




Guidelines for On-Campus Recruiting 2009 - 2010

On-Campus Recruiting – OCR – is a program especially for graduating students. In OCR, companies post full time, after-graduation positions on HuskyCareerLink –HCL – in the fall and in the spring for positions which begin after graduation.

Employers participating in OCR have a particular interest in Northeastern students, and use this program to find and hire outstanding students in their senior year. The program usually attracts the greatest numbers of employers in the fields of business, engineering and computer science, although there are usually employers who are looking for students in any major. The NU Career Services OCR is open to all undergraduate seniors and to all graduate students completing their degrees except for MBA and law students, who participate in their own schools' OCR programs.

How to participate in OCR – applying for jobs

- Make sure you have an active account in HuskyCareerLink (HCL)! Login from myNEU. If you have a problem logging in, try using the last 4 digits of your SS # if the last 4 digits of your NU ID don't work. Send an email to careerservices@neu.edu if that does not work.
- Use the Documents section of HCL to upload resumes and cover letters.
- Use the Jobs and Internships section to search for jobs. Review and apply for positions using the Jobs and Internships section of HCL, following each employer's instructions carefully. OCR jobs are marked with this icon . Some employers expect both an HCL application AND an online submission through their own website. To apply, students must be graduating in the current academic year.
- OCR jobs first appear in HCL in September for the fall and January for the spring.

If you're invited to an on-campus interview

From the group of applicants, employers select candidates to interview and invite them by email to sign up for interviews by sending them a link to an HCL schedule.

OCR is a formal program with guidelines you need to follow in order to remain eligible to participate. Becoming ineligible to participate may mean that you are barred from using HCL in your job search. These guidelines help Northeastern Career Services maintain positive relationships with employers so that they will continue to return to our campus to recruit students in the future. The guidelines also reflect interview and job search etiquette you need to know and follow in your off-campus job searches.

Every interview you have on-campus with an employer is a chance to show the best that Northeastern has to offer – you – a bright, enthusiastic student who is in an excellent position to contribute from your first day in a new organization. Make the most of your on-campus interview opportunity.

The guidelines

- **Prepare** as carefully as you would for any interview. See the Career Services website for more information on preparing for interviews, sending thank-you notes and for more information on dressing appropriately for interviews. On-campus interviews are short, usually 30 minutes.
- **Attend pre-interview sessions** the night before your interview if the employer has scheduled one. See the Calendar section of HCL to find out. Employers share information they want all candidates to have at these meetings. Attendance may be required by an employer. Attendance at employer information sessions the night before interview is strongly **recommended**. **NOT Attending** may be seen by an employer as a lack of interest or professionalism on your part.

- **Be on time.** As for any interview, arrive about 15 minutes early. Lateness rules you out.
- OCR interviews are in Stearns, usually on the 5th floor. A sign in the first floor lobby will tell you where your company's interviews will be. Take a seat in the waiting area and wait for the interviewer to call your name. Be careful when you schedule an interview that you allow for extra time as schedules can run late.
- **If an emergency prevents you from coming** to an on-campus interview, you must call Steve Johnson immediately at 617-373-3404 AND write an email to the employer apologizing for not showing up. Send a blind copy of your email to Cate Carrigan, c.carrigan@neu.edu
- **If you do not show up for an interview**, you may not be allowed to participate further in On-Campus Recruiting, and/or you may be denied access to HuskyCareerLink.
- **Cancel an interview at least 24 hours in advance** if you accept another position or decide you do not want to keep your appointment. Cancel by calling Cate Carrigan, 617-373-8105
- If the university is closed for any reason, on-campus interviews will not be held.
- On-campus interviews are screening interviews. If an employer is interested in meeting you again, you will be invited to go to the company for a second interview.
- **Send a thank-you note** right away to thank the employer, just as you would for an on-site interview. Email is fine, although a mailed handwritten note may be more striking.
- **Other job search etiquette tips**
 - Reflect, consult, and review an offer very carefully before you accept it. Reneging on an offer – changing your mind and accepting a better offer -- is not acceptable. Once you accept an offer of employment, immediately tell all other employers with whom you have open offers or with whom you have interviewed that you have accepted another offer. When you turn down an employer, be polite and remember not to burn a bridge. You might end up wanting to be there later in your career!

If you encounter problems using HuskyCareerLink to apply for OCR jobs, in scheduling interview appointments, or have other problems, email Cate Carrigan, c.carrigan@neu.edu