Recruiting Process

ON-CAMPUS INTERVIEWS

The normal recruiting schedule is composed of 13 half-hour interviews. Please check CareerConnect to determine the number of students on your schedule and the times of the interviews. One interview room will be assigned for each schedule. We can accommodate other interview schedule formats; please contact Laura Reiter to make schedule format arrangements.

SELECTION OF CANDIDATES

You may pre-select the students for your schedule or have open schedules, where students sign up on a first-come, first-served basis. If you pre-select, interested students will submit their resumes online. These can be viewed and printed from CareerConnect at any time, and you will receive all the applications via email, the day after your deadline. We request that you make your selection of 13 students and 2 alternates for each schedule ten days before your interview date. We strongly encourage employers to record a decision, in CareerConnect for each student. Students will be automatically contacted through email and instructed to go into CareerConnect to select a time slot. If you choose an open schedule, students will begin to sign up online for interviews 7 days before your on-campus interview date. You will be able to retrieve these resumes through CareerConnect.

INFORMATION SESSIONS

Group information sessions are usually held in the evening after the dinner hour. If you are interested in having an information session, please contact Laura Reiter.

RESUME REFERRALS

If you are not able to come to campus, but would like to review resumes of our students, we can arrange this for you. With our Resume Referral service, students can submit resumes via CareerConnect. You will receive resumes by email as they are submitted for rolling deadlines or in one email bundle after the application deadline. Any subsequent interviews are usually arranged between the employer and the candidate.
LUNCHEON ARRANGEMENTS

When you are interviewing on campus, a member of our staff would be pleased to join you for lunch. If you would like arrangements for other members of the college community to join you, please let Laura Reiter know.