Office Visits

On most occasions, the first interview serves as an initial screening and the site visit is where the job is secured or lost. Therefore, it is crucial that you prepare for the on-site visit. Specifically, if you will be traveling out of town, there are many logistical factors that you will need to take into consideration prior to visiting the employer's facility. The following information covers many aspects of the office visit that you will want to consider regarding your office visit. Review the Interviewing Techniques guide to prepare for any onsite interviews you will have.

Preparing for Office Visits

- Many recruiters will send you an itinerary of the events scheduled for the visit, which can be one or two days.
- Confirm in advance who is responsible for making the travel arrangements.
- If you don't receive any information from the employer, call them well before your visit to confirm all arrangements and ensure a successful visit.
- DO NOT try to combine this office visit with a trip to see another employer.

The Day Before

- Confirm appointment with the employer.
- Confirm transportation and attire are ready. If you are driving your own car, make sure the gas tank is full and the tires have air.
- Get plenty of rest. Your energy, enthusiasm, and confidence level matter a lot!
- Be prepared to sell yourself one-on-one and in group interviews or to a number of people (peers, administrative staff, human resources personnel, vice presidents, etc.).
- In short, play it safe!

The Day Of

- Arrive early but not too early. If you are more than 10-15 minutes early, wait in your car or a nearby coffee shop, and stay aware of the time.
- Be courteous and polite to the administrative staff.
- Sell yourself at every opportunity.
- Be conscious of how you carry yourself; demonstrate good body language.
- Bring extra copies of your resume, transcript, and references.
- Bring a padfolio or other similar carrying case and avoid file folders, large envelopes, and backpacks. Have a legal pad and pen ready to take notes.
- Always dress conservatively. If you are unsure of the attire requirements, ask beforehand.
- Thank each person before leaving the room.
- Write down the names and titles of people you meet or ask for their business cards.
- Close the interview on a positive note. Let them know you want this job!
- Pace yourself so that you are not showing exhaustion by the end of the day.
- Remember that you are interviewing the employer as much as they are interviewing you. Have fun!
- Type thank you emails on the plane ride home or the next day and send within 24 hours.
  The fresher the event, the more personal the note!
Travel Tips

Use the following information to prepare for and complete office visits that require travel.

Meals
- If possible, find out who will be in attendance.
- Order something that is easy to eat and does not make a mess.
- DO NOT order the most expensive meal on the menu or consume alcohol.
- If you will be having dinner with company representatives, confirm the specifics (e.g., dress code, location, time, transportation, etc.).
- If you are unclear about the dress code and cannot get clarification, choose business professional attire.
- ALWAYS demonstrate proper manners at the table.

Expenses & Reimbursements
- Determine who pays for expenses; most employers cover expenses.
- Clarify cost and reimbursement procedures (e.g., car, gas, travel, taxi, parking, etc.).
- Keep and clearly label all necessary receipts and keep a copy for your records.
- Don’t forget to include parking with your expenses.
- Have extra cash on hand for the taxi driver, tips, parking, and other contingencies or emergencies.
- Bring a major credit card and a driver’s license if renting a car.
- Do not run up a bill on room service, movies, alcoholic beverages, etc.
- Reasonable expenses include the basics of travel, lodging, and meals.

Logistics
- Avoid checking your luggage if possible.
- If it is an overnight trip, call the hotel ahead of time to inquire if they have an iron you can use; if not, bring your own travel iron and be sure to unpack and hang up your suit as soon as you arrive.
- If it is a day trip, either travel in your suit (minus the jacket) or go business casual if you will have plenty of time to change before the interview.
- Regardless of the situation, dress appropriately; you never know who will meet you at the airport.
- Confirm transportation arrangements (to/from airport, hotel, and company).
- Have the hotel and taxi/shuttle names, phone numbers, and addresses with you. Bring print outs in case of spotty cell service.
- Be aware of check-in and check-out times at the hotel. Do you need to bring your luggage to the site visit with you?
- Check for messages and packages at the front desk when you are checking in.

How to Fold a Blazer
If you do not have a garment bag and need to travel with your suit, use the following technique to fold your suit jacket or blazer to minimize wrinkles and protect the outer fabric while en route.

1. Turn the right shoulder inside out, leaving the sleeve as is.
2. Tuck the left shoulder into the right shoulder.
3. Fold over at the waist.
4. Your blazer is ready to be packed.

[Adapted from: http://www.realsimple.com/beauty-fashion/folding-clothes-0/hold-blazer]