

## RECRUITING FROM ABROAD

### FIND AN INTERNSHIP FROM THOUSANDS OF MILES AWAY

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#### BEFORE YOU LEAVE

- Before you leave campus, attend all the employer information sessions for companies that interest you, even if they are geared towards full-time recruiting.
- Introduce yourself to the recruiter and explain your situation. Ask if they have any specific policies for students who apply from abroad.
- When you write your cover letter, always explain which country you are studying in, what the time zone difference is, and how to best reach you.

#### PHONE INTERVIEWS

- When scheduling an interview, always list your availability in the time zone where the employer is located. If the time zone difference prevents you from interviewing during certain times, alert the employer as soon as possible to avoid scheduling an interview at 4:00 in the morning.
- Most interviewers have difficulty dialing international numbers. If you have an international number, ask the employer to set up a conference call. Dial into the conference call using one of the international dial-in numbers from your foreign phone. If the employer only has an American dial-in number, you can make toll-free calls to American numbers through Skype.
- When talking on the phone, use either headphones with a built-in microphone or a Bluetooth headset so your hands are free to write down any notes or questions.
- Most people sound more monotone over the phone than they do in person. Go out of your way to sound friendly and engaging by varying the pitch of your voice. If possible, request a video interview so you can take advantage of different types of nonverbal communication.

#### VIDEO INTERVIEWS

- If the employer schedules a video interview, ask them to set up a conference call simultaneously. If both people mute the video microphone and talk through the conference call, the interview audio will never be affected by a poor internet connection.
- In order to simulate eye contact, look directly at the webcam, not the interviewer's eyes on your screen. Minimize the window to encourage yourself to look exclusively at the webcam.
- If the employer has international offices, consider offering to come to their local office if they are more comfortable using their own video equipment or want a more secure connection.