2016 - 2017

Business Career Services

Recruiting Policies, Tips & Career Connections User Guide
RECRUITING POLICY FOR ON-CAMPUS INTERVIEWS

*By Participating in KU Career Connections, you verify that you have read and agree to the outlined recruiting guidelines and policies.*

The BCS provides a policy for the professional relationships among our staff, recruiting organizations and students involved in the career planning and recruiting process.

**EXPECTATIONS OF STUDENTS**

**Interviews:**
The following interviewing expectations exist to maintain long-standing positive relationships with hiring organizations. Failure to comply with these guidelines may result in damaged recruiting relationships at KU.

- Students should submit their resumes only for positions they are truly interested in, qualified for and plan to be available to interview for.
- Students are expected to respond to interview invitations for which they have submitted their resume for consideration by signing up for an interview in a timely manner. If the interview invitation must be declined for ANY reason, the provided guidelines should be adhered to.
- Students are expected to honor interview commitments.
- Students are expected to promptly RSVP to any invitation to a company office visit.

**Declining an Interview and Cancellation Guidelines:**
Legitimate conflicts can and will occur. Reasonable conflicts include acceptance of another job offer, personal illness, subsequent interviews/office visits with other recruiting organizations, or death in the family. The following guidelines are outlined to cancel interviews.

**To decline or cancel an interview OR withdraw your application after the deadline:**
The following **MUST** be completed.

- A reason for declining and/or cancelling an interview, or withdrawing an application after the deadline needs to be communicated to the BCS and an apology letter must be provided. Access to KU/Career Connections will be blocked until this is completed. An example apology letter can be provided by the BCSC. This letter is out of courtesy to the employer.
- No-shows to interviews will not be tolerated and all steps must be taken in order to regain access to career services.
- If you need to withdraw an application, do so BEFORE the application deadline.

An interview decline, interview cancellation, late withdrawn application, or no-show will result in temporary suspension from KU Career Connections. Subsequent episodes of these actions could permanently suspend your access to the on-campus recruiting system.

**Events:**
For organizations hosting information sessions or evening events prior to scheduled recruiting, all interviewing students are encouraged and expected to attend. It is the student’s responsibility to check for relevant events in KU Career Connections.

- Students are expected to RSVP and attend events by the deadline posted to help employers plan their visits.
- Students should conduct themselves with professionalism at company-sponsored events.
- All events are business casual unless otherwise noted.
Ethical Expectations Regarding Acceptances of Offers:
Upon the acceptance of a job offer:
• A student immediately notifies other employers with whom they are interviewing to remove themselves from further consideration.
• A student must notify BCS to withdraw his/her name from the recruiting process and withdraw all outstanding applications within KU Career Connections.

Students must honor the acceptance of an offer as a contractual agreement with the employer. It is unethical to continue interviewing after accepting an offer, or to back out on an accepted offer.

STUDY ABROAD POLICY:
For students who are participating in KU’s study abroad program, the following policy should be followed when applying for jobs that involve On-Campus recruiting.

The student should contact Business Career Services (BCS) directly with an expression of interest in the position promoted on KU Career Connections and BCS can refer along a resume to the recruiting group outside of the system. The student should not apply to On-Campus Recruiting (OCR) postings through the system as a courtesy to other applicants, the employer, and career services. OCR postings in the KU Career Connections system are indicated in the job listings under “TYPE” by a “P” for pre-select or “O” for open. These are the jobs that should not be applied to when studying abroad because doing so indicates that you plan to physically attend the interview. Please note that you can still apply to any other type of job posting though KU Career Connections that does not require an established interview date on campus and we strongly encourage you to do so.

If these guidelines are not followed, the Ethical Framework policy will be administered and no further career services activity will be permitted until appropriate action from the student is taken.

Career-related issues to consider when planning to study abroad:

• Plan ahead. Studying abroad is a wonderful experience that is encouraged by the University and the School of Business. Start planning your academic schedule early (i.e., freshman or sophomore year) so that you can fit in all of your academic needs, study abroad, and an internship as well as the time needed to do a job search.

• Be aware of on-campus recruiting times. Employers will do the bulk of their hiring for May grads and oftentimes summer internships during October. This is especially true in some fields such as accounting. Again, students who have appropriately planned ahead have been able to study abroad in the fall semester and still secure a job and/or internship. Talk to your advisor and career counselor about your options. Be aware that if you choose to be gone during this time period, it will likely impact the number of career options available to you.

• If you apply to an on-campus interviewing opportunity, it is expected that you will physically attend the interview. Phone interviews will not be set up in the BCS for students studying abroad.
Getting Started:

- **Login at https://ku-csm.sympli
city.com/students** - Please allow one business day for your registration to process. You will receive a system email when your account is activated.

- **Login to the site by entering your KU-registered email address and password.** If you registered with a non-KU email address, your user name will be your email address and your 7-digit KU ID number will be your password.

- You will first need to complete the personal, academic and privacy information in the *Profile* section. Required information is notated by a red asterisk. For work authorization, U.S. Citizens should select “Legally eligible to work” and “U.S. Citizen.” Each page asks you to click Save or Next; by clicking Next, your information will be automatically saved.

- **Under the Privacy tab,** it is strongly suggested that you opt to receive emails from career services. The information we send out is relevant to recruiting and will provide you with the information that you need to have a successful recruiting experience. You will not be spammed. You can choose to publish your resume, which allows employers to search student resumes and identify qualified candidates. This means that even when you don’t apply for a position, an employer may see your resume and contact you for an interview. This method is especially useful for companies that do not plan to visit KU as they can find candidates to interview based on qualifications listed in your profile and resume. Employers will only be able to view your default resume. You may change either of these settings by returning to your *Profile* section and clicking Privacy.

- You may change your personal and academic information at any time by clicking on *Profile.* Please make sure any updated information matches your KU Enroll and Pay account as information from the Registrar is downloaded to match your KU Career Connections account every semester. **It is your responsibility to keep your personal and academic information up to date.** Please keep your contact information current in the system so we can reach you if necessary. On occasion an employer will need to cancel an interview and we will need to contact you. We will not release your contact information to outside parties.

Uploading Your Resume and other documents:

- To upload your resume or cover letter, click on the *Documents* tab. Next, click “Add new.” Click the "browse" button to locate the resume to upload from your computer. Label your resume, (i.e. internship resume), and select the correct document type. This allows you to submit your resume to employers in order to apply for an interview when the company visits campus. You will not be able to apply for jobs until you have a resume in the database.

- You may change your documents or upload additional documents (up to 10) at any time in the *Documents* tab. Be sure to select the correct document type. For example, if you upload a cover letter and select “resume” as document type, the system will not recognize you have uploaded a cover letter. Each time you apply to a position, you will be prompted to choose a resume to submit. You may upload one resume or several customized resumes. If you have more than one resume uploaded, you will need to go to the *Documents* tab and select a default resume by clicking “Make Default”.

- Occasionally employers may request a copy of your unofficial transcripts or DPR form. The Degree Progress Report (DPR) is an online self-serve tool that allows you to track your progress toward completion of degree requirements.
  
  - Generating your unofficial transcript/DPR:
    1. Log in to the KYou Portal with your KU Online ID and password.
    2. Click the Advising tab in the menu bar at the top of the page.
    3. Click the Progress tab under the KU Advising/Student Information section on the Advising page.
    4. Click the Checklist button.

If you transcript is requested via fax, the fax machine in our office may be used by students for recruiting purposes (domestic faxes only). Although DPR forms and transcripts can be uploaded into KU Career Connections, we discourage companies from requesting them through the system due to privacy concerns. If you would like to purchase an official transcript you can do so at:

Searching for Jobs & Internships:

- Click on the *Jobs* tab, select KU Career Connections jobs to begin searching. In Career Connections, there is a difference between positions where the employer will interview on campus and those where the employer is not planning a visit. **This system refers to positions where the employer will conduct interviews as on campus Interviews and positions where employers are not visiting KU as Jobs.** If you are searching for only jobs or internships with interviews on campus, make sure to use the appropriate drop down menu choice. You can search jobs by position type and keyword, and other options, such as major, position type, industry type and city, are available under “Advanced Search.” Use as many drop down menu selections as you like.

- You may also find it useful to search by using the *Calendar*. This option will show you all events, such as information sessions, and workshops for all offices on campus. You can also choose to view OCR (on-campus recruiting) interviews or resume submission deadlines. Each item on the calendar is a direct link to further information.

- When you click Search, a page of job titles will be returned to you based on your search criteria. Click on each job title or “apply” button to review the job description and requirements, including the interview date. **Review the Recruiting Policies you received BEFORE applying for jobs that interview on campus; do not apply if you are not truly interested or if you are unavailable the day of the interview.** If selected for an interview, you are expected to sign up for an interview time and show up for the interview. Failure to do so will result in a violation of the Recruiting Policy and suspension of your account privileges. If you meet the requirements and are interested in applying, you may submit your resume to the employer through the *Apply* on the right hand side of your screen. Then a box appears with a drop down menu for selecting which resume you wish to use, along with other instructions the company may provide. Once you have chosen your resume, hit the *Submit* button at the bottom of the box.

- Once you submit your resume, you must wait for the employer to invite you to an interview or to respond in some manner. Under the *Interviews* tab, you can view your pending applications under *Requested Interviews*. You do not need to contact the company or worry about emailing your resume, etc.

- Some recruiting organizations will require that you apply on their own company website **IN ADDITION** to applying through KU Career Connections. It is important to follow all application directions to be considered a candidate.

- When applying for positions, note the date when interview sign-ups begin. You may receive an email from KU Career Connections notifying you of acceptance to interview, but you will not receive a decline notice if the employer does not select you. Alternately, you can login to the system and track your status. On the *Interviews* tab, your status will read “Pending” until the employer makes a decision on interview candidates; usually this will be a week or so before the interview date. If you feel the interview date is quickly approaching and you do not know if you have an interview, please contact our office and we can let you know whether decisions have been made.

- Some jobs and internships do not have scheduled interviews on the KU campus. You will notice that most jobs with interview schedules have a **P** under Type and jobs without interview schedules have a **J**. The **P** means that employers will receive your resume via Career Connections and you must check with the website to find out your interview status. The **J** indicates that you will need to follow an application method outlined in a given job description, such as emailing or faxing your resume directly to the company. In this case, you will be contacted directly by the company regarding an interview and all correspondence should be directed to the listed contact.
Signing Up for an Interview:

- Once you are invited for an interview, you need to sign up for a time slot. Click on the Interviews tab and find the job title you were selected to interview for. Click on “Schedule Interview” to select your interview time. Note anything in the Notes section, such as bringing an ARTS form (we can assist with providing you an ARTS form). **Make sure you know where the interview takes place! You can find this information by clicking on the date of your interview and looking for the Room—BCS is in suite 1130 Capitol Federal Hall, ECC is room 1410 LEEP2 and UCC is temporarily in the Kansas Union (interview location specifics will be outlined in KU Career Connections).**

- If invited, you are guaranteed an interview time, but time slots are available on a first come, first served basis. It is important you stay on top of your alerts in the system so you can choose an interview time that works well with your schedule. We cannot accommodate your schedule. If you do not sign up due to a class conflict, or if you do not accept the interview time, you will be considered in violation of the Recruiting Policies and will be blocked from your account. Although it is possible to cancel an interview appointment online, you may not remove yourself from the interview process. If you do, you will be subject to the Recruiting Policy.

- **You can change an interview time up until the schedule closes.** To do so, click on the Interviews tab. Next, find the interview you wish to change and click reschedule. Select a new time.

- If you are interviewing with an organization and they are hosting an information session, you are expected to attend. These events are important and your attendance impacts the impression you make as a candidate. Check for information session details in the Events tab of your KU Career Connections account.

Additional Notes:

- **Resumes are only reviewed by appointment.** Our office encourages you to have your resume reviewed before you upload the document and start applying for jobs. Please call our office at 785-864-5591 to make an appointment.

- Sign up for a mock interview in the BCSC. Recruiter-led mock interviews are held on a periodic basis.

- Attending the career fair greatly increases your chances of being recognized as a candidate. Plan to attend!

- The BCSC fax machine may be used by students for recruiting purposes (domestic faxes only).

**INTERVIEWING TIPS**

- Arrive 10 minutes early
- Check the specific location
- Provide accurate information on your application
- Research the company BEFORE you interview. -Use Wet Feet, Vault, or other resources
- Come appropriately dressed in PROFESSIONAL attire!!!
- Do not wear too much cologne or perfume
- Send a Thank You note following the interview. Our office has a file of contact information.

Recruiting season (Spring and Fall) can be a stressful but exciting time. These important points will help reduce your stress. Our office is available to assist you through this process. Getting a job is YOUR responsibility, but WE want to help!