

## **Information for Recruiters Optional Individual Interviews**

April 6, 2012 – 9:00 a.m. – 3:00 p.m.  
(An opportunity to interview pre-selected students/alumni)  
Egbert Hall, room 114  
Clarion University, Clarion, PA

### **Campus Interviews Overview**

Individual interviews provide organizations with an opportunity to interview pre-selected students/alumni for internships and full-time jobs the day of and/or the day after the Career Fair. If you have questions regarding the interview process, contact Diana Brush, Interim Director, or De Clover, Secretary at 814-393-2323 or e-mail [dbrush@clarion.edu](mailto:dbrush@clarion.edu) or [dcllover@clarion.edu](mailto:dcllover@clarion.edu).

### **Steps Required for Conducting Individual Interviews**

These steps are required for recruiters who plan to conduct individual interviews.

- 1. Create or Repost Job Postings for Individual Interviews at least two weeks prior to the event.**
  - Log-in to your *On-Line Employer Account* at [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
  - Select the *On-Campus Interviewing* link.
  - Select *Post a New Job or Repost an Expired Job* on the *Job Postings for On-Campus Recruitment* page. Note: Multiple jobs for which you may be interviewing on-campus must be posted as only one job posting on the *Job Posting Entry* to facilitate interview scheduling if you are bringing only one recruiter.
  - After you submit your posting, an on-line schedule will be created by the Career Services Center and added to your *On-Campus Interviewing* account.
  
- 2. Review and Respond to Online Resume Submissions at least four days prior to the event.**
  - Log-in to your *On-Line Employer Account* at [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
  - Visit the *Job Postings for On-Campus Recruitment* page frequently to view online resume submissions, accept or reject candidates online, view your schedule, or edit your job posting. Candidates cannot be pre-scheduled for your visit until you have responded online to their submission. Please complete an initial screening of online resume submissions and make your online response (accept, reject or alternate) at least four days prior to the event.
  - Tip: Maximize your candidate pool by using the *Search Student and Alumni Resumes* link. You may search resumes and contact candidates directly regarding individual interviews. Inform these candidates to submit a resume to your posting through the CCN account using the *Search for On-Campus Recruitment Jobs* link to begin the process of pre-scheduling an individual interview.
  
- 3. Check Interview Schedule**
  - Interviews will be scheduled on the half hour from 9:00 a.m. through 3:00 p.m.
  - Only the Career Services Center staff can create or modify your interview schedule. Contact De Clover or Diana Brush to add or delete interview time slots.
  - Only one interview schedule will be created per organization unless you request a second schedule. You must register a recruiter for each schedule that is built for your organization.
  - A lunch break will be built into your schedule and other breaks upon request.
  - To *View your Interview Schedule*, log-in to your *On-Line Employer Account* at [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion).
  - Visit the *Job Postings for On-Campus Recruitment* page frequently to view and print your schedule. Candidates cannot be pre-scheduled for your visit until you have responded online to their submission.
  - A copy of your schedule will be included in the Employer packet provided upon check-in.

#### 4. **Procedure for Screening and Adding a Walk-in Candidate to Your Interview Schedule**

During the Career Fair, students/alumni may approach your table, present a resume, and request an interview appointment; which you may accept or deny. If you have a free interview time slot and you agree to interview the candidate, you will give the candidate a *Permission to Schedule Interview Form* that is provided to you upon check-in. The candidate must bring this form to the Career Services Center Recruiter Check-in Table immediately.

#### 5. **Interview Process**

Pre-selected and walk-in candidates will be required to check-in at the Interview Check-in table before and after each scheduled interview. Interviews are 25 minutes in length and scheduled on the half hour. Employers must honor the 30-minute interval time slots so that students are not late for back-to-back scheduled interviews. Candidates must exit the Interview Area after each interview and check-in at the Candidate Interview Area prior to each round of interviews. The last round of interviews must conclude by 3:00 p.m. unless arrangements are made otherwise.

#### **Parking**

- Parking permits will be provided to registered recruiters at the Career Fair, Interview Day or mailed upon request.
- Parking permits are needed between 8:00 a.m. - 4:00 p.m. for campus lots.
- If you choose to park at a metered space, visitors must pay campus parking meters until 4:00 p.m. and borough meters (Arnold Avenue by Starbucks/Eagle Commons and Wilson Avenue by Gemmell Student Complex) until 5:00 p.m. Parking tickets will be the responsibility of the recruiter.

#### **Check-In and Facilities**

- Recruiter check-in will be located in Egbert Hall, room 114.
- Check-in opens ½ hour before your first interview. Please check-in at least 15 minutes before your first interview.
- One table and chairs will be provided for each interview schedule.
- Wireless internet access may be available. Bring laptops fully charged.

#### **Hospitality**

Beverage service will be provided for recruiters conducting interviews. A lunch break will be provided for recruiters conducting interviews on Friday.