



Office of Career Services
On-Campus Recruitment Guidelines and Expectations

INTRODUCTION - Welcome to the On-Campus Recruitment Program sponsored by the Nazareth College Office of Career Services. We ask that you read carefully the guidelines and expectations below, and sign the statement indicating that you will comply with these guidelines in order to participate in on-campus recruitment.

DATES AND LOCATIONS OF INTERVIEWS - The list of up-coming on-campus recruitment visits can be found on the Career Services Office’s NazLink website <<https://www.myinterfase.com/naz/student>>. If you haven’t already done so, please register to use this website, and you can click on “On Campus Interview Schedules” to see which employers will be visiting campus. Please note that candidates should come to Career Services (located in the Shults Center) for all on-campus recruitment interviews.

SIGN-UP GUIDELINES - Each participating organization will choose how to select candidates for interviews.

- Some opt for an “open sign-up”. In this instance, interview slots are given on a first-come first served basis until the schedule is filled. You simply need to submit your resume and sign up for an available time slot in NazLink if you would like to interview with a particular organization.
- Other organizations choose to “pre-screen” candidates. When an organization pre-screens, you will submit your resume through NazLink by an agreed upon deadline date. The recruiter reviews the resumes, and then selects those students with whom he/she would like to meet. If you are selected, you will receive an e-mail message instructing you to log back into NazLink and select an available interview time slot. Please make sure to check your e-mail regularly so you can respond to recruiters’ requests in a timely fashion.

INTERVIEW ATTIRE - These are professional interviews, and you should dress accordingly. Men should wear a suit (or a tie and jacket), and women should wear a suit (pants suits and skirted suits are both acceptable).

CANCELLING INTERVIEWS – Sometimes circumstances exist that might cause you to cancel an interview. Last minute cancellations (less than one week notice) or “no-shows” are extremely unprofessional however, and are viewed very negatively by employers. Not coming to your scheduled interview not only negatively impacts you, but also impacts the organization’s view of Nazareth College and our other students. It is your responsibility to verify your availability at the time you sign-up for the interview.

**Teaching Candidates – please note that student teaching or substitute teaching are not acceptable reasons to cancel an interview. You are responsible for making arrangements to be available for an interview well in advance. Do not set up an interview until you are sure that you have permission to be excused from these commitments. If you are not available to meet with a recruiter on campus, you may still be able to set up an interview at his/her office. We will be happy to provide contact information for recruiters to you for this purpose.*

CONSEQUENCES OF CANCELLING AN INTERVIEW - If you do not show up for an interview, or cancel at the last minute, we require that you send a letter of apology (and explanation) to the employer, with a copy to Career Services. You will not be able to participate in future on-campus recruitment opportunities until you have sent the letter of apology. If you have two such instances, you may no longer be eligible to take part in the on-campus recruiting program.

IN CLOSING - Please understand that these guidelines are in place to foster continued positive relationships between Nazareth College and employers. We ask that you keep these guidelines in mind to ensure a successful experience for everyone. We wish you all the best in your employment search. Questions? Please call our office at 389-2301.

I have read the guidelines and expectations for participation in the On-campus Recruitment Program. I agree to comply with these guidelines, and understand that failure to do so may impact my participation in other on-campus recruitment activities.

(Signature)

(Date)

(Print Name)