

# Alfred University

*McComsey Career Development Center*

## **GUIDE TO ON-CAMPUS RECRUITING**

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CDC Recruiting Coordinator phone number: 607-871-2426, or call x2164

Email: [CDC@alfred.edu](mailto:CDC@alfred.edu)

Web: <http://www.alfred.edu/cdc/>

### **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 don't need to worry about the cost or hassle of making travel arrangements.

### **Which students should participate?**

The most opportunities for campus recruiting will be for engineering, business, graphic design and liberal arts majors. 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 that are 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/Alumni Login" in the Saxon JobLink area. Log on as instructed. If you have forgotten your password, email [cdc@alfred.edu](mailto:cdc@alfred.edu) and we will send it to you.
- Click "Search Campus Recruiting Visits, Resume Collections, and Employer-In-Residence Visits"
- **Scroll down to the bottom menus** and click on your major to see which companies would like to interview you. To be sure you don't miss anything, select "View All". If you'd like, you can also use the top menus to search by a company name, interview date range, or Event ID. If you're searching for a specific company, use the first few letters and the @ sign; i.e. Corning@
- The listings will be in date order. Click on the underlined job title to view the details the company has provided about the job. You will notice, on the right, a box that says either "Resume Submission" (meaning they will prescreen resumes and select students), or "Open Signup Now" (which means they will **not** prescreen resumes.)
- If there is a Resume Submission date, you need to go into the job listing, scroll to the bottom, and click "Attach Resume". You may select the resume you want attached.
- If it says "Open Signup Now", you still need to open the job posting and scroll to the bottom, but instead of attaching a resume, just click "Sign Up". You will then be able to select your time slot. Your default resume will automatically be attached.

### **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 from the CDC Recruiting Coordinator. The email will be sent to the address that you designate in your Saxon JobLink student registration.
- Access Saxon JobLink again and click on “See Your Invites”. Click on the blue, underlined job description and select either “Accept” or “Decline”. If you accept, you will be able to select the time slot you want.
- If you don’t 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’s 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’ve 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?**

About a third of 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 and clicking “Search Company Information Sessions”. Or, you can go to “Search On-Campus Recruiting” and click on the job title. At the bottom, there will be information about the info session if one has been scheduled. Unless specifically noted, ALL INTERESTED STUDENTS are welcome to attend the information session – not just those who will be interviewing. Dress is business casual (meaning that dressing up is fine, but khakis and a nice shirt is fine too). **Employers do notice who attends their information sessions.**

### **How do the interviews work?**

- Plan to arrive about ten minutes early.
- Although the recruiter will have already seen your web (online) resume, please bring a paper copy of your resume to the interview. Consider also 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’re here. 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” publication.
- Interview skills: Many of the companies that interview here ask us about how students are being prepared for interviews. Most of them indicate that they expect students to have attended some kind of interviewing skills instruction. The Career Development Center offers a series of workshops each semester that you can attend, along with our “Interviewing Skills” handout available at the Resource Area. Students can also schedule practice interviews with a counselor 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 #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, they still expect that you'll have researched. Most companies will have a website; and they 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, or 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 military, 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 no shows 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 and 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"