Senior Recruitment Program Orientation

WESTERN CONNECTICUT STATE UNIVERSITY
CAREER DEVELOPMENT CENTER
2015-2016
General Overview

- **Thinking about how to find a full-time job after graduation?** The Recruitment Program is available to ALL SENIORS graduating in January 2016, May 2016 & August 2016.

- **Why participate?** As graduating seniors preparing to leave the academic world and enter or re-enter the workforce, this can be a period of exciting and uncertain change. Explore the opportunities presented by area employers through the Recruitment Program. The employers come to WCSU in search of candidates due to the excellent reputation of WCSU students. Use all of the job search resources available to you.

- **What are the opportunities?** Employers vary from semester to semester, year to year, given their individual hiring needs. Many industries are represented and most jobs are in the state of Connecticut. Occasionally, there are opportunities out of state.
Registration & Resume Submission

- The Career Development Center at WCSU utilizes a web-based program to coordinate the Senior Recruitment process. This enables students to learn about job opportunities, send resumes and transcripts to employers, upload portfolio materials, check if they have been selected to interview, and sign up for interview slots through their College Central account.
- Register/Log in on College Central (http://www.collegecentral.com/wcsu) under Student. Within your profile, under the Special Skills section, type in SENIOR RECRUITMENT. By registering, you acknowledge that you are in agreement with the rules and regulations of the program. This is how you will be contacted via email with updates regarding recruitment.
- To locate the Senior Recruitment opportunities, click on Search for Jobs/Opportunities Posted to My School. Next to Jobs, click on On-Campus Interview Jobs and hit the Begin Search box. You will then be directed to the on-campus recruitment jobs. Read the job descriptions CAREFULLY as they include the resume deadline and interview dates. Check CAREFULLY what credentials the employer is requesting (resume, cover letter, unofficial transcript, etc.). Upload the requested documents (IN ONE SINGLE WORD DOCUMENT) and click Submit to Posting.
- You are responsible for checking your email & College Central account for notice of interviews. Click on Check My On-Campus Interview Status. Employers will either select you for an interview or decline your application. If selected, please sign up for an interview slot ASAP as it is first come first served. Company will contact you directly via email and/or phone if interviewing off-campus at their company site.
- On-Campus interviews are held in the Career Development Center, in the Midtown Student Center 207. Please plan on arriving 10 minutes before your scheduled interview. Business dress (a suit) is expected of all students.
- It is MANDATORY that your resume be reviewed by the CDC before submitting to any recruitment opportunity. Email it to temkinl@wcsu.edu ASAP.
- Send a thank you to the recruiter after the interview within 24 hours. If there is a second interview, it will be at company site. Please inform the CDC of interviewing/offer status – you can report these results on College Central by clicking on Report Offers/Hires.
The Recruitment Program is organized to provide WCSU seniors an opportunity to implement effective job search strategies. The CDC’s goals are to present and market all WCSU students in the best light possible to maximize career opportunities. All students represent WCSU and actions are judged by visiting companies as an example of the quality of education here. Please help maintain WCSU’s reputation of excellence, and that of the students and alumni. **Students may forfeit their opportunity to participate in recruitment services if the following procedures are not followed.**

- The CDC will not call or send out email notices to remind students of interview times. **Except for emergencies, you may not cancel the day of the interview.**
- Information on your resume and supporting credentials should be truthful, especially your GPA. Companies can request a transcript at any time during the interview/job offer process.
- If not interested in the recruitment opportunities, please do not apply. Interviewers are taking time to meet with students who are genuinely interested in working for that specific company. Mock interviews can be scheduled through the CDC.
- Reneging on a job offer can be perceived as unethical behavior. Do not accept a position until you have thought it through. **We are here to help you in your decision-making.**
Helpful Hints & Resources

- Proofread your resume. Spell check on the computer and have at least three other people look it over. There are resume workshops, drop-in critiques, and individual appointments to assist you. Be mindful of your voicemail greeting and email address & signature. They should reflect the professional nature of your job search.
- Research the company & position for which you are applying. Having this knowledge will demonstrate to the employer that you have taken the time and effort to learn more. Practice interviewing by attending a workshop, arranging a mock interview and preparing for commonly asked questions. Bring a copy of your credentials to the interview: resume, cover letter, transcript, list of references, etc.
- Do not underestimate the value of a timely thank you letter after the interview. It helps reiterate your interest and allows you to add any information you might have forgotten during the interview. Asking for the interviewer’s business card will ensure correct spelling of their name. Thank you letters can be emailed.
- Keep up-to-date with resume drop deadlines by checking the College Central website and email on a regular basis. Let the CDC know of any job offers that been extended to you or where you are in the job search process. We are here to help and to offer helpful suggestions and congratulations.
- Individual career counseling appointments, workshops, and resume critiques are conducted by CDC staff members. The annual Career Fair in April brings 75+ area employers to campus to discuss employment and internship opportunities with students.
- SIGI+ is an interactive career guidance and information system that helps you explore your interests, values and skills and links them to career possibilities. You can also search for careers related to your major. Additional information on employment outlook, salary ranges, and detailed descriptions of career is included. VAULT Career Insider allows you to research career fields and employer profiles.
- College Central (http://www.collegecentral.com/wcsu) provides students and alumni 24-hour access to job opportunities and career events. Students can also access the Mentoring Network, a database of WCSU alumni offering advice and resources around career & educational planning.
- Tip sheets on writing resumes, cover letters, thank you letters, conducting a job search, preparing for interviews, networking, salary negotiation and more are available.
- The CDC Career Library contains books and information on careers, job search, graduate school, & employer directories.

Career Development Center
Midtown Student Center 207 • 203-837-8263 • www.wcsu.edu/cdc