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# CAREER PLAYBOOK

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An inclusive guidebook for  
Farmer School of Business  
students, navigating all career  
development topics

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FARMER SCHOOL OF BUSINESS  
MIAMI UNIVERSITY



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# INTRODUCTION TO FSB CAREERS

## What is FSB Careers?

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FSB Careers is one of Miami's career exploration offices, and is tailored to Farmer School of Business students' specific needs. We work closely with the Center for Career Exploration and Success (CCES) to help students navigate their career path.

## What do we do?

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FSB Careers focuses on ensuring students are ready to secure a job by the end of their time at Miami, offering services as soon as you arrive at Miami. FSB Careers offers career advising from both Career Advisors and Career Interns. Students can schedule appointments with career advisors who can assist with career exploration, industry search, job/internship strategies, networking, resumes/cover letters, interviewing, and salary negotiation.

## Contact our Career Advisors with Questions

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Associate Director of Career and Professional Development:  
Wil Preston - [prestow@miamioh.edu](mailto:prestow@miamioh.edu)

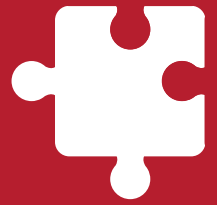
EY Professional Development Advisor - Accountancy:  
Amanda Pyzoha - [shickar@miamioh.edu](mailto:shickar@miamioh.edu)

Associate Director of Graduate Professional Development:  
Isabelle Eaton: [eatonmi@miamioh.edu](mailto:eatonmi@miamioh.edu)

Make Appointments through [Handshake](#) :

- (Career Center --> Appointments --> Schedule a New Appointment --> Select Appointment type, day, time)

# CAREER DEVELOPMENT BENCHMARKS YEAR BY YEAR



## FIRST YEAR

- Attend a Basic Interviewing Skills Workshop, either online or in-person
- Attend both the Fall and Spring Career Fairs
- Create a complete Handshake profile
- Create a complete LinkedIn profile
- Complete an [Informational Interview](#)
- Enroll in BUS 106, BUS 206, or another career exploration course
- Develop your resume (see more information on page #5)
- Join a student organization

## SOPHOMORE YEAR

- Complete a mock interview at the FSB Careers Studio or CCES
- Research study abroad and leadership programs
- Increase your involvement in student organizations
- Participate in at least one Job Shadow
- Meet with an FSB Career advisor to start considering career paths
- Meet with academic advisor to solidify a plan to complete your coursework
- Decide if you are planning on studying abroad or away while at Miami
- Update your resume and remove high school experiences (submit your resume to Handshake)

## JUNIOR YEAR

- Build your network and personal brand paying specific attention to what makes you unique
- Create cover letter
- Connect with others on LinkedIn
- Run for a leadership position or chair in a student organization
- Solidify References - consider past and present employers
- Secure an internship (often through Fall or Spring Career Fair, and/or personal networks)

## SENIOR YEAR

- Consider becoming an FSB ambassador
- Continue involvement in student organizations
- Give back to the community through mentoring
- Secure a full-time job offer paying special attention to your [Recruitment Rights](#) (see more on page 23)

# BUILDING YOUR RESUME: SECTION BY SECTION



## Header

The heading of your resume should provide your contact information to employers, including

- First and Last Name
- Address (optional)
- Phone Number
- Email Address

Keep in mind that adding a link or QR code to your professional website such as LinkedIn has pros and cons. These profiles may give employers a more complete look at your experiences than a resume. However, since this gives employers opportunities to see pictures of you, there is a possible risk of discrimination. Providing your website is a personal choice, but be aware of the pros and cons when deciding.

## Objective

There is no need to include an objective on your resume. It's redundant, takes up valuable space, and employers won't read it. For more information, review this [Vault article](#).

## Education

The education section of your resume is where you should advertise your academic path and achievements. Make sure to include the following items:

- School: Miami University
- Academic School: Farmer School of Business
- Degree: Bachelor of Science in Business
- Majors and minors
- Year of graduation:
  - Accounting majors should include the month they will become CPA eligible
- GPA: We suggest including GPA if it is above a 3.0/4.0.
- Honors or Scholars program, Deans's or President's List, or other awards
- Study abroad experiences



## Professional Experience

This section may have many different names, including professional development, work experience, or any other title you believe fits the experiences you include. This is the place to include past internship and job experiences. The heading of each experience should include the company you worked at, your position, the dates you were there, and the location of the experience. Below this header, include bullet points that describe what you learned from the experience, and how you contributed to the organization. To do this, utilize the following bullet point structure:

**Strong action verb + what you did + the impact you made**

When creating your bullet points, quantify your accomplishments for additional impact.

## Campus Involvement

Show off how you contributed to Miami University through club involvement, leadership positions, on-campus jobs, case competitions, study abroad experiences, or any other significant organizations you have been a part of while at Miami. The heading of each instance of campus involvement should include the name of the organization, the position you held, and the dates of the experience. Utilize the bullet point structure described above to emphasize your impact to the organization.

## Technical Skills

Technical skills should differentiate you from other applicants. These skills could include certifications or software skills that you have mastered.

- Be sure not to include skills that you are not more than proficient in, as this would be a problem when hired if an employer expects you to use them.
- Do not include skills that all students possess (Microsoft Word, Powerpoint, etc.)
- Do not include soft skills such as communication, problem-solving, etc. on your resume. Use your other experiences to tell stories about them in an interview.

## Volunteering

- Listing volunteer experience on your resume demonstrates to employers that you're hard working and involved in your community.
- This can be helpful if you have limited professional experience or campus activities.
- Visit this [article](#) for further information on including volunteer experience in your resume.

## Interests

Interests are not necessary on a resume. However, if you are a first year student or sophomore who does not have enough experiences to fill your resume, you may consider including them near the bottom. Otherwise, they take up valuable space on your resume that could be used to show more impactful reasons you should be considered for an opportunity.

# BUILDING YOUR RESUME: FORMATTING



## BALANCE

When your resume is done, the information should not be heavier on one side of the page. Consider aligning the dates of your experiences on the right side of the page to accomplish this. Additionally, minimize the amount of blank space on your resume. You have limited space to share your experiences, so don't let it go to waste.

## SECTION ORDER

All resumes should begin with a heading section, followed by an education section. After this, you may order your other sections as you see fit. Consider which sections you think an employer would be most interested in and place them in that order. Within each section, experiences should be ordered chronologically or by relevance to the position you're applying for.

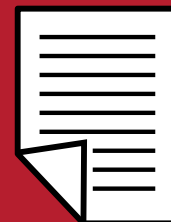
## FONTS

Your font should be easily readable. In general, serif fonts (fonts with "feet" at the bottom of each letter) are seen as the best for quick and easy reading. Do not use any font size below size 11. There is no right way to decide which letters to bold, italicize, or underline, but make sure it is consistent throughout the resume. For example, if you bold or italicize the company/organization names in the professional experience section, do the same in the campus involvement section.

## MAJORS

When deciding how to format your resume, consider if your major and goals for the future are in a creative industry or not. If you are an Accounting, Finance, ISA, SCOM, or Economics major, you will most likely make your resume without colors and graphics. Students who are Marketing, ESP, or HCML majors may consider showing their creative side, possibly with a logo or interesting color scheme. Your resume should reflect who you are and who you wish to be as a professional.

# ADDITIONAL RESUME RESOURCES



- [Center for Career Exploration and Success Resume Guide](#) - an in-depth guide of what to include in your resume and how to design it.
- [List of Action Verbs](#) - use action verbs at beginning of each bullet point for your experiences as described on page 6.
- [VMock Resume Reviews](#) - AI software that reviews resumes and gives suggestions.
- [Handshake Resume Tips](#)

## Resume Section Templates

### STUDENT NAME

#### Current Address:

1101 N. Fisher Dr. ###?? (room?)  
Oxford, OH 47408

uniqueID@miamioh.edu

(###) ###-### (best # to reach you)

#### Permanent Address:

300 N. Cincinnati Ave  
Cincinnati, OH 41073

### EDUCATION

**Miami University, Farmer School of Business** - Oxford, OH

May 2021

Bachelor of Science in Business,

**GPA: 3.44/4.00**

(GPA must be two decimal points, no rounding; 1<sup>st</sup> semester students won't have GPA)

**Major(s) ?** Accountancy, Economics, Information Systems & Analytics, Marketing, etc...?

**Minor: ?** if any ?

- Scholarships, honors, distinction, dean's list, study abroad, etc?
- Scholarships, honors, distinction, dean's list, study abroad, etc?  
(it's okay if you have lots or none)

### EXPERIENCE

**Organization #1 - Location**

Month & Year - Month & Year or Present

*Title of Role/Position*

- Action word, did/doing, learned/learning, results, accomplishments
- Action word, did/doing, learned/learning, results, accomplishments
- Action word, did/doing, learned/learning, results, accomplishments

### STUDENT ORGANIZATIONS/LEADERSHIP

**Organization #1 - Location**

Month & Year - Month & Year or Present

*Title of Role/Position*

- Action word, did/doing, learned/learning, results, accomplishments (okay if more than one line)
- Action word, did/doing, learned/learning, results, accomplishments
- Action word, did/doing, learned/learning, results, accomplishments



# COVER LETTERS



## What is a Cover Letter?

Cover letters are meant to give you a chance to articulate why you would be a good fit for a position. Each cover letter you submit should be tailored to the position and company to which you are applying. If a cover letter is required, it will be specified in the job application or posting.

## General Cover Letter Layout

**Formal Greeting:** Include a return address and the date at the top of the page, followed by the employer's name and address. Then greet the employer with a formal salutation.

**Introduction Paragraph:** Begin by addressing the employer and introducing yourself in the first paragraph. Include general information about yourself, such as your name, school, and major. You should also state the exact position you are applying for, and why you are interested in the company. If applicable, you may include how you were referred to the position.

**Body Paragraphs:** The second and third paragraphs should each discuss a reason the company should hire you. Go through job requirements on the posting, and find 2-3 requirements you meet. Use past experiences to show that you embody that characteristic. For example, if the job requires leadership skills, use a past leadership experience to explain why you are qualified.

**Closing:** Finish your letter with a complementary closing. Provide a statement to show how you would add value to the organization (consider including additional strengths or skill sets that you have not already included in the body of your paragraph but still align to the job description). Thank the company for their time and consideration, and express your interest to be further considered with an interview. Also provide an example to show that you've done your research about the company/position. Write a closing statement that focuses on what you can do for the organization, and not what they can do for you. Include your contact information (email and phone number), and remember to print and sign your name.

### **Technical Aspects**

- Your letter should follow the principles of proper English and effective business communication. It is best to be straightforward and concise.
- Letter should be no more than one page long.
- Include keywords from the job description to match with HR keyword search software.

## Resources

- **CCES Cover Letter Guide:** This provides an in-depth guide to the format and content of cover letters. It also includes examples.
- Consult your textbook from BUS 102. This provides guidance for business-specific cover letters, as well as examples. You also may have notes saved from this class that discuss the mechanics of writing cover letters as it is a part of the class curriculum.

# CAREER DEVELOPMENT OPPORTUNITIES



## INTERNSHIPS

Getting an internship is a great way to gain experience and explore an industry of your choice. Students should strive to complete at least one internship during their time at Miami. Visit the Job Searching section of this playbook for advice on how to find one. Internships are most commonly completed during the summer after a student's junior year. Sophomores should consider seeking out leadership programs, as they are typically pipelines that employers use to consider junior candidates for positions.

## SUMMER JOBS

These experiences (retail, construction, etc.) often provide great leadership and communication skills that will help students secure an internship in the future. This is a common way to continue developing your resume over the summer, especially during the summer after your first and sophomore year when internships can be hard to find.

## ON-CAMPUS JOBS

On-campus jobs show an employer that you have excellent time management skills. They may also allow students to connect with faculty and professionals that can help during their job search.

## VOLUNTEER WORK

Including volunteer experience on a resume demonstrates that you are passionate and have a positive attitude. Volunteer work can also show that you have required skills and are motivated by things other than money, and that you're willing to help others. These qualities can be attractive attributes for employers.

## LEADERSHIP PROGRAMS

While internships may be hard for first and second year students to secure, many large companies offer summer leadership programs for younger students that are looking to gain exposure and experience. These programs typically last 1-2 weeks, and help students gain technical and professional skills. Participating in a leadership program can also make it easier for a student to secure an internship with that company later on. These programs are especially useful in the accounting and finance fields.

## STUDYING ABROAD

Study Abroad experiences allow a student to step outside of their comfort zone and become a more adaptive individual. They also promote cultural awareness and diversity - something all employers want their candidates to exhibit. FSB students can study abroad through the [Miami University Global Initiatives Office](#), or through a variety of [FSB Global Studies programs](#). These programs vary in length, and are offered throughout the year. If being gone from campus for a long period of time does not suit a student, they might consider a much shorter study away program. FSB students also have the opportunity to participate in the [China Business Program](#), which includes a study abroad experience in China.

## STUDENT ORGANIZATIONS

FSB students have the opportunity to join student organizations, including 25 different [Business Organizations \(B-Orgs\)](#) and five Business Honorary Societies. These opportunities help students become dynamic leaders, great communicators, skilled collaborators and bold visionaries. They also provide exposure to companies who often hold events specifically for students involved in them. View these organizations to find some you might be interested in, and sign up for them at "Meet the B-Orgs" hosted at the beginning of each semester.

# CAREER EXPLORATION



## 1. Where To Start

To begin searching for a potential career, consider the following questions

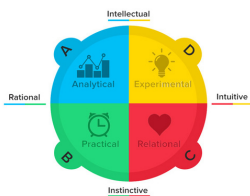


- What do you like to do?
- What is your favorite class?
- What interests you?
- What skills do you have?

The best career option for you is a combination of what you love, what you are good at, and what the world needs. Consider reflecting on your VIPS- Values, Interests, Personality/Passion and Skills. How do your VIPS align to a specific industry, position or organization?

## 2. Utilize Personality Assessments

Completing the following personality test can help you gauge your interests, skills, personality, and gain insight into careers that might suit you.



**HBDI:** Taken during the First Year Integrated Core. Gives insights towards how you think and work in a group



**Enneagram:** Personality assessment that categorizes your traits into one of nine personality types.



**Focus 2 Assessment:** Provides insights regarding one's personality, skills, values, and leisure preferences.



**Clifton Strengths Assessment:** Discover your natural talents, how they impact you, and how to develop them.

### 3. Career Clusters

Research opportunities based on [career clusters](#): allow you to focus your professional interests while you explore similar careers within broad industry categories.

Clusters group together common occupations that fall within broad career sectors.



### 4. What Can I Do With This Major?

Visit this [site](#) to figure out different opportunities and industries that align with your current major. If you see nothing of interest, try viewing other majors and find something that fits your personality, skills, and interests.

### 5. Take BUS 206

BUS 206 is a career exploration class offered by FSB Careers. This class assists students in exploring careers available post-graduation. It also provides opportunities for professional development, such as resume, LinkedIn, and Handshake profile guidance. Faculty members from all majors also visit the class to provide more in-depth knowledge about the major and career options.

### 6. Job Shadows

Job shadowing allows a student to view a potential career path in action. An alternative to a physical job shadow is interviewing an alumni or someone in your network who currently works in your field of interest.

### 7. Join a Student Organization

Joining a student organization can allow you to learn more about fields like investment banking, consulting, real estate, and more. It may also allow students the opportunity to meet or hear from companies in that industry.



# JOB SEARCHING: CAREER FAIR AND HOW TO PREPARE



## Route through the Fair

**Physical Fair:** Decide which companies you are interested in talking to. Companies are found on Handshake under the Career Fair event. You should then find where these companies will be located in Millet during Career Fair, and prepare which route you want to take when talking to them. Even though Career Fair can last a few hours, you may find it difficult to fit all the employers you would like to talk to in the allotted time if you don't have a strategy for getting to them.

**Virtual Fair:** When participating in a virtual career fair, you won't be walking around visiting employer booths. You will likely have a pre-scheduled list of slots with employers you signed up to meet with. While you will not need to plan a physical route, it is important to be aware of when you are talking to which employer so you can be prepared and on time.

## Research Companies

Figure out the specific positions and locations you would like to apply for, and take notes on them so you can refresh your memory before talking with recruiters. Prepare any questions you may have about the company. Consider asking about specific roles, responsibilities, or the culture of the company.

## Apply Beforehand & Bring Resumes

You should apply to the positions you are interested in both on handshake and on the company website before Career Fair. Employers will most likely ask you if you have, and this will show them you are dedicated to getting the position. You should also come to Career Fair with copies of your resume ready. Consider other items you may want with you, such as a pen and notes you have taken.

## Elevator Pitch

A good elevator pitch will include your name, major, year in school, and activities you are involved in. You should share what you are most proud of, and explain what you can contribute to their organization. Using your interests and strengths, convey your interest in the role and organization and bring in skill sets that align to the internship or job you are interested in. The most common question a recruiter will ask you is to tell them about yourself. Make sure you have something prepared to tell them!

# JOB SEARCHING: CAREER FAIR & REGISTRATION



## Confidence

The recruiters are excited to talk to you, and you should be excited as well! Be confident in your abilities and try to develop a connection with the employers you network with prior to attending career fairs.

## Registering for Virtual Career Fair

Virtual Career Fairs through Miami University occur using the Handshake platform. To begin, you must register for the fair through the events tab and then schedule either group sessions or one on one sessions with employers. Watch this [two-minute](#) video for a step-by-step guide on registration.

## Get Business Cards

After you finish talking with an employer, make sure to get their business card so you can get in touch with them afterwards. If you are participating in a virtual career fair, ask for the recruiter's email at the beginning of the session. This will allow you to send a follow-up email or connect with them if there are technological issues.

## Additional Career Fair Resources

- [40 Minute Webinar](#) discussing how students navigated the virtual career fair in Fall of 2020, and tips for planning for future virtual career fairs.
- [Virtual Career Fair FAQ's](#) from CCES
- Practice online communication and interviewing using [Big Interview](#)
- [Four Minute Video](#) - An employer perspective with Ryan Fox
- [Introduction to In-Person Career Fairs](#)

# JOB SEARCHING: CAREER FAIR FOLLOW-UP



## Follow Recruiter Advice

If a recruiter told you there was something else you needed to do to apply, such as an additional application or personality quiz, complete it ASAP!

## Reach Out to Recruiter

Use the business cards you collected during career fair to follow up with recruiters. Send them an email thanking them for their time and further express your interest in their company.

## Stay Connected

Make sure to constantly check your email or phone for messages from recruiters you talked to or for responses to your applications. If you receive an invitation to interview, be sure to respond as quickly as possible.



# USING HANDSHAKE



Handshake is the platform Miami University uses to connect employers with potential candidates. It allows students to apply, obtain internship and job opportunities, message recruiters, and more. Miami also uses Handshake as the platform for virtual career fairs.

Tips	Actions
<b>Customize Your Profile</b>	<p>It is important that your Handshake account is updated and shows your past experiences to draw the interest of employers. Make sure that your school year and major are correct, as well as your GPA. Students have access to change their profile details, with the exception of their GPA, which is run through BannerWeb.</p>
<b>Use Filter Option When Searching</b>	<p>When searching for a job, Handshake filters can help you narrow down your search results to find something you are truly interested in. You can filter by location, industry, major, full or part time, and more. You can also look up specific companies or job titles if that suits your search better.</p>
<b>First and Second Year Opportunities</b>	<p>Another great usage of handshake is to apply for Leadership Programs. These programs typically run for a few days through the summer. Many recruiters use leadership programs as a pipeline to hire interns after their junior year.</p>
<b>Apply both on Handshake &amp; Company Website</b>	<p>When you find an interesting position on Handshake, most employers will have a Handshake application to complete. Read carefully and see what else is required to apply. Many companies will link a required external site application as well.</p>
<b>Check Your Messages</b>	<p>Check your Messages: Employers will often email students to notify them of potential experiences if they appear to match the student's qualifications. Make sure to keep an eye out for these messages and turn on your notifications.</p>

# INTERVIEWING PROCESS



## Overview

Employment interviewing is a focused, goal-oriented exchange of information between two or more people. Having an impressive resume and cover letter is extremely important and can help land you the interview; however, the interview itself is typically the most significant aspect of the employment process. This is why it is extremely important to prepare for your interview to ensure that it goes well and you leave a lasting impression.

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## Roles in an Interview

Regardless of the type of interview, both interviewer and interviewee will have dual roles. Not only will you present yourself and your qualifications, you will evaluate whether or not you would consider working in the organization based on information and impressions you acquire in the interview. At the same time, the interviewer will try to discern your potential as an employee, as well as presenting their organization in an informative and appealing manner.

## Interview Process

The interview process will undoubtedly involve an in-person interview where you meet with one or more interviewers/employees from the organization. Prior to the face-to-face interview, there is a good chance you may participate in either a video/Skype interview or a phone interview, sometimes both. Remember, the outcome of a phone or video interview is the same as an in-person interview - a decision will be made about whether you will proceed to the next phase of the interview process. Therefore, you want to make sure you research the employer, develop appropriate questions for the interviewer, and be prepared to answer the “typical” types of interview questions.



# IN-PERSON VS. ONLINE INTERVIEWS



## In-Person Interviews

As the name implies, an in person interview involves face to face contact between the interviewee and the interviewer. This is the most traditional approach to interviewing. You'll usually be interviewed by your would-be manager who is ultimately trying to get enough information to make an evaluation on your attitude and ability to perform in the role.

### Do's



- Make eye contact with interviewer
- Ask specific questions regarding the role, company culture, etc.
- Arrive early and know the details of how to reach the exact location

### Don'ts



- Fidget excessively, such as tapping your foot
- Make negative comments about previous employers or professors



## Online Interviews

Video interviewing is a convenient and cost-effective alternative to the traditional in-person interview for potential employees. However, there are format-specific elements that students and new graduates need to understand and consider when preparing for a video interview. Here are some recommendations for preparing specifically for video interviews:

### Do's



- Understand the technology, including audio and video controls
- Consider the interview environment and ensure it is professional
- Test settings, connection, and your video image beforehand
- Dress professionally
- Discuss plan B with interviewer in case of disconnection

### Don'ts



- Look at your picture and not the camera lens
- Allow for loud roommates, pets, or alarms to disrupt the interview
- Multi-task in another browser
- Forget to follow-up!
- Treat the interview as casual because of the platform

# CASE INTERVIEWS



A case interview is a job interview in which the applicant is presented with a challenging business scenario that they must evaluate and propose a solution to. These interviews are designed to test the candidate's analytical skills and "soft" skills within a realistic business context. The interviewer is not looking for a "correct" answer but for an understanding of how the applicant thinks and approaches problems.



## Which Skills Should You Focus On

- Numerical and verbal reasoning skills
- Communication and presentation skills
- Business skills and commercial awareness

## Resources for Case-Based Interviews

[Vault Sample Interview Questions for Case-Based Interviews](#)

[BCG - Consultant Interview](#)

[McKinsey & Company - Interviewing](#)

[Bain Case Interview Preparation](#)

## Big Interview Practice

1. Login to [Big Interview](#) using your Miami credentials
2. At the top of your dashboard click "Practice"
3. Choose "Practice Interviews"
4. Click on "Industry" in the top row
5. Scroll down to "Management Consulting"
6. Choose "Case Interview"



# BASIC INTERVIEWING PREPARATION

## KNOW YOURSELF



Are your interests consistent with the general career area and this specific job? What are your employable skills and how do they correspond with this position? Is this opportunity compatible with your work values?

## KNOW THE ORGANIZATION



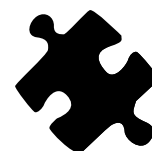
It is expected for you to have knowledge of the organization, its products or services, locations, and needs. Be especially conscientious about researching the organization through printed materials and online, including LinkedIn, company websites, and other social media forums. The more you know about the organization, the industry it represents, the position under consideration, and how all this relates to your own career goals, the more effective you will be. A lack of knowledge of the organization could greatly hurt your chances of being hired.

## DEFINE YOUR GOALS



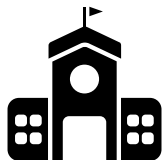
Employers look favorably upon candidates who have specific and well-defined career goals. Knowing what you want to do is difficult, but you will do well in an interview to start on a specific note. For example, you may say to an interviewer, “I am particularly interested in a sales representative position with your company. Eventually, I would like to advance to a sales management position.” Many mistakenly believe that the more general they are about what they want to do, the better their chances of getting a job.

## CONSIDER YOUR FIT



Continue the interview preparation process by considering your interests, values, skills, and needs in relation to the specific job you are pursuing. How does this position fit in with your long-range goals? Your task is to help the employer become as well-informed about your attributes and goals as you are. The better you relate your career interests and qualifications to the employer’s needs, the more successful you will be. The employer will know what you can do for them.

# ON-CAMPUS AND SOLO INTERVIEWING RESOURCES



## On-Campus Preparation

### Mock Interviews during FSB Careers Drop-Ins

Mock interviews are peer-based 10 minute behavioral interviews conducted by our trained career interns. Visit the [FSB careers website](#) for information about drop in hours. The focus of these mock interviews is to practice answering interview questions and implementing context, action and results (CAR) method.

### Mock Interviews by [Appointment](#) in CCES

CCES mock interviews are similar to the ones conducted by FSB Careers, with an emphasized focus on imitating the professional environment. They are approximately 30 minutes - one hour long.

### Basic Interviewing Skills Workshop (found on [Handshake under Events](#))

To interview on campus, students must complete the Basic Interviewing Skills Workshop. FSB hosts synchronous and asynchronous options that cover the best practices of interviewing.



## Solo Preparation

### [Big Interview](#)

Utilize Big Interview to practice answering industry-specific interview questions. It is especially useful for video interviews, as you can record your answers and review them.

### [Prepare Questions](#)

Prepare questions to ask in your interview. Questions can show interviewers that you have taken the time to research their company and are interested in learning more.



## Additional Resources

### Review the [CAR Method](#)

Know how to use CAR method for answering behavioral interview questions.

### Review Interviewing [Best-Practices](#)

Brush up on common suggestions for interviewing etiquette

# ACCEPTING A POSITION: SALARY NEGOTIATION



## Overview

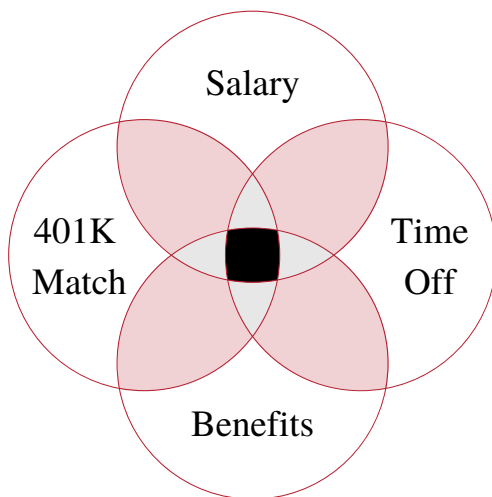
Do not accept an offer immediately. Ask for an appropriate amount of time to review the information given and remember your recruitment rights (you might have more time than you think to consider). When negotiating salary, it is important to be prepared and give a reason regarding why you believe your salary should be higher. Utilize the following websites to explore salary data for positions in your industry, location, qualifications, and other criteria.

1. [Glassdoor](#)

2. [Payscale](#)

3. [NerdWallet Cost of Living Calculator](#)

## Consider the Offer as a Whole



Often, the benefits, signing bonus, 401K matching, or paid time off can increase the value of a job offer. Make sure you are considering these aspects, and not only looking at the salary offered

## Additional Advice

- Contact career advisors before negotiating your salary. They will be able to help you get an idea of what salary you should be negotiating towards, and give you further advice on how to proceed
- Always negotiate over the phone to avoid your message being perceived incorrectly over email.
- Internship wages are going to be relatively non-negotiable.



# FSB RECRUITMENT RIGHTS: INTERNSHIP & JOB OFFER POLICY



Students should have a reasonable amount of time to consider offers from employers. Therefore, employers recruiting at Miami University and with the Farmer School of Business are expected to adhere to the following dates for offers. These [Recruitment Rights](#) apply to any Miami student regardless of the recruitment method.

## Offer Deadlines

- Converting Internships to full-time positions: Offers to remain open until October 15.
- FT or Internship offers during fall recruiting: Offer to remain open until Oct 31 or three weeks, whichever is longer.
- FT or Internship offers during spring recruiting: Offer to remain open until Feb 28 or three weeks, whichever is longer.
- Please contact FSB Careers if you receive an offer that does not adhere to the above dates. We will assist in ensuring you have an acceptable amount of time to consider your offer.

## Reneging on an Offer

The Farmer School of Business prohibits any student from reneging on an accepted job/internship offer. To renege is to accept a new internship/job offer after already committing to a previous internship/job, or simply reneging on a job after you have already verbally committed.

A student that accepts any offer shall withdraw from the hiring process for any other position. A student that fails to withdraw, continues to solicit another position, or reneges on a previously accepted position, shall be denied future services from the Center for Career Exploration and Success and barred from future on-campus recruiting until such time that the Farmer School Dean, or his or her designee, in their discretion, removes such ban. A student that violates this policy shall also be referred to his or her departmental chair(s) for consideration of additional sanctions at the discretion of the department chair(s).

## Rescinded Offers

Employers should not rescind internship or job offers made to students. Should this occur, please contact the FSB Career and Professional Development office so we can address the issue with the employer and assist you in next steps in your career.

# NETWORKING IN FSB



## Online Platforms

Your online profiles should match your personal brand and remain updated. Consider using the following online platforms to network effectively.

1. [LinkedIn](#)
  2. LinkedIn Alumni Tool
  3. [Handshake](#)
- Watch the following [LinkedIn Networking Tutorial](#) as a starting point.
  - Watch the short [Miami Alumni Connect video](#) and create a Miami Alumni Connect account and profile.
  - Review the [Miami Alumni Association Chapters](#), and consider connecting with your closest chapter members on Linked-In.

## FSB Resources

Professors: have valuable experience and connections that may aid in your job search.

FSB Tables: Employer's often visit the lobby of FSB to search for perspective employees.

B-Orgs: Host networking events and mini career fairs for their members

## Extended Network

Consider asking family members or friends for connections outside of your school and professional network. This can be great for [informational interviewing](#) purposes. These are possible [informational interviewing questions](#) to aid in your search for career/industry knowledge