

HOOS ON THE JOB

INTERVIEWS AND INTERNSHIPS



MAKE SURE YOU HAVE A GOOD HANDSHAKE @virginia.joinhandshake.com

WHAT IS IT?

- Comprehensive recruiting portal for students
- Easy to create a profile and upload your resume
- Benefits:
 - Employers who are specifically targeting UVA students post job/ internship opportunities in Handshake
 - Opportunities for experiential learning
- Great place to start career exploration and professional networking
- Provides access to:
 - career resources
 - job postings
 - on grounds interview schedules
 - counseling appointments
 - career-related events

*** If you need help navigating Handshake, stop by the career center in Bryant Hall at Scott Stadium for a quick tutorial.**

INTERVIEWS

- Use Handshake to schedule a mock interview in the career center in Bryant Hall
- Drop by Career Center office hours to learn how to navigate handshake or meet with a counselor
- When you find a job you like, career center will create questions for the specific job

INTERVIEW TIPS

- Make connections with the interviewer—do you know any common people?
- Ask questions
- Speak in statements—confidence is key
- Dress to impress... know your field when deciding what to wear, but it is better to overdress
- Send a “thank you” note



TESTIMONIALS

“Make sure that your resume is updated and has been checked by someone who has reviewed a lot of resumes, because in most cases, employer’s first impressions comes from that piece of paper. If you are able to get an interview, make sure you prepare by researching the company and come up with questions beforehand. Lastly, and most importantly, if you don’t get the internship, don’t give up. Figure out if you made any mistakes in the process and move forward.”

INTERNSHIPS

- Start applying early...start looking in the fall for a summer internship
- Keep applying! Don’t be discouraged if you don’t get the first internship you apply for.
- Consider interning with companies that you might like to work for in the future

RESOURCES

- Schedule an appointment with a career counselor via Handshake or stop by the Career Center during office hours in Bryant Hall at Scott Stadium (Monday through Friday noon until 5pm)
- Talk to your athletic advisor about visiting the Career Center and upcoming events in the department of career services

¹Delprato, Laura. (2017, April 20) email interview.

²Kennedy, Kelly. (2017, February 25) personal interview.

³Schwarb, A. W. Competing to Get a Job. Retrieved from <http://www.ncaa.org/static/champion/get-a-job/images/Champion-Get-a-Job.pdf>

⁴Jackson, J. “Professionalism.” NCAA.org - The Official Site of the NCAA. N.p., 19 Oct. 2016. Web. 28 Apr. 2017.

