

# Clarion University Campus Recruiting Program

## Checklist for Students

### Prior to signing up for an interview...

#### √ Steps to take

- Learn about the Campus Recruiting Program and why it is one job search method you should consider using.
- Review the Campus Recruiting Program Policies for Students to ensure that you understand the expectations that the Career Services Center staff and employers have of you.
- Be sure that you understand the "No-Show Policy." You will be held accountable for your commitment to a campus interview appointment.
- Review resume writing information, and prepare a rough draft. Make an appointment to have it reviewed by a Career Services Center staff member before you upload it to your online account.
- Establish an online account by registering and uploading your resume. Registration takes approximately five minutes.**
  - Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)
  - Click on the appropriate icon: **Students** or **Alumni**
  - Click on **Register Now**.
  - You will be asked to create an **Access ID** and **Password**.
  - Complete the registration form and upload your resume.

#### To re-enter your account:

- Go to [www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)
- Click on the appropriate icon: **Students** or **Alumni**
- Click **Log-in at Student Central**.
- Enter your **Access ID** and **Password**.
- The next screen is a **Welcome** page with a list of options on how you can manage your account.

#### For additional information

[www.clarion.edu/career/recruit/overviewforstudents.htm](http://www.clarion.edu/career/recruit/overviewforstudents.htm)

[www.clarion.edu/career/recruit/policiesforstudents.pdf](http://www.clarion.edu/career/recruit/policiesforstudents.pdf)

[www.clarion.edu/career/recruit/policiesforstudents.pdf](http://www.clarion.edu/career/recruit/policiesforstudents.pdf)

[www.clarion.edu/career/resume/index.htm](http://www.clarion.edu/career/resume/index.htm)

[www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)

### Submitting your resumé to an employer for consideration for a campus interview...

#### √ Steps to take

- Check the Campus Recruiting Schedule for information about employers who are visiting campus this semester.
- Pay close attention to the sign-up deadline for each employer.

#### For additional information

[www.clarion.edu/career/recruit/schedule.htm](http://www.clarion.edu/career/recruit/schedule.htm)

Information is also available at:

[www.clarion.edu/career/calendar/index.html](http://www.clarion.edu/career/calendar/index.html)

[www.clarion.edu/career/recruit/schedule.htm](http://www.clarion.edu/career/recruit/schedule.htm)

- Go to your online account and submit a resume to each employer whose position requirements you meet and with whom you would like to interview.
- Select **Search for On-Campus Recruitment Jobs**.
- Enter the name of the employer/organization and click on **Begin Search** to see a listing of the internships and/or full-time jobs that the employer is reviewing resumes for.
- Select the appropriate internship or job by clicking on the **Job ID number**. This screen will provide you with a job description and additional information.
- To submit your resume, click on **Submit to Posting**. Your resume goes directly to the employer. The employer will review the resume and pre-select candidates to be interviewed.

[www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)

### Checking to see if you have been selected for a campus interview...

#### √ Steps to take

- If you are selected for an interview, you will be notified by e-mail to schedule an interview time. You can also check your online account daily at **Check My On-Campus Interview Status** to see if you have been selected for an interview.
- Click on the employer's **schedule** and select an interview appointment time if you have been selected for an interview.

#### For additional information

[www.collegecentral.com/clarion](http://www.collegecentral.com/clarion)

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### Preparing for your campus interview...

#### √ Steps to take

- Plan to attend any information session that the employer hosts (usually held the evening before interviews).
- Review information on how to dress for interviews.
- Review information on preparing for interviews.
- Learn what you should do before, during, and after your campus interview.
- Make an appointment to go through a mock (practice) interview with a Career Services Center staff member.
- Conduct research on the organization by visiting its web site. Check with the Career Services Center to see if the employer left any materials for review.
- Gather other documents that you may want to present to the interviewer (e.g., references, transcripts, portfolio, etc.)
- Check the Career Services Center's Events Calendar for additional events where you can connect with employers.

#### For additional information

[www.clarion.edu/career/recruit/schedule.htm](http://www.clarion.edu/career/recruit/schedule.htm)

[www.clarion.edu/career/attire/index.htm](http://www.clarion.edu/career/attire/index.htm)

[www.clarion.edu/career/interview/index.htm](http://www.clarion.edu/career/interview/index.htm)

[www.clarion.edu/career/interview/interviewtips.pdf](http://www.clarion.edu/career/interview/interviewtips.pdf)

[www.clarion.edu/career/interview/mockinterviewprogram.pdf](http://www.clarion.edu/career/interview/mockinterviewprogram.pdf)

Call the Career Services Center at 814-393-2323 to schedule an appointment.

[www.clarion.edu/career/jobsearch/index.htm](http://www.clarion.edu/career/jobsearch/index.htm)

[www.clarion.edu/career/calendar/index.html](http://www.clarion.edu/career/calendar/index.html)

## On interview day...

### √ Steps to take

- Dress professionally.
- Arrive about 10 minutes early for your interview, and check in with a Career Services staff member.

### For additional information

[www.clarion.edu/career/attire](http://www.clarion.edu/career/attire)

## Following your campus interview...

### √ Steps to take

- Send a thank-you note to the employer within two business days.
- Use the interview as a learning experience. Assess your interviewing skills and decide what you need to improve. Were you prepared? What would you do differently next time?
- Evaluate whether or not the position and organization is a good fit for you.

### For additional information

[www.clarion.edu/career/letters/index.htm](http://www.clarion.edu/career/letters/index.htm)

Career Services Center  
Clarion University  
114 Egbert Hall  
Clarion, PA 16214  
Phone: 814-393-2323  
Web: [www.clarion.edu/career](http://www.clarion.edu/career)