Welcome to 2014-2015 Recruiting

All on-campus recruiting activities must be initiated through the Office of Career Services (OCS) — including, interviewing, information sessions, career fairs, classroom presentations, student organization presentations and the like. Contact Marketta King, Scheduling Coordinator, at 336-334-7755 or kingm@ncat.edu.

Fall 2014:  October 1 through November 21

NO RECRUITING
October 3 (Friday prior to Fall Break)
October 6-7 (Fall Break)
October 24 (Friday prior to Homecoming)
November 24-28 (Week of Thanksgiving)

Note: October 18-23, 2014 are Fall Furniture Market Dates. If you have recruiting date(s) scheduled during this time-frame, please secure hotel accommodations as soon as possible. Finding hotel accommodations during this time may be extremely difficult.

Spring 2015:  January 21-April 15

NO RECRUITING
February 27 (Friday prior to Spring Break)
March 2-6 (Spring Break)
April 3 (Good Friday Holiday)

Note: Spring Furniture Market Dates- April 18-23, 2015
REQUESTING ON-CAMPUS INTERVIEW SCHEDULES

The OCS utilizes AggieLink as the on-campus recruiting software. Contact the Scheduling Coordinator, Marketta King (336-334-7755 or kingm@ncat.edu), or make your reservation(s) online via AggieLink at www.ncat.edu/careerservices.

HOW TO REGISTER WITH AGGIELINK

2. Click on Employers.
3. Then click here (under the section, “if you have not received your password”).
4. Click Register.
5. A password will be emailed to you.
6. Once you have registered, log back into your Profile to edit/complete your employer information.
   - Click on Account, Password Preferences, in order to change password to something unique.
QUICK LINKS

The quick links, which are very user friendly, appear on the employer interface and may be utilized to perform the following on-campus recruiting activities:

• Create New OCR Request
• View OCR Interviews
• View OCR Applicants
• Request Information Sessions and more

DIRECTIONS FOR CREATING INTERVIEW SCHEDULES

• Log into your account.
• Click on **Create New OCR Request**.
• The schedule request(s) will be submitted to a holding bin to await approval by the scheduling coordinator. Once approved, you will receive an email with instructions to proceed with attaching your positions.

An alert will appear on the employer interface in reference to schedules awaiting positions. Once the positions are attached, the schedules are approved by the scheduling coordinator.
TYPES OF INTERVIEW SCHEDULES

Employers are able to request open and pre-select interview schedules.

**Open Schedule** - allows students, who meet the criteria, immediate interview sign-up. Schedules can be viewed by selecting **View OCR Schedules** from the quick link on the employer interface.

**Preselect Schedule** - allows students, who meet interview criteria, an opportunity to submit a resume for review by the employer. Selected students will be emailed an invitation to sign-up on the pre-select schedule.

1. Pre-select schedules are managed via the **View OCS Applicants** tab and changing the applicant’s status from *pending to invited*. The batch option may also be utilized when selecting/emailing students to be interviewed.

2. Employers do not have access to randomly peruse the database for resumes. However, resumes may be obtained via interaction with specific students during the Career Awareness Fair, Spring Fair or involvement through other campus activities.

3. The list of pre-select names should be submitted to the scheduling coordinator, which will then create a closed schedule.

4. To assist employers in acquiring full interview schedules, pre-select schedules and closed schedules become open to other qualified candidates five working days prior to the interview date, unless notification is received from the employer contact person.
PANEL INTERVIEWS

To conduct panel interviews, inform the scheduling coordinator at the time of scheduling. Interview space is limited and a facility must be secured in a timely fashion.

INTERVIEW SELECTION

North Carolina A&T State University encourages all employers to select as many majors as possible and to be open minded when selecting the citizenship criteria. The university's international students are very competitive and eager to put their skills and knowledge to work.

SCHEDULE CHECKS AND CANCELLATIONS

1. Your designated contact person should be the ONLY person to correspond with the office for changes, cancellations, additions, and other schedule-related matters.

2. Do not assume two weeks prior to your scheduled visit that a lack of interest exists because of slow sign-ups. Sign-ups may be slow for a host of reasons.

3. Check your schedules periodically to determine the feasibility of your recruiting visit.

4. Schedules can be printed, along with the resumes, up to 12 a.m. the working day prior to your scheduled visit; or they can be picked up in the Office of Career Services at 4 p.m. on the day prior to the scheduled visit.

5. The online schedule is tentative. Interview schedules can be changed at any time since students have online access 24 hours a day.
LOCATION OF INTERVIEWS

All interviews will be conducted in Suite 101 Murphy Hall (Office of Career Services), unless otherwise indicated. Recruiters are expected to remain for the full day. However, if it is necessary to hold a shortened recruiting day, contact the scheduling coordinator at least two weeks prior to the scheduled campus visit date.

INFORMATION SESSIONS

Information Sessions are coordinated by the scheduling coordinator. The event, as well as the location, will be advertised online and is open to all students.

OFFICE HOURS

The Office of Career Services opens at 8 a.m. and closes at 5 p.m. The RECRUITING DAY begins at 8:30 a.m. and ends at 4:45 p.m. (Please make every effort to adhere to the recruiting schedule.)

GREETERS

Inform the office in advance if greeters will be accompanying recruiters. A maximum of two greeters is allowed due to space limitations.
EMPLOYER DRESS

Employer representatives are expected to dress professionally when conducting interviews. However, polo shirts with company/agency logo and khaki pants are acceptable.

COPIES

All copies needed for interviewing purposes (i.e. student evaluation forms, interview questionnaires, etc.) should be made prior to arriving on campus. This practice will aid in the efficiency of the interview day.

Note: Applications may be uploaded in the job posting section in AggieLink.

INTERVIEWER CONTACT INFORMATION

Approximately one week prior to the interview date, please provide the scheduling coordinator with the email addresses of the recruiter(s) scheduled to visit the campus.

EMPLOYER INFORMATION AND EVALUATION CARDS

Employer information and evaluation cards are to be completed and turned in to the receptionist at the end of the recruiting day.
HOTEL/MOTEL GUIDE

See the OCS website (www.ncat.edu/careerservices) for the hotel guide. Make travel arrangements after hotel reservations have been confirmed.

PARTIAL CAMPUS DIRECTORY

To speak with department chairpersons or other members of the university family, make direct contact using the Partial Campus Directory, which is available at www.ncat.edu/careerservices.

Remember – all on-campus recruiting activities MUST be coordinated via the Office of Career Services.

DIRECTIONS

Directions to the Office of Career Services are available on the OCS website at www.ncat.edu/careerservices. They will also be forwarded to the contact person for dissemination to the recruiter(s) making the trip.

PARKING

Six reserved parking spaces are available directly behind Murphy Hall on a first-come basis. Additional parking is located in the lot between Murphy Hall and Williams Cafeteria as well as in the Obermeyer Parking Deck. (There are steps on the west end of the Obermeyer Deck leading to Murphy Hall. See the campus map.)

Parking passes will be distributed upon check-in and must be returned to the OCS at the end of the recruiting day. Recruiters are encouraged to carpool when two or more representatives are visiting the campus.
HOLIDAYS

Dates immediately surrounding holidays (i.e., the Monday following Easter) may not be the best ones to choose for recruiting. Students may take advantage of early or extended holiday weekends during this time.

Fall Break – October 6-7, 2014
Spring Break – March 2-6, 2015

FURNITURE MARKET

During the months of April and October, High Point, North Carolina (located just outside of Greensboro) hosts the annual Spring and Fall International Furniture Market. Buyers, sellers, and interior designers come from all corners of the globe to buy and sell furniture line items. It may be extremely difficult to find hotel accommodations during this time.

October 18-23, 2014 – Fall Furniture Market
April 14-19, 2015 – Spring Furniture Market

To recruit during these dates, contact the scheduling coordinator to reserve the date and then secure hotel accommodations immediately.