

Robert R. McComsey Career Development Center



GUIDE TO ON-CAMPUS RECRUITING

Alfred University
Alfred, NY 14802

Phone: 607-871-2164
Fax: 607-871-2791
www.alfred.edu/cdc - cdc@alfred.edu

*Hours: 8:30-4:30 Monday-Friday
Walk-in hours: 1:00-4:30 Tues., Wed., and Thurs.*

What is On-Campus Recruiting?

The On-Campus Recruiting program at Alfred University gives students the opportunity to interview for jobs without leaving campus. This makes the whole process easier, because students do not need to worry about the cost or hassle of making travel arrangements.

Which students should participate?

The most opportunities for campus recruiting are for engineering, business, and accounting. Not all industries use campus recruiting as a way to hire; it depends on the job market, the company's recruiting budget, and the degree to which Alfred is recognized as a primary source of entry level candidates in each career field.

How do I find out when a company is going to be on campus, and submit my resume?

Through the CDC's website at <http://www.alfred.edu/cdc/> you can view the employers coming to campus, submit your resume for their consideration, see if you are selected for an interview, and sign up for your interview time. Here's how:

- On our website, click "Student or Alumni Login" in the Saxon JobLink area. Log on as instructed. If you have forgotten your password, email cdc@alfred.edu and we will send it to you.
- It is important for you to upload a resume on Saxon JobLink. You will not be able to sign up for any On-Campus Recruiting Interviews, Employer-In-Residence, or participate in Resume Collections without a resume on the system.
- Click on the "Documents" tab and then click on "Add New" and upload your resume per the instructions.
- After uploading your resume click on "Home"
- Now click on "Campus Interviews I Qualify For"
- Click on the underlined job title to view the details the company has provided about the job. You will notice, on the right, a section that states your application status and also the schedule details.
- In the Application Status area you can highlight the resume you would like to use for this On-Campus Recruiting event and then click on "Submit."
- Your resume will be sent to the employer the next business day following the deadline post.

How does the selection process work?

When the deadline for resume submission has been reached, the Recruiting Coordinator will create an electronic resume book with all the resumes that have been submitted. This electronic resume book is then sent directly to the employer/recruiter. Things to remember regarding the selection process:

- All employers/recruiters that come to Alfred University for interviews are required to sign an Equal Opportunity Policy.
- The McComsey Career Development Center presents all resumes to employers/recruiters on an equal basis and has no input in the selection process.
- Employers/recruiters are encouraged to provide a list of alternates in the event not all the selected candidates accept their invitation.

If selected, how do I sign up for an interview?

- When the company selects you for an interview, you will receive an email notification. The email will be sent to the address that you designate in your Saxon JobLink student registration.
- Access Saxon JobLink again and click on "Interviews" or "Pending Campus Interviews." Follow the instructions on Saxon JobLink.
- If you do not want to interview any more, you still need to go in and decline your offer, so we can let the company know.
- In the event you fail to meet the deadline to accept or decline an interview invitation, you may be required to write a letter of apology to the recruiter.

Which other ways can I find out who is recruiting?

An email will be sent out for each campus recruiting event, to the appropriate group via your preferred email account as listed on the Saxon JobLink registration section. Faculty will also be notified. On some occasions, you will also receive reminders about upcoming recruiting dates you have signed up for, but please do not use email reminders as your only way of checking. The website will be available 24 hours a day for access to your interview schedule and all information sessions.

What about information sessions?

Occasionally, our companies schedule information sessions the night before their recruiting date. Each email that comes out to notify you of a campus recruiting event will have information about the time, date, and location of the information session. You can also check by going to Saxon JobLink. Unless specifically noted, ALL INTERESTED STUDENTS are welcome to attend the information session – not just those who will be interviewing. Dress is business casual; dressing up is fine, but khakis and a nice shirt are fine, too.

Employers do notice who attends their information sessions.

How do the interviews work?

- Plan to arrive at least ten minutes early.
- Although the recruiter will have already seen your online resume, please bring at least one paper copy of your resume to the interview. Also consider bringing a transcript, even if it has not specifically been requested.
- When you arrive for your interview, please let the person at the front desk know you have arrived. The recruiter will come and get you when he or she is ready.
- You are expected to dress appropriately for a job interview. In most cases, a suit is a safe bet. Please ask a counselor at the CDC if you have any questions. You can also reference our "Dress for Success" handout.
- Interview skills: Many of the companies that interview here ask us about how students are being prepared for interviews. Most of them indicate they expect

students to have attended some kind of interviewing skills instruction. The Career Development Center offers our "Interviewing Skills" handout available at the Resource Area and online. Students can also schedule mock interviews with a counselor/advisor in the Career Development Center to receive individualized help with their interviewing skills. Practice interviewing using video camera feedback and one-on-one interview assistance is always available. Call 607-871-2164 for an appointment.

- The biggest complaint our recruiters have is lack of research of their company. Please be prepared for the question: "What do you know about our company?" Some companies will give us literature ahead of time for your review - which will be available in the Recruiting Coordinator's area of the CDC - but some will leave you to find the information on your own. Regardless, you are expected to research. Most companies will have a website, and will want you to look at it ahead of time.

Campus Recruiting Policy

Alfred University provides Career Development services to all students, graduates, and alumni on an equal opportunity basis. We do not knowingly provide any CDC services to persons, firms, agencies, or organizations that discriminate in their selection of candidates or employment on the basis of race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, marital, parental, veteran status, or other prejudices. All employers are required to sign an Equal Employment Opportunity Policy, or provide the Career Development Center with a copy of their policy. Specific policies regarding third party and entrepreneurial recruiters can be found on our website.

No show/Cancellation Policy

The McComsey Career Development Center works hard to optimize opportunities for students to have on-campus interviews available and to maintain strong relationships with recruiters. If a student cancels or does not show for an accepted interview time, he or she will be required to write a letter of apology to the individual recruiter. The student will give the letter of apology to the Recruiting Coordinator and it will be forwarded directly to the employer/recruiter. No further on-campus interviews will be allowed until the letter has been received.

In the event of a second missed interview by any one student, another letter of apology will be required. That student will not be permitted to participate in any further on-campus recruiting.

Related Career Development Center Publications

- "Dress for Success"
- "Interviewing Skills"
- "Guide to the Company Visit"
- "Negotiating Salary and Evaluating Job Offers"