

## 2011-2012 On-Campus Recruiting Guidebook

### Important Dates

Fall 2011

August 31	Company information sessions start
September 1	Resume submission begins - ongoing
September 16	Yale Career Fair
September 27	Interviews begin
Early November	Interviews end

Spring 2012

Late November	Resume submission begins - ongoing
January 10	Company information sessions start
January 24	Interviews begin
Late February	Interviews end

### Recruiting Questions

UCS Employment Programs (203) 432-0811 or email us at [employment.ucs@yale.edu](mailto:employment.ucs@yale.edu).

### Eligibility

On-Campus Interviews are open to current students of Yale College. Alumni in the class of 2011 who meet an organization's job requirements may also participate. Undergraduate students may participate in the On-Campus Recruiting Program by following the 2-step process for becoming eligible. Both steps must be completed to gain access to the on-campus interview opportunities in eRecruiting.

Step 1: [View OCR tutorial](#) and complete the assessment at the end.

Step 2: Complete the registration form at the end of the assessment. You will become eligible to participate in OCR 24-72 hours after submitting the registration form.

**Please note:** If you attended a Registration Meeting for the On-Campus Recruiting previously, you will automatically be eligible to participate in the recruiting process for 2011-2012 without submitting the above mentioned registration form. However, you will need to activate your eRecruiting account and complete your profile once again before you are able to participate.

### On-Line Profile/Registration

As part of the on-line eRecruiting activation process, a profile is created. It is important for you to update this profile as often as necessary. For example, you should update your GPA each term, your class standing and any other information that is subject to change (i.e., phone number or date available to work).

### Resume, Cover Letter and Self-Reported Grade Sheet submission

Through eRecruiting, students may submit their resume, cover letter, and self-reported grade sheet electronically. In order to submit a self-reported grade sheet electronically, students must create a self-reported grade sheet that meets the [guidelines](#) found on the On-Campus Recruiting section of the UCS web site. For some employers who ask for an official copy of the transcript, the self-reported grade sheet submitted initially needs to be an accurate reflection of the official transcript. Falsification of any materials will result in disciplinary action up to and including suspension.

Once all the documents are created and saved, follow the instructions in eRecruiting to upload your materials. All documents uploaded to the eRecruiting system are saved as .pdf or .html files; students should be sure to review each document once uploaded to confirm document formatting.

### Notification of Interview/Offer

Most employers will notify you via email if you have been selected for an interview, however some employers may notify you via telephone. Please be sure that your voice message is professional. The best way to be aware of interviews for which you have been pre-selected is to use the "Application" link near the upper left corner of the eRecruiting navigation bar. You will see the status of your application under each position for which you have submitted applications.

If you receive second round interviews and/or an offer, please communicate directly with the organization. Most employers will attempt to reach you by telephone to make an offer and will then follow-up with an offer letter. Many organizations also compile a list of alternates. If you are chosen as an alternate, you will be notified and allowed to sign-up for an interview closer to the interview date if an interview slot is free.

### Acceptance of Job Offer Policy

Deciding whether to decline an employment offer can arouse considerable anxiety. It is important that you do not feel pressured to make a hasty and ill-considered decision. Please consult a UCS career counselor to discuss your options. We strongly encourage you to relay your decisions in writing to the employer.

For the fall interview, students should be given until at least **until November 29** to decide whether to accept a permanent/full-time job offer made during fall recruiting. For spring semester interviews you have **until February 24** to decide whether to accept a summer internship or full-time/permanent job offer. If you receive an offer at the end of your summer internship, you must be given at least **until November 11** to decide whether to accept.

UCS does not condone the use of exploding offers. An "exploding offer" is one that requires a decision in conflict with the timing mentioned above or offers incentives to induce students to accept offers early, such as diminishing bonuses and location preferences, for the purposes of inducing early acceptances, including language that asks a candidate if they will accept an offer on the same day it is extended.

Freshman, sophomores, juniors who accept an offer from an OCR employer, and then renege on their acceptance, lose the eligibility to participate in On-campus Recruiting. Seniors who accept an offer from an OCR employer, and then renege on their acceptance will no longer be eligible to use OCR or UCS services.

### Cancellation Policy

On-campus interviewing is a privilege, and students are expected to respect this privilege by attending each interview appointment they have scheduled. Late cancellations and no shows will not be tolerated. Students who miss interviews risk the termination of their on-campus interviewing privileges.

UCS discourages students from missing class for on or off campus interviews. Employers have been asked by UCS to make every effort to accommodate candidates' class and interview schedules. Students should not cancel any first round interviews after the cancellation period in order to make a second round interview.

If you should find yourself unable to attend an interview and need to cancel, please delete your name from the eRecruiting schedule at least *two* full business days before your interview. If you need to cancel an interview **less than two days in advance**, please contact **both** the company and a [UCS Employment Programs staff member](#). If you need to cancel **on the day of the interview**, you **MUST** speak directly to a [UCS Employment Programs staff member](#). This will still be considered a Late Cancellation.

Late Cancellation is defined as any interview that is cancelled less than *two* business days (Monday - Friday; 8:30 a.m. - 5:00 p.m.) before the scheduled appointment.

### Interview No Shows

Interview no shows are defined as scheduled interview appointments that are missed. Students who miss a scheduled interview appointment or cancel their interview appointment less than *two* business days in advance will receive a warning letter. A second offense will result in termination of their on-campus interview privileges for the academic year.

### Second Round Interview Policy

UCS requires employers **not** to schedule second round interviews outside of New Haven on the following dates:

- September 27 - 30
- October 3 - 7
- October 10 - 12
- January 24 - 27
- January 30 - 31
- February 1 - 3
- February 6

If an organization wishes to conduct second rounds during these dates **in New Haven it may do so only after 4:00 pm** at a local facility. It may also choose Saturdays for second round interviews outside of New Haven.

UCS strongly discourages students from missing class for on or off campus interviews. Employers have been asked by UCS to make every effort to accommodate candidates' class and interview schedules. Students should not cancel any first round interviews after the cancellation period in order to make a second round interview. If you feel pressured, or have a conflict, please consult a UCS employment programs staff member at (203) 432-0811.