

Boston College Career Center Recruiting Program

The Boston College Career Center provides students with the opportunity to participate in the Recruiting Program and interview on campus with a variety of employers. On-campus employers will interview graduating students for full-time positions and juniors for full-time paid summer internships. On occasion, sophomores are invited to apply for summer internships and career exploration/leadership programs.

In order to participate in the Recruiting Program, students must attend a Recruiting Orientation meeting, complete their Profile in EagleLink, and abide by the guidelines of the Campus Recruiting Agreement.

APPLICATIONS FOR ON-CAMPUS AND OFF-CAMPUS EMPLOYERS (resume, cover letter, etc.)

In order to be considered for on-campus interviews, candidates must upload resumes, cover letters, unofficial transcripts and other required documents into EagleLink. Specific application requirements will be noted in each employer's job description. An increasing number of employers require applicants to apply via EagleLink AND their online career site. It is the responsibility of each candidate to review each document once it has been uploaded and converted (PDF or html) to confirm document formatting.

For most employers, all you will need to submit is a resume and cover letter. Some employers will also request an unofficial transcript, application form or writing sample. For detailed information on how to obtain and upload these documents, visit: <http://www.bc.edu/offices/careers/jobs/recruiting/step2/html>

On-campus Employers

If an employer conducts interviews on campus, application deadlines are generally on a business day three weeks before the on-campus interview date at 11:59 p.m.

Off-campus Employers

If an employer IS NOT conducting interviews on campus, the application deadline will have a Saturday date at 11:59 p.m. It is advantageous for you to contact the employer 3-5 business days after the deadline to follow up on your application and attempt to schedule an interview.

NOTE: Due to heavy traffic at deadline time, the server may get overloaded and crash. Don't wait until the last minute to upload documents and apply.

INTERVIEWS

On-campus Employers

Interview decisions on all candidates are made by the employer one week prior to the interview date. This allows adequate time for candidates to sign up for an interview time. Since employers make decisions on all candidates via EagleLink, it is not necessary to follow up with these employers to inquire about an interview.

Unless otherwise directed, all interviews will be held in the Career Center, Southwell Hall, on the second and third floors. On the day of your interview, check the Interview Schedule bulletin board located half way down the hallway on the second floor for the specific interview room location.

Definition of Employer Interview Decisions

Invited: The employer has accepted your application for an interview. You may sign up for an interview in EagleLink during the displayed dates and times listed in the schedule details section of each position. NOTE: sometimes there are multiple interview schedules; scroll through the list to find a desirable time. If the only open time slots are not convenient for you, it is your responsibility to contact another candidate on the interview schedule in order to switch times. Please contact the Recruiting Program office to assist you in this process. You may not withdraw your application after an employer has accepted you for an interview or as an alternate. Failure to sign up for an interview is in violation of our Campus Recruiting Agreement and will result in the suspension of your access to EagleLink and resume referral services of the Recruiting Program.

Definition of Employer Interview Decisions (cont.)

Alternate: The employer has accepted you as an alternate candidate for an interview. Alternate candidates may sign up for an interview beginning at 8:00 a.m., 48 hours prior to the interview date, pending available time slots.

Pending: The employer has yet to make a decision on your application.

Not Invited: The employer has declined your application for an interview.

Interview Cancellation

On-campus interviewing is a privilege provided to each candidate. Each candidate is expected to attend all scheduled interviews. Cancellations are prohibited without sufficient notice provided to both the employer and the Recruiting Program office. If extenuating circumstances result in canceling an interview, a minimum 48 hour notice is required. Cancellations must be addressed in writing (via email) to the employer, addressing why you had to cancel the interview, AND you must cc: the Recruiting Program office at student.recruiting@bc.edu.

Cancellations may result in the suspension of the candidate's access to EagleLink and resume referral services of the Recruiting Program.

No Show

Failure to honor an interview appointment is considered by all parties to be a serious breach of courtesy and ethics. A letter of apology, including an explanation of why you missed the interview, must be submitted to the employer within 24 hours AND you must cc: the Recruiting Program office at student.recruiting@bc.edu. A determination will be made by the Recruiting Program office as to whether you will continue to participate in the recruiting program. Invalid explanations and/or repeat behavior will result in immediate suspension from all services provided by the Recruiting Program office.

Off-campus Employers

Because the employer is only collecting applications via EagleLink and not conducting interviews on campus, we strongly encourage applicants to follow up directly with each off-campus employer. Telephone or email contact is appropriate 2-3 business days following the application deadline. Applicants should verify that their application materials have been received and request an interview at the employer's facility.

JOB OFFERS

It is imperative to act professionally when accepting and declining employment offers. This can be a very stressful experience for some candidates. You should not feel pressured to make a quick and uninformed decision. If you need assistance in evaluating an offer, or negotiating the salary, please contact a member of the Career Center staff.

We encourage our employers to allow applicants adequate time to interview for other positions and evaluate employment offers. We have established an [Employer Recruiting Policy](#) about acceptance of job offers.