

## On-Campus Recruiting

**Summary/Purpose:** To define the guidelines for participation in on-campus interviews with prospective employers who visit the Career Center.

The on-campus recruiting program is designed to assist full-time/internship job seekers in making a connection with prospective employers. This service is reserved for currently enrolled students and alumni (by employer request only). To ensure efficient operation of this service, participants are required to adhere to the following:

1. Read and understand the On-Campus Recruiting Policy, located in the student “Resource” section of the Handshake career management system.
2. Complete the profile section, in its entirety, on Handshake and upload a current resume into the user’s account.
3. Check the Handshake account, daily, to obtain the most recent listing of interview schedules. Career Center staff may post announcements, changes and new career opportunities at any time.
4. It is the **responsibility of the student** to adhere to the deadline dates of each scheduled on-campus recruiting event posted on Handshake.
5. Scheduled interview times may only be changed or cancelled up to 48 hours prior to the event.

### No-Show Policy

1. If a student fails to show for a self-selected interview time, his or her interview privileges will be suspended immediately.
2. Privileges may be considered for reinstatement with: a.) a valid medical or family emergency statement presented in person by the student to the designated Career Center staff member; and b.) a written letter of apology to the employer.