**SETTING UP AN ON-CAMPUS TABLE**

Most Career Centers consider an “***On-Campus Interview***” a daylong schedule of one-on-one interviews. ***What you are interested in is setting up a table to take applications on campus.***

The first step you need to take is to call your contact at the Career Services/Student Employment office and schedule the date, time, and location of the On-Campus Session.

##### *{You may have to contact the Student Union, instead of Career Services, as procedures vary from school to school. Some On-Campus bookings can only be arranged through the school’s Student Union. Career Services will inform you of this if this is the case.}*

##### CONTACTING YOUR CAMPUS CONTACT

Hello *(their name*), this is *(your name)* calling from \_\_\_\_\_\_\_. The reason that I am calling is we have some part-time/full-time positions that we are looking to fill. Our company has had the privilege of working with some of your students in the past and have been impressed with the caliber.

What I was hoping to do is set up a table in a high traffic area where we can provide information and take applications. We will be reviewing the applications at the table and inviting certain individuals back to our local office for a formal interview and information session at a later date. How do I go about reserving a table?

I was hoping to do this the week of \_\_\_\_\_\_\_\_\_\_, preferably on the Tuesday and Wednesday from 9am-4pm. How does that look in your schedule? **(Try for 2-3 days @ large schools and 1-2 days for smaller schools)**

Where exactly will I be located?

What is typically supplied for me at the on-campus booth (table, chairs)?

And when I arrive that day, where should I park and check in?

One more thing *(their name)*, as far as getting the word out that we are coming, can the Career Centre provide any advance advertising to promote the on-campus?

* Emailer
* Posters

**ON-CAMPUS APPROACHES**

**How to set up the on-campus**

*“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_. We have some openings available for students and I was calling to set up a time to come on campus and take applications. Do you have \_\_\_\_\_\_\_\_\_\_\_\_ available to come on campus?* **If there are no questions, then:** *Great. If you have time that day, I’ll stop in beforehand, introduce myself to you, and give you some more information about the company and available positions. I look forward to seeing you on \_\_\_\_\_\_\_\_\_\_\_\_.*

**What to say if more information is required**

*“The positions are in customer sales and service, and responsibilities would be meeting with potential customers, presenting our products, answering questions and writing up orders. The schedules are flexible around classes which students enjoy as well.*

###### **MATERIALS TO BRING TO YOUR**

###### **ON-CAMPUS EVENT**

* Company Booth/Display/Tablecloth
* Clipboards
* Application Forms w/ Position Description
* Easel, Dry Erase Board, Markers
* Directions to office (optional)
* Pens/Pencils - take the pen caps off or use pencils and you won’t lose as many writing utensils.
* Scholarship Brochures
* Extra posters for around table. Tape!
* Folder or box to file applications into.
* Business Cards and Advertising Materials (within school guidelines).
* Water / Donuts / Candy
* Appropriate staffing (1-3 around table & as many as possible “out” on the campus!)
* Articles/Press where your company is mentioned

**HANDLING ON-CAMPUS APPLICATIONS**

1. Do not wait for people to come to you. Have people stationed in key traffic areas as people pass by the table…they should aggressively hand out flyers saying “Did you get one of these? Taking applications right over there.” (and point to the table)
2. As people come to the table say, “Are you looking for some part time (semester break / Summer) work maybe? My name is \_\_\_\_\_\_\_\_\_\_, (shake hands), I am the \_\_\_\_\_\_\_\_\_\_ with the company here is \_\_\_\_\_\_\_\_\_\_, what’s your name? Where are you from? (Comment if applicable). The name of our company is \_\_\_\_\_\_\_. What we’re doing here today is simply accepting applications for our Student Work Program. It’s an entry level sales and customer service position. We will be in touch with people for interviews. Here is an application with a description. If you want to go ahead and fill that out, it will at least get you in the running.”
3. Give them the clip board with the application and pen. If there is a second person approaching the table, immediately greet them so the first person focuses on the application instead of asking lots of questions.
4. If they are hesitant in filling it our or if they just keep reading the application…give them reason to fill it out (“Our average first year rep makes \_\_\_ in their first \_\_\_\_; the hours are super flexible – we have students that work around classes or start in the summer; the position involves working with customers. Are you comfortable working with people? Great that’s the most important thing! If you want to go ahead and fill out an application, it will at least get you in the running… (*If they do not fill out the application)* …no experience is necessary…the program is designed for college students…what are you studying? Oh really, some of our students with that major do real well with us…”)
5. Once they have completed the application, briefly screen them…

* PT/FT?
* How many hours are you looking for around classes? Or over break?
* Comment on application (Normal Pre-Screen)
* Are you comfortable working with customers?

6. Mark on the application if qualified; when available…

7. Wrap-Up:

**Call-Back Approach**

“We are going to review all of applications over the next few hours… we will call the people that we want back for interviews tonight. What is a *definite* time I can reach you on tonight between \_\_\_\_\_\_ and \_\_\_\_\_? 30-60 min. slot! And at which number? (Denote all of this on application) Make sure to be by a phone at this time because a second call might not be possible. It was nice to meet you. \_\_\_\_\_\_\_\_\_\_, I like your chances. Keep in mind it will be an unknown number tonight between \_\_\_\_\_ and \_\_\_\_\_.