



Career Services – Your Connection to Career Opportunities!

ON-CAMPUS RECRUITING (OCR)

Career Services' on-campus recruiting service offers students the opportunity to interview for entry-level full-time positions with a variety of employers from business, industry, and government. On-campus recruiting is primarily a pre-select system, where employers select candidates from among the students who request interviews with them. The procedures for requesting and scheduling interviews are described later in this section.

In order to participate in the on-campus recruiting service, you **MUST** attend an orientation session and register with Career Services. Only after you have registered with Career Services' on-campus recruiting service, can you request interviews and/or schedule interviews.

Please read the following sections to learn more about the on-campus recruiting opportunities and how on-campus recruiting would fit into your job search plan.

Please note: You have access to the employers visiting at the Penn State Harrisburg, University Park and Erie campuses. The campus will be designated in the job titles as well as the location where the interview will be held. **Example:**
PSHarrisburg Engineer (Harrisburg)
PSErie Engineer (Erie)
Engineer (University Park).

Policies for Participation

1. Registration

Registration with Career Services is mandatory for all students who want to participate in the on-campus recruiting service. There is a \$15.00 fee for registration, billed through the Bursar's office.

Your registration is active within two business days of your request and is good for the current academic year only. Registration with the on-campus recruiting system grants Career Services permission to provide your resume and other job search documents to prospective employers. You also become part of the OCR listserv and grant permission to Career Services to send announcements about jobs, upcoming events and other important information and updates.

2. Use of the System

When an account is established in your name, it is for your use only. Sharing your account or submitting resumes for other candidates is strictly forbidden and will result in

dismissal from the system.

3. Personal Profile

You **MUST** complete your Personal Profile. Without this information, you will not be notified of interview invitations or information sessions, nor be included in resume searches conducted by employers.

4. Deadlines

Deadlines are strictly adhered to—no resumes will be accepted after the posted deadline. Application deadlines are listed on the job postings and are generally 20 days prior to the interview date.

5. Information Sessions

Many employers schedule sessions, usually the night before their interviews, to present information about their company and opportunities. Attendance at the company information sessions for all students invited to interviews is expected — employers consider these events to be a part of the interview process. Students not selected to interview may also attend information sessions, when allowed

by employers. Check the on-campus recruiting system for information sessions for current or future employer visits. Also note any instructions concerning special literature or data forms requested by the company. Students attending information sessions should wear business-casual attire.

6. Changing Your Interview Time

You may change your interview time through the OCR system, provided time slots are still available. Interview time changes are accepted up to 8:00 a.m. the business day prior to the date of the interview.

7. Cancellations

When you submit a request for an interview, you are committed to schedule an interview if the employer selects you. The only acceptable reasons for cancellations are: 1) you are faced with an emergency or illness; 2) you have a site interview; or 3) you have accepted another job offer.

If extenuating circumstances force you to cancel your commitment, you

must decline your interview through the on-campus recruiting system no later than 8:00 a.m. on the business day prior to the interview. **Do NOT cancel your interview directly with the employer.** We will only accept cancellations by telephone the day of and only for illness. Interviews cancelled the day of the employer's visit are considered no-shows and you are expected to write a letter to the employer as described below.

8. No Shows

Students selected for interviews who fail to appear for a scheduled interview for any reason will be considered no shows. No shows will have their interviewing privileges withdrawn immediately. The first time you miss an interview, your interview requesting/scheduling privileges will be withheld until a letter of explanation/ apology is written to the employer. This letter and a stamped envelope addressed to the employer must be provided to Career Services. We will mail it with our cover letter and reactivate your registration. The second offense will result in your privileges being withdrawn permanently.

Students calling in the day of their interview for ANY reason are considered no-shows, will be blocked from using the system, and are required to write a letter of explanation/apology to the employer.

9. Job Offers

You are expected to notify employers who offer you a position of an acceptance or non-acceptance of an offer in a timely manner, accept an offer of employment in good faith, withdraw from the recruiting process after accepting an offer of employment and discontinue pursuit of a position with other employers upon graduation. Candidates who accept a position and then renege will result in the permanent removal of your interview privileges through Career Services.

The Day of the Interview

1. Arrive 10 or 15 minutes ahead of your scheduled interview.
2. Report to the Penn State Harrisburg Career Services Office located in Olmsted

W117. If your interview is being held at University Park you should report to the Interview Center located on the second floor of the MBNA Career Services Center (Check the PSH Career Services website under On-campus Recruiting for a map and driving directions to UP). If the interview is at UP you must check the binders at the top of the stairs to identify your interviewer's room number.

3. Have a seat in the waiting area nearest your interview room to wait for the employer to call you.
4. If you have any questions or problems after you arrive, please see the staff member at the Interview Center reception desk.

Questions and Answers

Is On-Campus Recruiting for Me?

On-campus recruiting is not for everyone, nor will it serve every need. Most positions offered are in business, industry, or government and are for students with technical or business backgrounds. Students with liberal arts or health and human development backgrounds should not rule out on-campus recruiting, but should be advised that the opportunities will be limited.

If you are seeking a career in the arts, social services, education, politics, communications, health care, or a similar field, a self-directed job search is a must. Even if you are seeking employment in business and technical fields you should consider on-campus recruiting as only one method of seeking employment. Students in all fields should learn to conduct a full-scale job search.

When Do I Register for Job Interviews?

Because employers prefer to interview candidates who are within a few months of graduation, the following times are suggested to register for interviews with the on-campus recruiting system.

- If you graduate in December, participate in the on-campus recruiting system the fall semester before graduation. (While you may participate in on-campus recruiting during the

spring semester before your graduation, be advised that many employers will be looking for May or August graduates at that time.)

- If you graduate in May, participate in the on-campus recruiting system during both fall and spring semesters before graduation.
- If you graduate in August, participate in the on-campus recruiting system during both fall and spring semesters before graduation.
- Because of the flexible nature of graduate degree programs, graduate students may choose to interview during any semester.

PLEASE NOTE: Some employers will participate in on-campus recruiting only once a year. Others will visit during both fall and spring semesters, but they may be interviewing for different positions during each visit. We suggest that you register early and review the employer campus interview notices weekly to determine if they are applicable to your situation.

Should I Request an On-Campus Interview?

When you request an interview you are making a serious commitment. Your request is an expression of interest in that employer and an implied promise that you will schedule an interview if your request is granted. To subsequently fail to schedule an interview is a breach of professional ethics.

To help you determine whether or not you should request an interview with a given employer, consider the following four points:

1. Consider your time and class schedule. How many interviews can you handle in a week? How many class periods do you have open on the day of the employer's visit? Don't request more interviews than you can manage. Since close to 500 employers recruit on campus each fall and spring semester, you should carefully choose the employers that most closely match your interests.

2. What do you know about the employer? Never request an interview without having information about the employer. Read the employer's literature on file in the Career Services Library or visit their homepage, and then decide if you are still interested.
3. The interviewer will be very interested in your career objective and geographic preference. Don't request an interview thinking that they may have something else in their job pool—employers are usually here for very specific opportunities.
4. On-campus recruiting is not offered

to students to practice interviewing skills. Career Services offers seminars, and individual or small group counseling sessions to help you develop your interviewing skills.

How Do I Increase My Chances?

Many students request interviews for each opening, hoping that they will be increasing their chances for an interview. In reality, this may not be the case. If you have sound academic credentials, a clearly expressed career objective, and the background to support that objective, you will be a strong candidate. You will increase the chances of being granted an on-campus interview if you present yourself effectively on your resume

and only request interviews for positions about which you are able to express genuine interest.

Who Can Assist Me With Specific Questions?

Career Services has career counselors available to assist you in discussing your interests, qualifications and the job search process in general. To meet with a career counselor contact the Career Services office at 717-948-6260 or stop by the office in Olmsted, W117. The office is open Monday through Thursday from 8am to 8pm and Fridays from 8am to 5pm.

On-Campus Recruiting for Non-technical Majors

It gets discouraging to look at on-campus recruiting notices and see requests for engineers, engineers, and more engineers! Sometimes it feels like no one wants the graduate of a non-technical major. Here are some of the facts of placement and job search strategies for those who are selling more than specialized skills.

First of all, the on-campus recruiting system will benefit some students more than others. If you are in a non-business or non-technical college such as the Liberal Arts, Humanities, Communications, Behavioral Science, etc. and wish to utilize your academic background in business and industry, you would benefit from registering with Career Services for on-campus recruiting for entry-level business opportunities.

While many on-campus recruiters are looking for technical grads, some are looking for non-technical grads, as well. Don't miss out on an interview because of a misperception of the opportunities.

Secondly, on occasion employers from government and human services will recruit on campus for positions other than entry-level business. Close to 1,000 employers are coming to Penn State in 2007- 2008, so plan ahead.

Finally, rarely, if ever, do representatives from the communications industry, the arts, politics, and other non-business and industry fields participate in on-campus recruiting. Also, national employment trends suggest that a relatively small percentage of all

college graduates are hired through on-campus recruiting. In light of this, Career Services provides numerous services intended to assist you in the job search such as: clarification of employment goals, identifying potential employers, and developing the appropriate tools and strategies for contacting employers. Also, there are credit courses dealing with professional development and the job search process. Talk to your adviser about these courses, or consider attending one of the many seminars Career Services offers.