



On-Campus Interviewing at Penn State

On-campus interviewing through Career Services at Penn State allows you to recruit high caliber students from a variety of disciplines in one visit. Opportunities to conduct interviews for full-time positions at our state-of-the-art Interview Center are available ten weeks in the fall (September 30 – December 11, 2009) and ten weeks in the spring (February 1 – April 23, 2010). To reserve interviewing space for Fall 2009 and Spring 2010, please contact our office now (814-863-0225). Recruiting visits for the 2010-2011 recruiting season may be scheduled beginning in April 2010.

At Penn State, we use a “pre-select” system in which you choose candidates to interview from among those students who request interviews in response to your job posting. Students selected by you then schedule a specific interview time during your visit to Penn State.

We typically need approximately four weeks to complete this process. As such, this service is generally best suited for employers with long-term anticipated needs. We can accommodate those employers who are trying to fill an opening quickly or who are presented with last minute recruiting needs by modifying our standard time frame when necessary. We suggest that you contact the Recruiting Office to discuss these opportunities.

Contact Recruiting and Employer Relations at 814-863-0225 to set up a recruiting visit or request a visit on-line through Nittany Lion Career Network. Go to <http://www.sa.psu.edu/career> and click on the Nittany Lion Career Network logo. After your request for an account has been processed, you can request specific visit dates.

Please note: Career Services provides on-campus interviewing services for full-time positions in all fields. Internships and co-operative education opportunities are coordinated through the academic colleges. The following are contacts for the various programs. If you are looking for another college not listed, please contact our office.

Smeal College of Business Internship Program—Undergraduate and MBA
Robin Stevens, 814-863-6161 or smealcareerservices@smear.psu.edu

Engineering / Earth & Mineral Sciences Co-operative Education & Internship Programs
Rick McClintic, 814-863-1032 or coop@enr.psu.edu

IST Internship Program
Madhavi Kari, 814-865-4509 or careers@ist.psu.edu

Eberly College of Science Co-operative Education
Susan Knell, 814-865-5000 or career@science.psu.edu

Planning Your Visit

ACCOMMODATIONS

You must make reservations directly with the accommodation of your choice. Visit the Centre County Visitor's Bureau website (www.visitpennstate.org) for a list of contact information for local hotels and motels.

PARKING

Parking is at a premium at Penn State. The Bank of America Career Services Center is located adjacent to the Eisenhower Parking Deck, offering convenient and inexpensive parking (\$6.00 per day). Passes are available at the Bank of America Career Services Center, the Parking Office in the Eisenhower Parking Deck, or at various kiosks on campus. Directions/maps and parking information can be downloaded prior to your visit.

RECRUITING LITERATURE

Our Employment Resources room houses employer literature for those organizations conducting interviews at University Park. We ask that you send one copy of your recruiting materials to place in our permanent files. We cannot store handout literature for your information sessions, nor are we able to accept general handout literature.

Send literature to our Career Librarian in 113 Bank of America Career Services Center, University Park, PA 16802.

Promoting Your Visit

You have several opportunities to promote your visit to students:

- You may wish to advertise your visit via our student newspaper, *The Daily Collegian*. They can be reached at **(814) 865-2531**.
- Information on your organization, opportunities, and college relations activities can be presented to students through the **Penn State Career Guide**, our primary career search guide for all Penn State seniors. To include your advertisement in the special Employer Reference Section, please contact **College Recruitment Media at (949) 858-5593 or ann@CRMpubs.com**.
- At the beginning of each semester, Career Services produces **The Career Planning News**, a tabloid insert for The Daily Collegian. This insert, which includes information on programs and services, is published during the first week of classes but utilized throughout the semester. Your advertisement in this publication would be seen by thousands of students specifically looking for career information. Contact us at **(814) 865-2377** for advertising rates and opportunities.

Information Sessions

Many employers plan information sessions, often for the evening before their interview date. Whether seeking to generate general interest in your organization or targeting a specific group of students, you will find a variety of meeting facilities on and near the Penn State University Park campus.

To reserve facilities at the University Park campus, contact our recruiting assistant at (814) 863-0225. We will be happy to arrange for the use of a classroom on-campus. If you would like to use a different facility, such as a local hotel, you must make your own arrangements.

Once the facilities have been reserved, you will be responsible for reserving audio-visual equipment and/or arranging for catering for your information session. It is important that you complete arrangements well in advance of your session.

To reserve **Audio/Visual** equipment:

- For assistance in the Willard Building only, please call (814) 865-2788.
- For reservations in buildings other than those listed above, please call Media and Technology Support Services for assistance at (814) 865-5400.

Academic classrooms are equipped with an overhead projector and screen. For any additional equipment or service, there will be an accompanying fee.

For **Catering**:

University policy prohibits food in academic classrooms. You are NOT permitted to serve food or drinks in the classroom booked for your information session. JAVA, our on-campus catering service, is willing to work with you on setting up (and tearing down) tables in the corridors outside your room for their food. For this service you MUST go through JAVA. Other vendors, especially pizza or sub shops, are not in the position to offer this service. Please utilize JAVA (814-865-0975) for catering to remain within the policies the University has set.

Your Interview Day

Parking is at a premium so you should plan to arrive at the Interview Center at least 30 minutes prior to your first interview. Directions/maps and parking information can be downloaded prior to your visit from <http://www.psu.edu/ur/campusmaps.html>.

All interviews are conducted in the **Interview Center**, located on the second floor of the Bank of America Career Services Center. On the day of your on-campus interviews, you should arrive at the Interview Center at least 15-20 minutes before your first scheduled interview.

Complimentary hot beverages will be available to you during the day in the interview center. Telephones for out-going local calls are available in each interview room.

Wireless connection to the Internet is available in the Interview Center. When you check in to pick up your schedule, please ask the receptionist for the current password to access the wireless connection. Hard-wired connectivity is still available, for those individuals equipped with an Ethernet card and the appropriate cabling.

There is a **café** in the Bank of America Career Services Center with breakfast and lunch items for sale. The café accepts cash, VISA, and MasterCard. If you prefer you can visit any of the nearby dining establishments at Penn State and in State College.

Your interviews at Career Services should **conclude by 4:45 p.m.** Access to the Career Services Center is limited before 7:30 a.m. and after 5:00 p.m.

Citizenship Requirements

In compliance with the provision of the Immigration Reform and Control Act (IRCA), interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting.

Video Interviewing

The Pennsylvania State University consists of many campuses across the state offering baccalaureate degrees. Some of the students requesting interviews may be studying at one of those campuses. Our goal is to make it as easy to interview students from any Penn State campus as it is to interview students at University Park. To meet this goal each Career Services utilizes internet-based videoconferencing technology to conduct video-interviews. If you select students from a campus other than University Park, you may be using this with videoconferencing technology to conduct interviews. You will be notified upon arrival at the Interview Center of any video-interviews you may be conducting during your visit and will be instructed on the use of the system by our Interview Center Assistant.

If you are interested in utilizing videoconferencing technology to interview students here at University Park from your office, we may be able to accommodate your needs. Contact our Interview Center Receptionist at (814) 865-4400 to make arrangements for these services.

Testing

Career Services' Interview Center facilities are to be used by employers primarily for the purpose of interviewing students or alumni from Penn State. Space permitting, we will schedule a room at the Interview Center for testing. If no space is available, we will schedule academic classrooms on campus for pre-employment testing. If other facilities (i.e. rooms at an off-campus facility) are necessary, employers must make their own arrangements. All employers administering pre-employment tests during a recruiting visit must complete a document specifying the test(s) to be administered and releasing Penn State University's Career Services of any and all liability associated with pre-employment testing.

Hiring and Salary Information

It is essential that Career Services receive and maintain accurate information relating to the numbers and starting salaries of newly hired Penn State students. Employers are asked to notify the Associate Director of Recruiting and Employer Relations with this information at the end of each recruiting/hiring cycle or as hiring decisions are made. Individual student records will be kept confidential, and this information will be used primarily for aggregate statistical analyses and reports.

If you are interested in learning about average starting salaries for Penn State graduates, visit our Post Grad Activity section at www.sa.psu.edu/career/employer.shtml.

Recruiting Policies

Career Services at Penn State follows the guidelines set forth by the National Association of Colleges and Employers (NACE) in the Principles for Professional Conduct for Career Services & Employment Professionals. Specifically, Career Services at Penn State maintains the following policies:

EQUAL EMPLOYMENT OPPORTUNITIES

Employers recruiting on campus will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students for employment opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.

Career Services will:

- 1) Notify employing organizations of any selection procedures that appear to have an adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
- 2) Assist recruiters in accessing certain groups on campus to provide a more inclusive applicant pool;
- 3) Respond to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, referring such complaints to the appropriate campus department or agency.

EXTENDING OFFERS TO CANDIDATES

Career Services requires that employers supply accurate information on their organization, employment opportunities, and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

Career Services does not have specific restrictions on when offers may be extended. We do ask that employers communicate decisions to candidates within a reasonable time frame, and communicate that time frame to the candidates.

Career Services asks that employers provide a reasonable time frame for acceptance of offers extended to candidates. No candidate should be given less than ten (10) business days to make a decision on an offer; our preference is 15 to 25 business days. If you make offers to interns returning in the fall for their senior year, we ask that you give them until November 1st to allow them to participate in fall on-campus interviewing and career fairs. For Fall interviews, we ask that you consider giving students until December 1st; for Spring interviews, we ask that you give students to March 30th.

Employers are expected to refrain from any undue pressure to accept the job (including, but not limited to, rescission of offer if not accepted in less than the two-week time frame), or to renege on an acceptance of another offer.

If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable, including (but not limited to) financial assistance and outplacement services.

Recruiting Policies

THIRD-PARTY RECRUITERS

Organizations providing recruiting services for a fee will be required to inform Career Services of the specific employer they represent and the specific jobs for which they are recruiting, and will permit verification of the information. Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student. Third-party recruiters that charge fees to students will not be permitted access to career services.

CAREER SERVICES MAY RESTRICT ACCESS TO RECRUITING ACTIVITIES FOR:

- 1) Employing organizations that improperly influence and affect job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer.
- 2) Employing organizations that do not supply accurate information on their organization, employment opportunities, and compensation packages. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.
- 3) Employing organizations that do not provide Career Services with appropriate permanent contact information.
- 4) Employing organizations that require an investment on the part of students to participate in an internship or full-time permanent position (e.g. the purchase of a demonstration package or payment for a required training program).
- 5) Employing organizations that serve alcohol as part of the recruitment process.
- 6) Employing organizations that do not maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities. Appropriate recruiting activities include the following:
 - a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;
 - b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;
 - c) Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
 - d) Investigating complaints forwarded by Career Services regarding EEO non-compliance and seeking resolution of such complaints.
- 7) Employing organizations that do not maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer databases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- 8) Employing organizations engaged in administering inappropriate testing/assessment measures while utilizing Career Services facilities.
- 9) Employing organizations that do not cooperate with the policies and procedures of Career Services or honor scheduling arrangements and recruitment commitments.

Other Recruiting Opportunities

CAREER FAIRS

These can increase your visibility and help you source candidates at the same time. Be there, even if you are not hiring, to reinforce who you are. Be willing to answer questions of students who are “just looking,” or first- or second-year students seeking career information. Remember that they are the candidates of the future, as well as potential customers.

The following career days are available to employers through Career Services:

Fall Career Days—September 14 - 18, 2009

Spring Career Days—March 28 - 31, 2010

Education Career Day—April 10, 2010

For information on these career days, please visit our employer registration pages at <http://www.fairs.sa.psu.edu> or contact our Programming Office at 814-865-5131.

Some academic colleges and departments also run career days throughout the year. Please call our office to determine the fair or fairs that may be appropriate for your needs or refer to the Directory of University Personnel for contact information for the various colleges and academic departments.

VACANCY LISTINGS

If coming to campus to interview is not possible, you can post your positions to Penn State students through **Nittany Lion Career Network**. This on-line job listing service, powered by Symplicity, is available to all Penn State students and alumni at all locations. **Jobs posted** to Penn State University will be **free of charge**. Please note that your job will be available to students and alumni from ALL Penn State campuses through this system.

First time users, go to <http://www.sa.psu.edu/career> and click on the **Nittany Lion Career Network** logo. Select the log-in link under the Employers section. After your request for an account has been processed, you can begin to enter your jobs, search and view candidate resumes, and track candidates on-line.

Successful Recruiting at Penn State

The Career Services staff is here to help you make your recruiting trip a successful one. We can help you:

- Make the faculty, staff, and student organization connections you need
- Tell you about the students and the academic programs at our campus
- Help you understand the complex nature of the University and its offices
- Advise you about recruiting activities that may work for you
- Review your advertising plans for clarity, accuracy, and timeliness
- Offer insight into developing successful information sessions
- Help you learn about and prepare for the many career fairs and related activities on campus
- Manage your visit so that you can make the most effective use of your time.

Penn State graduates have that rare combination of academic excellence and a strong work ethic. Couple this with outstanding career preparation, and you will see why Penn State graduates are the right people with the right skills for the workforce of the 21st century. Working together, we can make your visit a productive one.

Contact the Associate Director for Recruiting and Employer Relations at 814-863-0225 to set up a meeting.