

SITE VISITS

A site visit is an invitation to interview at their site where you will meet several colleagues, observe the work environment, and check out the location. While this does not mean you will automatically receive a job offer, it is a clear indication that the employer has strong interest in you as a candidate. We like to say that you are 50% of the way there!

Your site visit might be a ½ day visit to a local employer or a two day visit to an out-of-state employer involving flight and hotel reservations. Accept this invitation only when you are sincerely interested in the employer and its location. Site visits are time consuming for you and expensive for the employer.

Before the visit

- Clarify the details of the visit – date, location, logistics, interview schedule, appropriate attire.
- Ask how to handle the expenses. Many employers cover all of the expenses.
- Conduct additional research on the employer and their location.
- Review UCC tips for business and dining etiquette.
- Notify faculty if you will miss class.
- Print 10 copies of your resume and store in a professional portfolio or folder. Students who are graduating should add a list of references and an unofficial transcript.
- Bring a sample of your work (writing sample, project summary, drawing) that demonstrates skills of interest, if available. PhD candidates may need to prepare a presentation.
- Do not check your bags if you are taking a flight – save time and reduce the risk of a lost bag.

During the visit

- Ask the hotel for a “wake-up call” (in case the alarm is unreliable). Consider “room service” breakfast to give you extra time.
- Keep in mind that every interaction is a potential interview; treat every employee professionally from the moment you arrive.
- Start the day with your host who arranged the visit. Receive an updated schedule for the visit. Ask any questions you may have.
- Most interviews are 1:1 for 30-60 min. Employers will let you know if different.
- Focus on being friendly, positive, and curious throughout the visit as you meet with different staff members.
- Follow the lead and cues of each interviewer. You are likely to have more technical conversations related to your major or career interest. This can be both exciting and daunting. You are not expected to know everything. Know your limitations and ask questions as appropriate. Your honesty and curiosity is highly valued.
- Look for natural opportunities to match your strengths with their needs.
- Use good judgment. Even when an interviewer becomes casual – you remain professional. This is still an interview.
- Ask for a business card at the end of each interview.
- Take mental notes of the work environment – you will later determine if this is a good match.
- End your visit with your host who arranged the visit. This is a good time to ask any outstanding questions you have. Inquire about the next steps -- and their timeframe for a decision. Offers are not usually extended at this time.

After the visit

- Review your trip and record your impressions.
- Email or send a thank you note to your host within 24 hours.
- Mail expenses to your host within 24 hours. Include a summary with your receipts.
- If you receive an offer:
 - Not interested -- let the employer know immediately
 - (other students are interested)
 - Undecided – ask for the time you need to decide
 - Interested – accept and request a written offer for your records
- Need help with your decision? Consult with your career counselor, 919.515.2396.
- Take time to thank those who have helped you with your search.

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