

Haverford College

ONLINE RECRUITING TUTORIAL

Center for Career and Professional Advising

Online Recruiting Tutorial

- This **online tutorial** will provide you with essential information for getting started with the Recruiting Program.
- You will need to complete this **Online Recruiting Tutorial** in order to participate in job applications with on-campus interviews or resume referrals.

Online Recruiting Tutorial

- You will learn about:
 - ▣ Introduction to the CCPA
 - ▣ What is CareerConnect?
 - ▣ Job Search Tips
 - ▣ Recruiting Program Overview
 - ▣ Guidelines & Ethics
 - ▣ Essential How To's

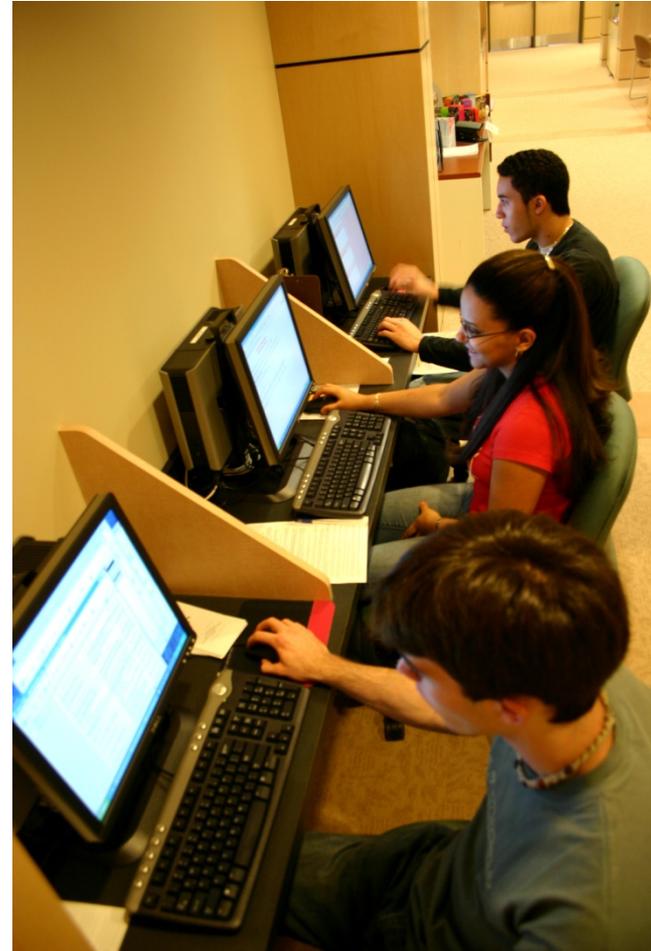


Introduction to the CCPA



Introduction to the CCPA

- The Center for Career and Professional Development is here to assist you with career exploration, networking, outreach to employers and professional growth for students and alumnae/i.



The Center for Career and Professional Advising (CCPA)

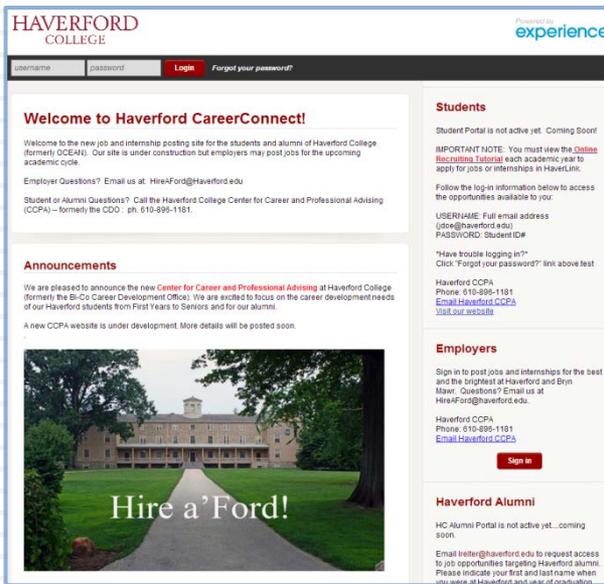
The CCPA offers

- ❑ Individual and group career counseling
- ❑ Resume and Cover Letter Critiques
- ❑ Peer Advisors
- ❑ Online Resources
- ❑ Recruiting Program
- ❑ Career Networking



What is CareerConnect?

CareerConnect is your ticket to online recruiting services just for Haverford students and alumni.



The screenshot shows the Haverford CareerConnect website. At the top left is the Haverford College logo, and at the top right is the 'Powered by experience' logo. Below the logos is a login section with fields for 'username' and 'password', a 'Login' button, and a link for 'Forgot your password?'. The main content area is divided into several sections: 'Welcome to Haverford CareerConnect!' with a welcome message and contact information; 'Announcements' with a notice about the new Career and Professional Advising center; 'Students' with a message that the Student Portal is not active yet and a 'Sign in' button; 'Employers' with a message about signing in to post jobs and a 'Sign in' button; and 'Haverford Alumni' with a message that the HC Alumni Portal is not active yet and a 'Sign in' button. A large image of a building with the text 'Hire a'Ford!' is also visible.

CareerConnect

- **You will use CareerConnect to.....**
 - Apply for **jobs** and selected **internships**.
 - View details of the **Recruiting Program** including on-campus interviews, resume referrals and information sessions.
 - Sign up for **CCPA Events**
 - Stay informed of key dates through **CareerConnect's Calendar** feature.

Your Profile in CareerConnect

- Important first CareerConnect To-Do

Update your personal profile!

- By **filling in as many career fields of interest as possible**, you allow the CCPA to keep you informed of jobs, internships, and programs that match your eligibility and interests.
- **Important Tip**: If an employer uses **job filters**, these profile fields are critical to meeting the employer's requirements. For example, if the employer requires a 3.0 GPA and you leave that field blank, you will not be eligible to apply.

Your Job Search



Steps to Begin Your Job Search

- Become familiar with the new CCPA **website** at www.haverford.edu/ccpa

Image coming soon!

Steps to Begin Your Job Search

- Have your **resume reviewed** by the CCPA staff.
- Meet with a **Career Counselor** to customize your job search.
- Attend a CCPA **Workshop** - in person and/or online.
- Pay attention to the CCPA **emails** and other communications for important details and updates.

Your Job Search

- **Explore** the Haverford Recruiting Program through CareerConnect. These are opportunities brought to you through the CCPA and include employers who have a history and commitment to recruiting candidates from the Bi-Co community.
- **Network** with Alumni and others in the workplace. The CCPA will show you how to use this powerful tool to boost your job search success including social media sites like **LinkedIn** and **Twitter**.
- **Identify** organizations that fit your interests.

Four Aspects of the Recruiting Program

**Information
Sessions**

**Resume
Referrals**

**On-Campus
Interviews**

**Off-Campus
Recruiting**
The Selective Liberal
Arts Consortium (SLAC)

Information Sessions

- Employers and Graduate Schools come to campus to talk about their organization and the opportunities available.
- We highly recommend that you attend an Information Session to explore your interest or if you will be applying for a job with that organization.
- ****Please dress appropriately.****
No “jeans” or athletic wear unless you have prior approval from the CCPA and are coming straight from practice.

On Campus Interviews – two types

CLOSED INTERVIEWS

- ❑ You must **apply by the application deadline** in CareerConnect.
- ❑ You will be **notified** if the employer selects to interview you.
- ❑ Only students who are **selected can sign up** for interviews in CareerConnect.

OPEN INTERVIEWS

- ❑ Interviews are given on a **first come, first served** basis during the application period. Immediately after applying, sign up on the interview schedule in CareerConnect.
- ❑ With one interview schedule, **only the first 13** students can sign up.

Resume Referrals

- ❑ Employers **collect resumes** in CareerConnect for their standard application process, but do not come to campus for interviews.
- ❑ **Apply** through CareerConnect **and** through the employers' online website, if directed.
- ❑ Unlike On-Campus Interviews, the **communication is directly between the employer and the student** once the application has been made.
- ❑ You will not sign up for interviews through CareerConnect for Resume Referrals. If interested in interviewing you, the employers will make arrangements with you directly.

Off-Campus Interviews



Selective
Liberal Arts
Consortium

- The Selective Liberal Arts Consortium (SLAC) sponsors face-to-face interview events called **Recruiting Days** in 4 popular cities.

- **CHICAGO**
- **NEW YORK**
- **WASHINGTON D.C.**
- **SAN FRANCISCO**



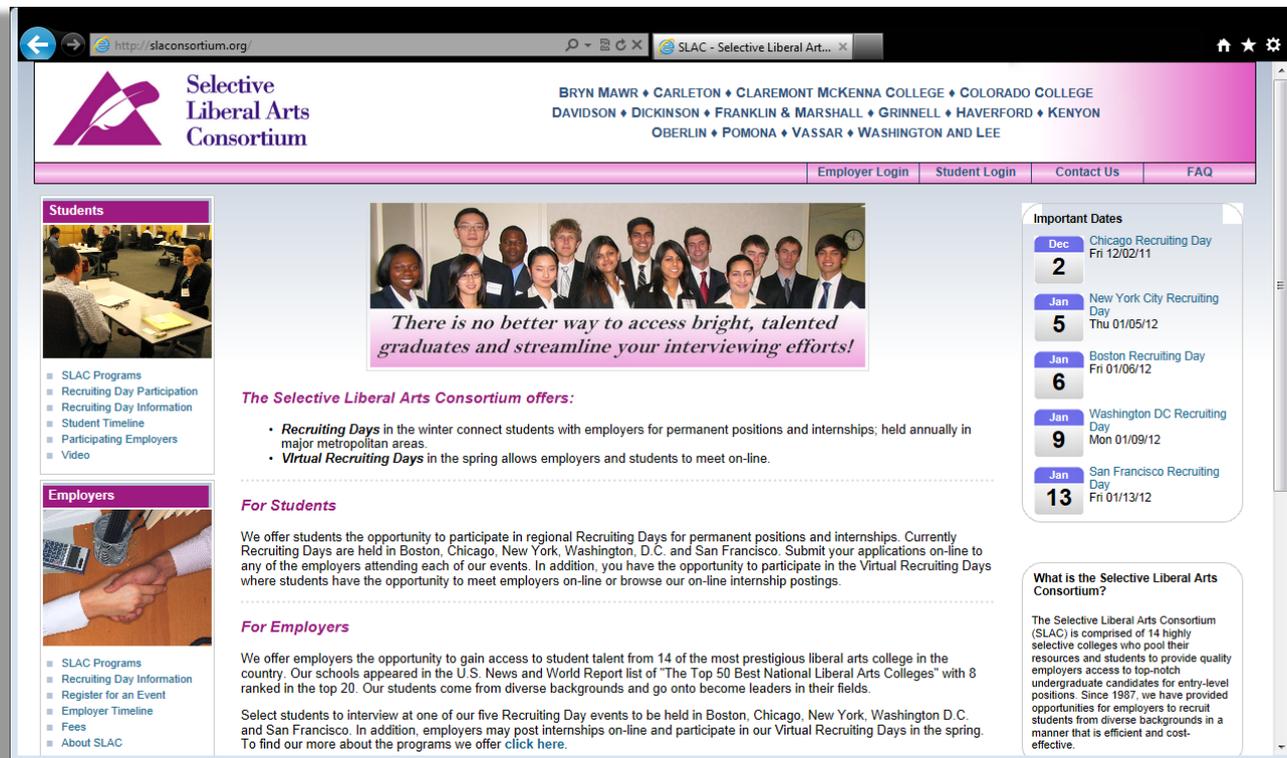
- SLAC also sponsors **Fall and Spring Virtual Recruiting Events.**

Off-Campus Interviews with SLAC

- SLAC is comprised of 13 selective liberal arts colleges including Haverford and Bryn Mawr.
- You will apply for these jobs through the **SLAC online website** (which looks and acts much like CareerConnect).
- If selected, you will **travel** to the city-based Recruiting Day event to interview.
- All travel is at your own expense.

Off-Campus Interviews with SLAC

- There are many great job opportunities with SLAC.
For more information, visit our informational website at:
■ www.slaconsortium.org



The screenshot shows the homepage of the Selective Liberal Arts Consortium (SLAC) website. The browser address bar displays "http://slaconsortium.org". The page features a purple header with the SLAC logo and a list of member colleges: BRYN MAWR, CARLETON, CLAREMONT MCKENNA COLLEGE, COLORADO COLLEGE, DAVIDSON, DICKINSON, FRANKLIN & MARSHALL, GRINNELL, HAVERFORD, KENYON, OBERLIN, POMONA, VASSAR, and WASHINGTON AND LEE. Navigation links for "Employer Login", "Student Login", "Contact Us", and "FAQ" are visible. The main content area includes a "Students" sidebar with a list of links, a central banner with a group photo of students and the text "There is no better way to access bright, talented graduates and streamline your interviewing efforts!", and an "Employers" sidebar. The main text area is titled "The Selective Liberal Arts Consortium offers:" and lists "Recruiting Days" and "Virtual Recruiting Days". An "Important Dates" sidebar lists recruiting events from December to January. A "What is the Selective Liberal Arts Consortium?" section is located at the bottom right.

Selective Liberal Arts Consortium

BRYN MAWR • CARLETON • CLAREMONT MCKENNA COLLEGE • COLORADO COLLEGE
DAVIDSON • DICKINSON • FRANKLIN & MARSHALL • GRINNELL • HAVERFORD • KENYON
OBERLIN • POMONA • VASSAR • WASHINGTON AND LEE

Employer Login Student Login Contact Us FAQ

Students

- SLAC Programs
- Recruiting Day Participation
- Recruiting Day Information
- Student Timeline
- Participating Employers
- Video

Employers

- SLAC Programs
- Recruiting Day Information
- Register for an Event
- Employer Timeline
- Fees
- About SLAC

There is no better way to access bright, talented graduates and streamline your interviewing efforts!

The Selective Liberal Arts Consortium offers:

- Recruiting Days** in the winter connect students with employers for permanent positions and internships; held annually in major metropolitan areas.
- Virtual Recruiting Days** in the spring allows employers and students to meet on-line.

For Students

We offer students the opportunity to participate in regional Recruiting Days for permanent positions and internships. Currently Recruiting Days are held in Boston, Chicago, New York, Washington, D.C. and San Francisco. Submit your applications on-line to any of the employers attending each of our events. In addition, you have the opportunity to participate in the Virtual Recruiting Days where students have the opportunity to meet employers on-line or browse our on-line internship postings.

For Employers

We offer employers the opportunity to gain access to student talent from 14 of the most prestigious liberal arts college in the country. Our schools appeared in the U.S. News and World Report list of "The Top 50 Best National Liberal Arts Colleges" with 8 ranked in the top 20. Our students come from diverse backgrounds and go onto become leaders in their fields.

Select students to interview at one of our five Recruiting Day events to be held in Boston, Chicago, New York, Washington D.C. and San Francisco. In addition, employers may post internships on-line and participate in our Virtual Recruiting Days in the spring. To find our more about the programs we offer click [here](#).

Important Dates

Dec	2	Chicago Recruiting Day	Fri 12/02/11
Jan	5	New York City Recruiting Day	Thu 01/05/12
Jan	6	Boston Recruiting Day	Fri 01/06/12
Jan	9	Washington DC Recruiting Day	Mon 01/09/12
Jan	13	San Francisco Recruiting Day	Fri 01/13/12

What is the Selective Liberal Arts Consortium?

The Selective Liberal Arts Consortium (SLAC) is comprised of 14 highly selective colleges who pool their resources and students to provide quality employers access to top-notch undergraduate candidates for entry-level positions. Since 1987, we have provided opportunities for employers to recruit students from diverse backgrounds in a manner that is efficient and cost-effective.

Off-Campus Interviews with SLAC

- Consider your ability to **travel** to the event before applying. By applying, you are making a **commitment** to accept an interview if you are offered one.
- If selected to interview, you **MUST** attend the Off Campus Recruiting Orientation here on-campus.
- **To view and apply** for SLAC jobs opportunities, visit:
<http://slac.experience.com>
 - ▣ Username: your college email + “_slac”
(example: dlebec@haverford.edu_slac)
 - ▣ Password: recruiting

GUIDELINES AND ETHICS



GUIDELINES AND ETHICS

- You are **eligible** to apply for full-time employment opportunities in CareerConnect **for 2 full semesters** – typically Fall and Spring of Senior year.
- You may apply for internships and view information on all opportunities during your entire time at Haverford.
- *****Have your resume reviewed before uploading and applying for positions in CareerConnect or SLAC.**
- **If you take classes at the University of Pennsylvania, you are NOT permitted to use UPenn Career Services including their Recruiting Program (per Rule #10 of the Reciprocal Student Guide)**

GUIDELINES AND ETHICS

□ **General Interview Etiquette**

- **Dress appropriately** for all interviews. Generally, you will wear a suit. When in doubt, ask the CCPA staff.
- **Thank you notes** (emails) should be sent within 24 hours of the interview. Remember to ask for the recruiter's business card. Pay attention to the details in your correspondence. *Careless thank you notes can do more harm than good.*
- Remember that employer **lunches and dinners** are additional interview settings. We highly recommend avoiding alcohol even if you are over 21 in age.

GUIDELINES AND ETHICS

□ Before the Interview

- Be prepared as possible – don't try to “wing it”.
- **Research** the employer online through their website, online news services, industry sites, etc.
- Arrange an informational interview with an alumnus in a similar job.
- Attend **information sessions** when offered.
- Prepare your **interview attire**.
- Polish your **interview skills** -- take advantage of CDO workshops and mock interviews.

GUIDELINES AND ETHICS

□ **Scheduling the On-Campus Interview**

- Take into consideration your academic and social **calendars** before signing up to interview.
- Changing your interview time after you sign up occurs **ONLY** in emergencies and must be done at least 24 hours in advance. You must show up to interview unless you cancel by **NOON** the previous day. In case of emergency, call the CCPA immediately.
- **SAME DAY CANCELLATION FOR NON-EMERGENCIES OR A NO SHOW, WILL REQUIRE AN APOLOGY LETTER TO THE RECRUITER AND YOU COULD LOSE YOUR INTERVIEW PRIVILEGES FOR UP TO ONE MONTH. YOU MUST MEET WITH A CCPA STAFF MEMBER.**

GUIDELINES AND ETHICS

□ **At the On Campus Interview**

- Arrive **10 minutes early** for all interviews.
- **COME TO THE CORRECT CAREER DEVELOPMENT OFFICE.** Location details are available on the Calendar in CareerConnect.
- **On-campus interviews can take place at Bryn Mawr, Haverford or Swarthmore Colleges.**
- Bring **2 extra copies** of your resume
- **Dress** appropriately with perfect grooming.

GUIDELINES AND ETHICS

- **Accepting an Offer and Avoiding Breach of Ethics**
 - **Once you accept an offer of employment, fellowship or internship (through the CCPA or otherwise), you should NOT engage in any additional interview or recruiting activities.**
 - **The CCPA considers accepting multiple offers, pursuing other offers after accepting one and reneging of a previously accepted offer to be unethical.**
 - **Students engaging in any of the above activities will immediately lose their recruiting privileges. Any student acting inappropriately toward an employer will be required to write them a letter of apology. If such activities in any way jeopardize opportunities for other students, the CCPA will consider them a breach of the Honor Code.**

Recruiting “HOW TO’s”



HOW TO get into CareerConnect

CareerConnect is where you engage with On-Campus Recruiting.

*Remember you must complete this **Online Recruiting Tutorial** before you can apply for jobs in CareerConnect!*

To access CareerConnect, go to:

<http://haverford.experience.com>

Username: Full email address

(ex. dlebec@haverford.edu)

Password: Student ID number

(without the zero if it begins with one)

HOW TO Apply – Use CareerConnect

- 1. **Upload** your resume and other required materials (cover letter, transcript, writing sample, etc.) indicated in the job posting.
- 2. **Apply** for the specific jobs of interest. The “APPLY” button is at the bottom of each job description.

HOW TO get into the SLAC online job application system

SLAC sponsors the city-based interview days in Chicago, New York, San Francisco, and Washington DC.

- **To view and apply** for SLAC jobs opportunities, visit:
<http://slac.experience.com>
 - Username: your college email + “_slac”
(example: dlebec@haverford.edu_slac)
 - Password: recruiting
 - Remember to update your Personal Profile upon entering for the first time.

- SLAC’s Informational website:
 - www.slaconsortium.org

HOW TO upload your job documents

- In order to apply for any opportunities in CareerConnect or the SLAC online system, you will need to **upload the required documents** such as a resume, cover letter, transcripts, or a writing sample.
- Documents should be Microsoft Word or PDF files.

HOW TO upload your job documents

Uploading Transcripts:

Unofficial Transcript

- If an employer requests transcripts as a part of an application, an unofficial transcript is fine unless otherwise stated.
- Create a MS WORD or PDF file of your transcript and upload into CareerConnect.

Official Transcript

- If the employer wants an official transcript, it will be stated in the application requirements.
- Contact the Registrar's Office to request that an official transcript be mailed to the appropriate address.

HOW TO upload your job documents

Letters of Recommendation

- If an employer requests letters of recommendation, they are not sent through CareerConnect or the SLAC online system. You may be instructed to have your references mail or email a letter directly to the recruiter.

List of References

- Alternately, sometimes recruiters request a list of references that you upload as a MS WORD document with the name, title, address, email, and phone number of your references. If you are in doubt, please ask the CCPA for assistance.

HOW TO Search for jobs in CareerConnect or SLAC

- When conducting a search in CareerConnect or the SLAC online system, **avoid using too many criteria**. If you make your search too specific, you may miss out on opportunities.
- To view opportunities for On-Campus Recruiting, you should search for opportunities “Posted by My Career Center”.
- To search in the SLAC online system, you may want to search by “Recruiting Day Location”.
- *****Use the ONE CLICK searches available on your CareerConnect and SLAC student Home Page to simplify the process.**

HOW TO Search for internships

- There are two main resources for internship searches:
 - ▣ LACN – an online system found on the CCPA website
 - ▣ CareerConnect - for internships sent to the CCPA by employers looking for Haverford applicants

- Do not rely on deadline dates for internships. Many internships are offered year round with multiple deadlines or none at all. We strongly suggest that before applying for an internship that you contact the organization to verify that it is still available.

Information and Other Resources

- CCPA Website at:
www.haverford.edu/ccpa
- *CCPA emails and other communications*
- *LinkedIn*: a career-oriented social networking site
www.linkedin.edu

Communication is KEY

- Keep the CCPA and employer **informed** of your activities.
- **Respond promptly** when an employer contacts you.
- **Check** email and voicemail daily. Make sure your voicemail message is professional.
- Give **accurate contact information** to employers and the CCPA.

Not getting interviews?

- ❑ Recruiting Program opportunities are competitive so don't lose hope. This should only be ONE aspect of your search.
- ❑ **Consult** with the CCPA staff to reassess your job search strategies.
- ❑ **Take advantage of networking opportunities:** Alumni Receptions, Career Exploration Days, Career Panels, Information Sessions, Externships, and more. Check CareerConnect and the CCPA website for upcoming events.

Ready to engage in Recruiting?

- You are almost there – click the button below to continue to CareerConnect. **Congratulations! You are now eligible to participate in the Haverford College Recruiting Program.**
- Go to CareerConnect:
<https://haverford.experience.com>