Guidelines for On-Campus Recruiting & NUcareers

Database:

Our database, NUcareers, is designed for posting coops, full-time jobs, and internships and for managing employer recruiting activities. We ask all of our employer partners to register on NUcareers. NUcareers:

- serves current students (undergraduate, graduate, and PhD) and alumnus/alumnae (up to 4 years post-graduation)
- does not serve our MBA and Law School students, who have a separate database

Posting full-time jobs, internships & coops: Once registered on NUcareers, Career Development staff will approve you as an employer partner. Then, via your NUCareers dashboard, you can post your co-op jobs, or full-time job/internship opportunities onto NUcareers. These postings will be reviewed and approved by our staff.

This remainder of this guide focuses on full-time job postings, part time and full-time internship posting, and recruiting activities for these positions. Co-op also uses NUcareers but employers would access the co-op side of the database and work with the co-op coordinators on their positions, once approved as an employer partner.

Your NUcareers Dashboard
Full-time career opportunities/internships On-Campus Interviewing

Interview space

On-Campus Interview (OCI) space is available in the 2nd floor of Stearns Center (GPS address: 420 Huntington Ave, Boston MA or Building #37 on our campus map) weekdays from 8:30 am – 5 pm. Recruiting space is unavailable on holidays, or during reading period and final exams (academic calendar). Employers may arrive by 8:30 am to prepare for their day.

Campus Interview Activities Managed via NUcareers

There are 3 on-campus interviewing activities that are currently managed via NUcareers. These online request forms are found on your NUcareers dashboard.

A. On-Campus Interviews (OCI)
B. Information Sessions
C. Employer in Residence

<table>
<thead>
<tr>
<th>Request an On-Campus Recruiting Engagement</th>
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</thead>
<tbody>
<tr>
<td><strong>Request</strong></td>
</tr>
<tr>
<td><strong>ON-CAMPUS INTERVIEW (OCI):</strong> Reserve interview space on campus to meet with applicants for your posted full time and internship (not co-op) position(s)</td>
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<tr>
<td><strong>Request</strong></td>
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<tr>
<td><strong>INFORMATION SESSION:</strong> Reserve on-campus academic space to present information about your organization</td>
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<tr>
<td><strong>Request</strong></td>
</tr>
<tr>
<td><strong>EMPLOYER IN RESIDENCE (EIR):</strong> Reserve interview space on campus to meet with NU students to expand your brand, educate on your industry/organization, discuss potential career fit</td>
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*On-campus meeting space is limited. Desired meeting times are subject to room availability and approval.

A. On-Campus Interviews (OCI)

There are two OCI options, Fully Managed and Employer Managed. The Fully Managed option is completely managed via NUCareers. The Employer Managed option gives the employer some flexibility with dates for the application deadline and preselects deadline, and with scheduling. Details on OCIs can be found in a chart below.

1. **Fully Managed**: The entire interview process managed via NUcareers.
2. **Employer managed**: For employers who want more timing and scheduling flexibility, the process is managed via NUcareers up until applications are delivered to employer. The employer then manages notification of candidates and scheduling of interviews.

B. Information Sessions are typically scheduled weekday evenings 6-7 pm, or occasionally during lunchtime hours. Information Sessions are for you to promote your organization and
share employment opportunities & career paths available to college graduates. Information Sessions can also include an interactive simulation exercise or a case study. You can request an Information Session date on campus by going to your NUcareers dashboard and completing the Information Session form.

C. Employer in Residence (EIR) space is available weekdays 8:30 am – 5 pm. An EIR is a one-on-one meeting with a student either in a single visit or recurring visit. All Northeastern students are welcome to sign up for Employer in Residence meetings to receive advice on their own job search and/or to learn more about your industry and your organization. You do not have to have an active job posting in NUcareers to host an EIR. Submit Employer in Residence form to reserve space. See Employer in Residence for more details.

### On-Campus Interview Process

<table>
<thead>
<tr>
<th>OCI Management Options</th>
<th>Fully Managed</th>
<th>Employer Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview room reservations</td>
<td>Employer requests room reservation <strong>via NUcareers</strong> on the <em>On-Campus Interview</em> request form for Stearns Center space; confirmed by staff</td>
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</tr>
<tr>
<td>Job posting</td>
<td>Once registered and approved, employer posts job <strong>on NUcareers 4 weeks</strong> before OCI date</td>
<td>Once registered and approved, employer posts job <strong>on NUcareers</strong>; employer may choose when to post job</td>
</tr>
<tr>
<td>Job application deadline</td>
<td><strong>Automatically set via NUcareers at 2 weeks</strong> before OCI date</td>
<td>The employer chooses their <strong>application deadline</strong> date</td>
</tr>
<tr>
<td>Application delivery method</td>
<td>Employer <strong>inputs choice for applications delivery</strong> via NUcareers either: as received (recommended) or at OCI deadline</td>
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</tr>
<tr>
<td>Preselects &amp; notification to candidates</td>
<td>Employer <strong>inputs pre-selects into NUcareers 1 week</strong> before OCI date; candidates are auto-emailed via NUcareers to select an interview time</td>
<td>The employer uses their own method to <strong>notify candidates and manage</strong> own interview schedule</td>
</tr>
<tr>
<td>Interview schedule</td>
<td>The schedule is closed 1 day before OCI; schedule options are 30, 45, &amp; 60 minutes; <strong>no tandem or flipped; no alternates</strong></td>
<td>Employer sets <strong>own schedule and manages</strong> any changes</td>
</tr>
</tbody>
</table>
Prior to and day of OCI | Employer may view schedule online and, on the day of OCI, printed schedule and resumes will be presented to the employer by NU staff | Employer brings own schedule and resume copies; gives a copy to NU staff

Both OCI options require employers to register on NUcareers. Once approved as a NUCareers employer, employers can complete the On-Campus Interview request form found on the NUcareers dashboard. When completing the form, please:

- Choose either Fully Managed or Employer Managed
- Input a 1st and 2nd choice for OCI dates
- Input preferred time (start at or after 9 am & end by 5 pm)
- Input date you will post job onto NUcareers (approx. 4 weeks before OCI date)

Once an On-Campus Interview form is approved by ER staff, an automatic email will be sent to employer with detailed information on the OCR.

Your open positions (when they are linked to the OCI) will be promoted to the Northeastern student population and candidates will apply via NUcareers.

Applications will be delivered via NUcareers based on your choice – either as they are received (the recommended method) or in a bundle at the end of the application deadline day.

**Posting a Job or Internship**

**Fully Managed and Employer Managed OCI schedules require that jobs be posted in NUcareers. When posting your positions on NUcareers, remember to:**

- Input which Colleges you are recruiting from, period of employment as Post-Graduate, and student level as undergraduates, and/or masters, and/or PhDs.
- Input that you wish to set up an on-campus interview and input the campus interview date as the same as the OCI date.
- Input Application Delivery method as via NUcareers and select delivery method (as applications are received – recommended option -or once application deadline passes) and input email address or URL where you wish applications sent!
- Note in job description if you are open to hiring students under Curricular Practical Training (CPT) or Optional Practical Training (OPT).
To participate or learn more about recruiting and other engagement options, contact Career Development 617-373-6548 or go to our website, northeastern.edu/careers/.