

On-Campus Recruitment Program Protocol Guide



Office of Career Planning

MISSION

The On-Campus Recruitment Program at King's College is designed to be mutually beneficial to both the students and the corporate employer partners by creating opportunities for them to connect. Through this program, students seeking full-time positions or internships are given the opportunity to learn professional expectations and engage in fundamental behaviors within the job search and interviewing process. Employers are provided with the ability to recruit quality new talent that matches their needs and interests to fill professional positions. This is accomplished through the development of personal relationships with staff, faculty, and students at King's College as well as a variety of stewardship activities including networking events and corporate open houses.

PREPARATION FOR PARTICIPATION

- **Attend an Orientation Session**
- **Review and sign** the Office of Career Planning Contract which enables you to fully engage in the recruitment and internship programs managed by our office.
- You are expected to attend any information/networking sessions/candidate dinners held by the employer prior to the interview day.
- You are **expected to research the employer and read through the position description** (*located in the white binder or on-line*) in order to tailor your interview answers to the position. See the interview guide for details.
- Have at least three (3) positive references complete the OCR Recommendation Forms, located at the entrance to the Office of Career Planning. Reference sources can include professors, internship or part-time job supervisors, coaches, etc. Family or close friends are not acceptable references.
- Attend a Professional Development Seminar Series (PDSS) event to further develop your professional skills.

ON-CAMPUS RECRUITMENT LEARNING GOALS & OBJECTIVES

Interview success will largely depend upon the candidate's ability to communicate using intrapersonal skills including self-reflection and problem solving, interpersonal skills (through conversations with others and professional body language), determine when information is needed and have the ability to locate, evaluate, and use it effectively and communicate both orally and in writing.

Students participating in the On-Campus Recruitment Program will be evaluated on their ability to:

- Develop an effective resume.
- Maintain appropriate volume, pitch, tone and speed in conversation.
- Express self-confidence through physical mannerisms including eye contact, firm handshake, facial expressions and overall gestures, and dress in a professional manner following accepted interview dress guidelines.
- Articulate skills, accomplishments and career goals.
- Practice well-developed, organized answers to behavioral based questions using the STAR method.
- Ask questions of the interviewer that are appropriate and well thought out.
- Continuously reflect and improve upon answers to behavioral based questions using the STAR Method through development and practice of responses.
- Demonstrate a complete understanding of the company, including the culture, as well as position being applied for and specific job responsibilities.

PROCEDURE TO PARTICIPATE

On-Campus interview events will be announced through email as well as posted to our events calendar, available in the office and on-line, as well as on the Office of Career Planning web-site (www.kings.edu/academics/CareerPlanning/index.htm).

Please stay alert to your King's College inbox for new events and updates!

- **RESEARCH** the company that you are interested in and be sure you understand the position description and job responsibilities.
- **Sign up for interviews** in the white binder in the Office of Career Planning.

Note: Signing up does not guarantee you an interview.

- Have your resume reviewed through an individual appointment or by attending a resume walk-in day in the Office of Career Planning.

Email your resume by the submission deadline to theresakinney@kings.edu and include in the body of the e-mail the organizations for which you are applying.

NOTE: Your resume should be in a Word document, not a template!

- Check your **King's** email to see if you did/did not get an interview. You will be notified either way.
- If you do get an interview, return to the Office of Career Planning to sign up for a time slot on the interview schedule. **Note:** *This sign up is "first come, first served," and any time changes must be facilitated between students. The Office of Career Planning will only facilitate time changes requested by the employer.*
- Sign up for a Mock Interview, either with a recruiter if available, or with one of the counselors in the Office of Career Planning, if you feel you need additional interviewing practice before the actual interview.

Questions on interviewing? Please review the interview guide or make an appointment with a Career Counselor.

INTERVIEW DAY

- ◆ **Arrive 10 minutes early**, dressed professionally. If you have questions regarding professional business attire, please see a Career Counselor.
- ◆ **Bring 2 copies of your resume** on plain white printer paper.
- ◆ **Bring your questions for the employer** in a professional portfolio or organizer of some kind.

"No shows" or "late shows" are ABSOLUTELY unacceptable.

If an emergency arises, you must notify the Office of Career Planning ASAP by phone at 570-208-5874.

Otherwise, you will have to obtain permission to participate in OCR for the rest of the academic year.

AFTER THE INTERVIEW

- ◆ Kindly fill out the Student Evaluation here in the Office of Career Planning.
- ◆ **Request the recruiter's business card** at the end of the interview. **Write and send thank you notes to each recruiter** within 24 hours of the interview.
- ◆ Follow up personally with the employer if you have not heard back from them in 2 weeks.
- ◆ If you receive an offer, ask for a deadline to notify them of your decision. Call the recruiter with your definitive answer by that deadline. If accepting, you must also write and send a letter of acceptance.

(If you have questions on how to accept or decline a job offer, please see a Career Counselor.)

Mission Statement

Our mission is to promote lifetime career satisfaction by educating and empowering students to develop self-awareness, academic management skills, and professional skills. The Office of Career Planning supports students' career aspirations through collaboration with academic departments, student services, and community partners.

Office Staff

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The Office of Career Planning is located in
the lower level of the Administration Building

Monday - Friday • 8:30 am - 4:30 pm
(Evening appointments available by appointment only)

For more information contact
careerplanning@kings.edu or 570-208-5874

kings.edu/academics/career_planning



OFFICE OF CAREER PLANNING