Joe | Sign Out | Help



- Home
- Profile
- Documents
- Applications
- Calendar
- Mentor Program
- Jobs & Internships
- Employers

Apply to Job

Select Documents

Choose the documents you would like to include with your application.

Before You Submit Your Documents...

View your documents and make sure that they look the way you want them to appear to the employers. If you are not satisfied with your documents, you should revise them or choose another document to submit.

Resume:

Preview

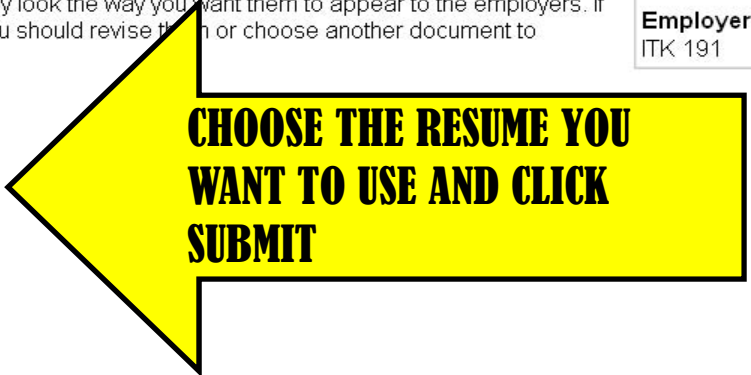
Cover Letter:

Preview

Job Details

Title:
ITK 191 Mock Interview

Employer:
ITK 191



Submit

Cancel



- Home
- Profile
- Documents
- Applications
- Calendar
- Mentor Program
- Jobs & Internships
- Employers

Your Active Applications

Confirmation

You have successfully applied for the **ITK 191 Mock Interview** position at **ITK 191**.

What Happens Next

Your application document(s) will be sent to the employer. You will be notified through email when the employer makes a decision on your application.

Details

See the list below for new employer decisions, to sign up for an interview, to withdraw your application, or to review your application

Definitions of Employer Decisions:

- **Accepted**—The employer has accepted your application for an interview.
- **Alternate**—The employer has accepted you as an alternate candidate for an interview.
- **Undecided**—The employer has yet to make a decision on your application.
- **Declined**—The employer has declined your application for an interview.

You will receive email notification when you have been "Accepted" and can sign up for your mock interview.

View: [Active Applications](#) | [Past Applications](#)

Job Employer	Apply Date	Decision Date	Employer Decision
ITK 191 Mock Interview ITK 191 Details...	11/28/11	--	Undecided

Note: Only the applications you have submitted electronically through this system will appear in this list.

search the web

Home | Profile | Documents | Applications | Calendar | Mentor Program | Jobs & Internships | Employers

▪ Your Active Applications

Details

See the list below for new employer decisions, to sign up for an interview, to withdraw your application, or to view your applications.

Definitions of Employer Decisions:

- **Accepted:** The employer has accepted your application for an interview.
- **Alternate:** The employer has accepted you as an alternate candidate.
- **Undecided:** The employer has yet to make a decision on your application.
- **Declined:** The employer has declined your application for an interview.



View: **Active Applications** | [Past Applications](#)

Job Employer	Apply Date	Decision Date	Employer Decision
 TECH 100 Class ONLY - Employment Interview Spring 2010 TECH 100 Details...	3/22/10	3/22/10	Accepted

Note: Only the applications you have submitted electronically through this system will appear in this list.



search the web 

[Home](#) | [Profile](#) | [Documents](#) | [Applications](#) | [Calendar](#) | [Mentor Program](#) | [Jobs & Internships](#) | [Employers](#)

Application Details

▶ your active applications

▶ your past applications

Job Title:

[TECH 100 Class ONLY - Employer Mock Interview Spring 2010](#)

Documents Submitted:

[REGGIE BYRD.docx](#) (Resume)

Employer:

[TECH 100](#)

Application Date:

3/22/10

✓ Employer Decision - Accept

This employer accepted your application on 3/22/10 and would like you to sign up for an interview.

[Sign up for an interview](#)

⌘ [Decline invitation to interview](#)



Click here to view available interview times.

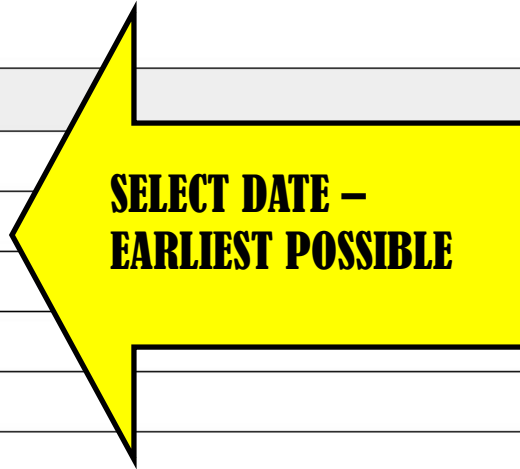
ITK 191

[Overview](#) | [Jobs](#) | [Events](#) | [Contacts](#)

On-Campus Events

All of the upcoming on-campus events for this employer are listed below. Events that occurred in the past are not listed here.

Date ↑	Event Name Event Type	Space Available
12/6/11	State Farm 3 - Interview Schedule	n/a
12/6/11	Discover Financial 1 - Interview Schedule	n/a
12/6/11	Discover Financial 3 - Interview Schedule	n/a
12/6/11	Discover Financial 2 - Interview Schedule	n/a
12/7/11	Archer Daniels Midland - Interview Schedule	n/a
12/7/11	Discover Financial 5 - Interview Schedule	n/a
12/7/11	State Farm 5 - Interview Schedule	n/a
12/7/11	State Farm 1 - Interview Schedule	n/a
12/7/11	Discover Financial 6 - Interview Schedule	n/a
12/7/11	Discover Financial 4 - Interview Schedule	n/a
12/8/11	State Farm 4 - Interview Schedule	n/a
12/8/11	State Farm 6 - Interview Schedule	n/a
12/8/11	Mavidea Technology Group - Interview Schedule	n/a
12/9/11	State Farm 2 - Interview Schedule	n/a





- Home
- Profile
- Documents
- Applications
- Calendar
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- Jobs & Internships
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Pre-select Interview Schedule

Details

Interview Date
 Tuesday, 12/6/11 from 8:30 AM - 4:15 PM

Trigger Dates

Interview Sign-Ups:
8:00 AM on 11/16/11

Alternate Sign-Ups:
Not in use

Open Sign-Ups:
Not in use

No Cancellations:
9:00 AM on 12/05/11

No Changes:
9:00 AM on 12/05/11

Employer Name:
ITK 191

Attached Jobs:
The jobs listed below have been attached to this interview schedule.

- [ITK 191 Mock Interview](#)

Date:
12/06/11

Time:
8:30 AM

Location:
185 Student Services Building

Interviewer:
Crystal Fruit

Public Comments:
Professional Dress for the interview is REQUIRED. Bring a Resume and student ID to the Interview.

The Career Center No-Show Policy will be enforced for this activity (http://www.careercenter.ilstu.edu/policies/no_show.shtml).



Created:
On 11/15/11 by Patrick Stachowski

Discover Financial 1 - Tuesday 12/06/11	
Time	Candidate Phone Email
8:30 AM - 9:00 AM	{available}
9:00 AM - 9:30 AM	{available}
9:30 AM - 10:00 AM	{available}
10:00 AM - 10:15 AM	Scheduled Break
10:15 AM - 10:45 AM	{available}
10:45 AM - 11:15 AM	{available}
11:15 AM - 11:45 AM	{available}
11:45 AM - 1:00 PM	Scheduled Break
1:00 PM - 1:30 PM	{available}
1:30 PM - 2:00 PM	{available}
2:00 PM - 2:30 PM	{available}
2:30 PM - 2:45 PM	Scheduled Break
2:45 PM - 3:15 PM	{available}
3:15 PM - 3:45 PM	{available}
3:45 PM - 4:15 PM	{available}



Comments from the Career Center:

Professional Dress for the interview is REQUIRED. Bring a Resume and student ID to the Interview. ON-CAMPUS & MOCK INTERVIEW RESPONSIBILITIES Participation in on-campus employment interviews and mock interviews is a PRIVILEGE for an Illinois State University candidate. It is expected that candidates will meet their scheduled interview obligations in a timely and professional manner. If a candidate must cancel the interview, it is the candidate's responsibility to notify the Career Center 24 HOURS IN ADVANCE of the scheduled interview by telephone, 309.438.2200, or in person.

Candidates who cancel an interview with less than 24 hours notification &/or fails to keep the interview appointment without canceling are recorded as a No-Show and will have their eRecruiting account deactivated, which includes any published resumes being withdrawn from resume books. To be reinstated, within TWO BUSINESS DAYS of the missed interview, an appointment must be made with a Career Center professional staff member, or any remaining scheduled interviews will be cancelled. A

"PROFESSIONAL" letter of explanation and apology written to the employer with a stamped business-size envelope (not addressed) MUST be presented to the Career Center professional staff member at the time of the appointment. The Career Center professional staff member will make the determination on your continued use of the services provided by the Career Center. The Career Center Recruiting Manager will then mail the letter to the employer and reinstate the candidate's interviewing privileges and eRecruiting account. The candidate is responsible for re-publishing their resume to any eRecruiting resume books.

No Cancellations After:

4/04/10 @ 8:00 AM

No Schedule Changes After:

4/04/10 @ 9:00 AM



SAVE



Save



[Home](#) | [Profile](#) | [Documents](#) | [Applications](#) | [Calendar](#) | [Mentor Program](#)

[Jobs & Internships](#) | [Employers](#)

• Your Upcoming Events

[View your past events](#)

Details

All of the upcoming events for which you are registered are listed below. Other important dates that are relevant to your upcoming events are listed as well. Click on the event name for detailed information.

Tuesday, March 30

 [Interview](#) - Target 1

TECH 100
185 Student Services Building
(9:00 AM - 9:30 AM)

Career Center Calendar

View the full calendar of events to see what is going on at your school.

• [See the upcoming school calendar](#)

Find a Specific Event:





Preparing for your mock interview

- No show policy
- Research – [Jardogs](#), Discover, Mavidea, ISU IT
- Practice
- Be prepared



How to Blow the Interview

- 40% show up dressed inappropriately
- 29% late for interviews
- 26% don't know much about the company they're interviewing with
- 11% send text messages or use their phones during an interview



Professionalism in the Interview

- Leave phone in the car
- Maintain good eye contact, but don't stare
- Smile frequently, look interested & alert
- Sit with good posture & body positioning
- Have a positive attitude, be respectful
- Answer questions effectively
- Get business cards from all interviewers and follow up

Job offers...or not



Interviewing Tips

Be a Solution

They need

Leaderships skills

Interpersonal skills

Time management skills

Organizational skills

Instructing skills

I have



Common Interview Questions

- [Tell me about yourself.](#)
- What are your strengths & weaknesses?
- Why did you choose IT as your major?
- Where do you see yourself in 5 years?
- Why should we hire you?



Behavior-Based Questions

Tell me about a time when you...

Use **STAR**:

Situation

Task

Action

Result



Be Prepared with Questions

- What are your goals for the next year?
- What are the keys to being successful in this position?
- What are the next steps in the hiring process?
- How might I follow up to review the status of your decision?



Things to Avoid

- Discussing salary
- Bad mouthing current/previous employer
- Gum chewing
- Fidgeting



BUSINESS PROFESSIONAL



LIGHT BUTTON-UP SHIRT

PORTFOLIO

PRESSED SUIT

APPROPRIATE LENGTH SKIRT

POLISHED, CLOSED-TOE SHOES

BUSINESS CASUAL



NATURAL LOOKING MAKEUP

NICE BLOUSE

NO BULKY JEWELRY

BUSINESS PROFESSIONAL



FRESH HAIRCUT

PRESSED SUIT

PORTFOLIO

POLISHED SHOES

BUSINESS CASUAL



CLEAN SHAVEN

BUTTON-UP SHIRT

MATCHING BELT AND SHOES

PRESSED SLACKS

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

NOTE: For Interviews, always choose Business Professional attire.



Dress Tips

Professional Business

For women: skirt/pant suit, blouse or dress shirt, clean, well maintained shoes

For men: suit, dress shirt, tie, clean, well maintained shoes





CAREER CENTER

Illinois State University

Questions?

Beni Towers Kawakita

438-5821

bltower@ilstu.edu

www.CareerCenter.ilstu.edu

Student Services Building, Room 185 Telephone: (309) 438-2200