

ON-CAMPUS RECRUITING: FREQUENTLY ASKED QUESTIONS

What career management system do you use?

We use Symplicity, and have branded our site EagleLink, to manage the on-campus recruiting program and job/internship postings.

How do I request an On-Campus Interview Schedule or Information Session?

Once logged into EagleLink, from your Home page, select Create New Schedule Request or Request New Information Session. Complete each of the required fields on each form to submit your requests.

Do you have an On-Campus Recruiting Policy?

Yes, we have an Employer Recruiting Policy that includes job and internship offer decision deadlines, along with additional policies and considerations including exploding offers, second round interviews, and alcohol policy. These policies are intended to provide students, and employers a fair and transparent framework for managing the offer phase of the recruiting process in an increasingly competitive job market.

What are the various types of On-Campus Interview Schedules?

- **Preselect to Alternate:** We will collect resumes and manage your on-campus interview schedule. You will preselect invited and alternate candidates and make interview decisions one-week prior to the on-campus interview date. We encourage employers to select 6-8 alternate candidates for each interview schedule to ensure that all interview time slots are filled.
- **Resume Collect:** We will collect resumes and your interviews will be conducted off-campus. However, based on the applicant pool, we can easily convert your Resume Collect schedule to a Preselect to Alternate schedule.
- **Room Reservation Only:** We will provide you with an on-campus room to meet with candidates you have selected and scheduled for interviews.

How is the typical interview schedule structured?

A typical interview schedule is comprised of twelve 30 minute interview time blocks. The schedule spans from 9:00 a.m.–4:30 p.m. with two 15 minute breaks and a one-hour lunch break from 12:15–1:15 p.m. Adjustments can be made upon request.

What interview time blocks are offered?

The typical interview duration is 30 minutes. However, we can accommodate 45, 60, or 90 minutes.

When should our job/internship description(s) be posted?

It is recommended that employers post your job/internship description(s) as soon as possible and no later than one month prior to the on-campus interview date.

What types of application documents can be requested/required?

Employers may request or require a cover letter, unofficial transcript, writing sample, or other documents such as references or an application form. Indicate these requirements when posting your job description(s).

Where can I locate the candidate resume submission and employer preselect decision deadlines?

These dates are viewable in EagleLink on the OCR Schedule details page and are unique to each interview schedule. Generally, the resume submission deadline for candidates is two weeks prior to the interview date. The employer preselect decisions are due one week prior to the interview date. This structure allows one week for the employer to screen and preselect candidates and one week for candidates to schedule an interview time.

How can I view the resume packet(s) on screen?

Employers can find the resume packet(s) in the OCR Schedule Publications section in EagleLink.

When can I view and print the final interview schedule?

The interview schedule closes at 8:00 a.m. one day prior to the interview date. You can locate the date on the OCR Schedule details page. You may print your interview schedule after that time. The Career Center provides a printed interview schedule(s) upon your arrival. If you would like the candidates' resumes included with your schedule, please notify us prior to your visit.

Can I conduct interviews virtually with candidates?

Yes, if you are unable to conduct on-campus interviews, we can manage and facilitate a virtual interview schedule for you. Employers should make arrangements with us one to two weeks prior to the scheduled interview date. We also facilitate virtual interviews for candidates who are unable to interview with you while you are on campus due to study abroad or other commitments.