

Lawrence University
GUIDELINES FOR ON-CAMPUS RECRUITING PROGRAM

General Information:

On-campus employment interviews are open to all Lawrence University students. General information about an employer visit is available in *This Week* and on the Career Center web page. Detailed information on the scheduled interviews and the participating organizations is available in the Career Center. All interviews will be held in the Career Center unless otherwise noted.

Procedures:

1. Before signing up for interviews with recruiters, **an appointment with a staff member in the Career Center** to review your résumé and practice your interviewing skills is strongly encouraged. It is important that you know and can articulate your interests, values, needs, goals, and skills and that these characteristics match with the position being offered. Employers want to know that you are “career-directed” and interested in their position/organization, not just “looking for any job.”
2. **Videotaped mock interviews or attendance at an Interviewing Techniques workshop are strongly recommended.** Contact the Career Center for dates and times.
3. Signing up for interviews is on a first-come, first-served basis. A waiting list will be maintained and students will be placed on the interview schedule if cancellations occur.
4. **A résumé of good quality must be submitted at the time you sign up for an interview time.** This résumé will be given to the recruiter. If you include a Career Objective, it should match with the type of position for which you are interviewing.
5. **When you schedule an interview, you are expected to honor the commitment.** In the event of an emergency, you must notify the Career Center immediately so that a student from the waiting list can be scheduled in your place. The reputation of Lawrence University, the Career Center, and your fellow students rests with your level of professionalism, so a “no-show” for an interview is NEVER acceptable.
6. When you schedule an interview, **review any available organization literature** (web page, annual report, job description, etc.) prior to the interview so that you are well prepared. Copies of these can be found in the Career Center or usually on the World Wide Web.
7. Professional dress is a requirement for all interviews. A suit is usually considered to be proper attire for women and men.

A Note About Pre-Screening:

Some recruiters will “pre-screen” résumés. When an organization pre-screens, the Career Center collects résumés by a deadline date and mails them to the organization prior to their scheduled campus visit. Following the pre-screening, the organization will advise the Career

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Center which students they wish to interview. Career Center staff will then contact these students to arrange a specific interview appointment.

It is important to understand that submitting a résumé to an organization that is pre-screening, does not guarantee an interview.

Information Sessions: Some recruiters offer sessions to provide general information about their organization, position(s), training, hiring process, etc. Attendance is strongly encouraged for those with scheduled interviews as well as for those seeking to learn more about career fields of interest.

It is important to dress appropriately for information sessions. Although “interview” attire is not necessary, it is important to look professional (no jeans or sweatshirts).

Types of Recruiters:

Ideally, it would be nice to bring to campus employers that represent a wide variety of career areas. However, only certain types of organizations are able to anticipate months in advance their need for college graduates, budget enough money and staff time to visit institutions, and schedule trips to recruit on small college campuses.

The organizations that typically visit include consulting firms, retailers, insurance companies, manufacturers, and some volunteer agencies. Although organizations in some other fields (i.e., social service, science, law, government) do not typically interview on campus, the Career Center has information about careers, recruitment programs in various geographic locations, and job vacancy listings to assist you with your job search in most career areas.

Geographic Preference:

Some representatives from visiting organization are local or regional managers who are recruiting for this area only. Some will refer you to other managers in geographic area in which you have an interest; others will not. You should feel free to contact recruiters in other areas even if you have seen a local representative on campus.

If you are sincerely interested in the organization/position, you are encouraged to sign up and interview with the campus recruiter even if the location does not match with your preferences. You may find you can be flexible if the job is right.

One Final Note:

The on-campus recruiting program can result in job offers and entry-level positions for some students. The organizations coming to campus are, almost without exception, interested in interviewing students with any liberal arts major. You are encouraged to take advantage of on-campus interviewing opportunities, but **you should not limit your job search to this one approach**. You should utilize other job-hunting avenues in order to explore all options available to you.

Career Center staff members are happy to talk with you about the combination of job search strategies that will work best for you.

Good luck with your job search!