2015-2016 Procedures for On-Campus Recruiting

Registration

All students who wish to use the job posting and on-campus interview services of the CSO must register on JobGrove. To register:

1. Go to www.gcc.edu/jobgrove.
2. Utilize the username and password that have been provided.
3. If you are a first-time visitor, you will be prompted to complete your profile. Here you will have the opportunity to change your password and update other information as necessary.
4. To edit your profile going forward, go to *My Profile* under the *My Account* menu. Click the *Edit* links for each section to make updates to your profile.
5. *My Documents* located under the *My Account* menu will give you the opportunity to upload documents including resumes, cover letters, references, and recommendation letters.
6. Make a note of your username and password because you will need this information for future entry into your account. Again we recommend changing your password to whatever you prefer.

Recruiting Schedule

The list of organizations scheduled to visit campus can be found on JobGrove.

1. To access the list, go to www.gcc.edu/jobgrove and login with your username and password.
2. Click on the *Job & Internship Search* tab at the top, select *Advanced Search*, and click on the box next to *Search Interviews Only*.
3. Click the *Search* button to generate the complete list.

On-Campus Interview Schedules—Preselect & Open Interviews

On-campus recruiting schedules are either "Preselect" or "Open". Once you have generated the complete list of interview schedules, click on the *View Interview Schedule* button to see if the interview Schedule Type is Preselect or Open and click the Job ID or Job Title to view the position details. After reviewing the description, click on the *View Linked Interview Schedule* to view schedule details and to see if you qualify.

Preselect: To participate in a Preselect Interview, you must meet the employer's criteria for the position. If you qualify and would like to interview, you can apply through JobGrove. You are required to upload your resume first before you can apply for an interview schedule.

1. Click the *Apply Now* button and you will be prompted to select the position you are interested in (if multiple) and the documents you wish to submit to the employer.
2. Select the documents and click *Apply Now*. After the employer makes a decision to accept or not accept the interview request, you will be notified by email.
3. If preselected, access the interview schedule through JobGrove; you can easily do this by clicking the *Sign Up* link under the *Task List* on the JobGrove Home Page.
4. Click on the *Sign-Up* link next to the desired timeslot. This will automatically put you on the interview schedule. You may also change the documents you have submitted.

Open: To participate in an open interview, you do not need to wait for the recruiter to select you. If you meet the requirements, you can immediately sign up for an on-campus interview timeslot.

1. Click the *Sign Up* button.
2. Click on the *Sign-Up* link next to the desired timeslot.
3. Select documents to submit to the employer and click *Sign Up*.

Employer Information Sessions

Organizations occasionally host information sessions prior to their interview date. It is assumed and expected that all those scheduled to be interviewed will attend. All other students are invited to attend to learn more about the organization whether or not an interview is arranged. Information sessions are listed in JobGrove within the *Career Fairs and Events* section of the site and are also connected to the job and interview schedule.

Day of the Interview

Research the organization before your interview and come to the CSO dressed professionally. Plan to arrive

15 minutes ahead of your scheduled interview time. Inform the CSO's Office Manager that you are present.

Authorization of Letters of Recommendation & Transcripts

Recommendation forms to be used by faculty and past employers can be found in the CSO and in the resource library of JobGrove. You have the option to retain or waive your rights to view the recommendation. Upon receiving your recommendations, a personal file will be established for you in the CSO. Recommendations will be mailed to employers at your request. You can also upload your recommendation letters to *My Documents* within JobGrove if you have chosen to not waive your rights to view them.

Copies of your transcripts and recommendations are prepared by the CSO and provided to campus recruiters for on-campus interviews. Students must authorize the release of their unofficial transcripts and recommendation letters to the CSO by completing a form made available by the office. Students are required to ensure that the QPA listed on their resume exactly matches the QPA listed on their transcript.

Cancellations and No-Shows

It is a privilege to interview on campus and one we hope students will respect. For years, Grove City College has had an honorable reputation with campus recruiters and companies hiring its graduates. To maintain such a reputation, our office has a policy for cancellations and no-shows. When you submit a resume for pre-screening or you sign up for an interview, you have made a commitment to that organization. If you are selected, but have to cancel your commitment, you must notify the CSO immediately. Cancellations must be made 48 hours in advance. If the cancellation is not made 48 hours in advance, you must send a letter of explanation to the employer and a copy to the Director of the Career Services Office. Include the reason for missing your interview.

If you do not appear for your interview and fail to follow the procedure outlined above, your on-campus interviewing privileges may be forfeited. Your cooperation in keeping interview commitments is greatly appreciated.

Accepting a Job Offer

Upon receiving a job offer, prayerfully and discerningly approach the decision-making process before accepting or rejecting the offer. Once you have accepted an offer, it is important to keep your commitment and honor your word with that organization, ceasing all job search activity with other potential employers.

After accepting an offer of employment either from on-campus interviewing or through your own efforts, please inform the CSO and report the placement under the *Report a Hire* link on JobGrove (in the left-hand menu area). We participate in a national program for reporting offers of employment, and we want to include you. Salary offers are kept confidential.