



Campus Recruiting Program Tutorial

St. John's University
Career Center

Campus Recruiting Program Tutorial

- This tutorial will explain the process and procedures of the Campus Recruiting Program. Please read through all of the following information to get a solid understanding of the program.
- If you have questions about this tutorial or the Campus Recruiting Program or process, please contact the Career Center.

What is the Campus Recruiting Program?

- The Campus Recruiting Program brings graduating students together with employers who are seeking to fill full time employment opportunities that will begin after graduation.
- Employers seek graduates from many different majors and the large majority of opportunities are open to all majors.
- This program is just one of many job search methods you should be using as you near graduation. Talk to a Career Advisor about other Job Search methods you should be using.
- Employers who participate in the Campus Recruiting Program are those that know what their hiring needs will be several months in advance.
- Many employers will be interviewing in the Career Center at the Queens and Staten Island campuses, however, some employers will be interviewing at their own locations.

CareerLink

What is St. John's CareerLink?

- An on-line source for internships, part-time and full-time employment opportunities, the COACH (Count on Alumni For Career Help) Program and the On Campus Recruitment Program.

Benefits of St. John's CareerLink?

- Allows access to job and internship postings, COACH and On Campus Recruitment.
- Allows you to post your resume and apply directly to positions.
- Allows you to receive e-mails from the Career Center about events, programs and employment opportunities geared toward your major.



On Campus Recruitment

What is On Campus Recruitment?

- Allows employers to review resumes, and select candidates for on and off campus interviews. The term Preselect refers to interviews held on campus and the term Resume Drop refers to interviews held at an employer's location.
- It allows you to:
 - Submit your resume online for positions where you meet the screening criteria.
 - Research these employers prior to your interview.
 - Find out if you have been chosen for an interview.
 - Schedule your interview time.
 - Keep track of whom you have submitted your resume to and which interviews you have scheduled.

Read on to learn how to access St. John's CareerLink.



Top 10 Reasons to Get Involved in the Program

1. You want a job
2. You're graduating in 2009
3. Submit your resume - 24/7/365
4. Interview with top companies interested in STJ students
5. You have the "home court advantage" of interviewing in your own backyard
6. Impress your friends by getting many interviews
7. Enjoy your senior year by having a job offer before graduation
8. Show your parents you're doing something with your degree
9. Everyone is doing it
10. It doesn't get any easier than this

How to Get Involved in Campus Recruiting

- You must be graduating in 2009 (January, May or September) January grads can participate through May.
- Complete this online tutorial of the Campus Recruiting Program and attend a Campus Recruiting Seminar.
- Complete and submit the “Release” form found at the end of this tutorial.
- Have your resume reviewed and approved by a Career Counselor.
- Post your resume on St. John’s CareerLink.
- Meet with a Career Counselor to become “eligible” to access St. John’s CareerLink.



Uploading a Resume

Once you are eligible to access St. John's CareerLink

- Log on to St. John's CareerLink using your STJ email as your username, and the system password generated by St. John's CareerLink. *If you forget your password, contact the Career Center.*
- Select "Documents" tab
- Select "Browse," and search for the resume that has been approved by a Career Counselor
- Select "Submit," and you will automatically see your resume appear in the document folder.

How to view OCR events and submit resumes

- Select “Employers” tab
- The system will populate a list of employers (to view complete list of employers, click on ALL) and their respective interview dates
- You can click on the employer name to access employer overview
- Click on tab for Available Positions
- Click on Job Title
- Click resume submission button under Application Status if you have met screening criteria*
- Check Schedule Details section (on right) for all relevant dates and deadlines.

**If you do not see a submit button, the system will explain why you are not eligible to apply for the position- if you have questions, please schedule an appointment to meet with an advisor in the Career Center*



How to submit resumes

- After opening a job description, the system will indicate whether you qualify to apply for the position
- If you meet the minimum requirements, a submit button will automatically appear on the right hand side of the job description

**If you do not see a submit button, the system will explain why you are not eligible to apply for the position- if you have questions, please schedule an appointment to meet with an advisor in the Career Center*

Check if you have been chosen for an interview

- You will receive an email notification through St. John's CareerLink that you have been selected for an interview- this email will also provide directions on how to register and confirm the interview date and time
- This information will automatically appear on your personal calendar system and as an "Alert Reminder" on your main page



How do I sign up for an interview?

- You must select “Interview” tab and every job you have applied to will appear under “Interview Requests”
- If you have been selected by an employer, your status will have changed from pending to invited
- Invited students can click the scheduled interview button to show interview dates and available times- you can then select a time for the interview during the designated Preselect Signup
- Once you have signed up, this date and time will appear in the scheduled interview section
- If you were selected for an interview but are not interested in interviewing with that company, select the decline interview button

How do I prepare for the Interview?

- Research the company and position – Don't be embarrassed by being unprepared – know who you are interviewing with and why you are interested in them – this will make them more interested in you.
- Attend an interview seminar to learn how to interview and how to answer tough questions.
- Attend all company Information Sessions.
- Schedule a mock interview or meet with the Career Center.
- Buy your interview suit.
- Bring extra copies of your resume.
- Arrive at least 10 minutes before your interview time.

How do I decline an interview?

- If you were selected for an interview but are not interested in interviewing with that company:
 - Do not select an interview time.
 - Call or e-mail the Career Center to let us know which interview(s) you are declining.

How do I remove my name from an interview schedule?

- Once you schedule an interview, it is expected that you will honor that appointment.
- If a circumstance arises that will prevent you from attending a scheduled interview, you should remove your name from the interview schedule during the “sign up” period

Cancellations

- If you must cancel a scheduled interview after the “sign up” deadline has passed, you must call the Career Center.
- At that time, you must send a letter of apology to the employer with a copy of the letter sent to The Career Center.
- After two such cancellations, you will be suspended from the program.

No Shows

Failure to appear for a scheduled interview will result in a suspension from the program.

- In order to be reinstated, you must:
 - Send the employer you were scheduled to interview with a letter of apology.
 - Make an appointment with a Career Counselor and bring with you a copy of the letter of apology.
- A second “no show” will result in permanent suspension from the program.

Tips for Success

- New companies are added frequently, so log on each day to review and submit resumes.
- Click on the company name when you are searching for opportunities to begin your company research.
- Check the interview section to determine potential and scheduled interviews
- All St. John's CareerLink dates begin at 12:01 a.m. EST and all deadlines are 11:59 p.m. EST, remember we are EST.



Release Form

You must print a release form and deliver it to the Career Center as soon as possible. This will be our only record of your having completed the on-line tutorial for the Campus Recruiting Program.

By completing this online tutorial and submitting a signed Release Form, it is expected that you have read all of the information provided in this tutorial and that you understand the Campus Recruiting process.

You will need Adobe Acrobat Reader to view and print the Release Form [click here](#) to download Adobe Acrobat for free.

If you are unable to print this form, please contact the Career Center to obtain the form in another format.



Campus Recruiting Program Tutorial

Thank you for completing this tutorial

Please remember to:

- Deliver your signed Release Form to the Career Center
- Have your resume reviewed & approved by the Career Center
- Upload your resume to St. John's CareerLink
- Meet with a Career Center advisor to become eligible to participate in the Campus Recruiting Program

Good luck in your job search!

We value your opinion. Please send us an e-mail to let us know what you thought of this tutorial.

