



Companies on Campus

On Campus Recruiting
Guide for Students

CAREER SERVICES

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Companies on Campus

What You Need to Know

Companies on Campus is an on-campus recruitment program offered by Career Services. Employers who post jobs and internship opportunities in *GT Job Connection* come to campus to interview interested applicants.

Students interested in participating in this program can register, apply and sign-up for interviews through *GT Job Connection*.

If you have questions, contact Career Services at 410-871-3305 or career@mcdaniel.edu.

GT Job Connection

GT Job Connection enables you to post your resume and access job and internship opportunities 24 hours a day, 7 days a week. Registered users will have first access to on-campus interview schedules, alerts for upcoming programs and events, and access to hundreds of internships, summer jobs, part-time jobs and career-related full-time jobs. Be sure to check *GT Job Connection* for dates, times and locations of employers who are scheduled to visit the campus.

GTJC has replaced eRecruiting. Be sure to register with GTJC to search for jobs & internships.

Register online today!

<http://www.collegecentral.com/mcdaniel/>

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Application Information

Registration Information

Anyone interested in participating in on-campus interviews must first register with *GT Job Connection*. To register follow these simple steps:

1. Go to: <http://www.collegecentral.com/mcdaniel/>
2. Click on the Student icon.
3. Click on the *Register Now* link.
4. Follow the directions to create an access id and password. Be sure to record this information.
5. Complete the registration form. Be sure to complete all fields with an asterisk.

Before you can apply for an on-campus interview, you must first upload your resume to *GT Job Connection*.

You can easily upload your resume by clicking on the *Upload a Resume* link listed under the "Registration and Resume" heading. This page will load immediately after logging on to *GT Job Connection*.

Remember: Career Services must approve all resumes before they can be published.

Search for Companies on Campus

Once you have registered with *GT Job Connection* you are able to search all jobs and internships posted. To see which companies are coming on campus and to apply for an interview, follow these steps:

1. Log on to *GT Job Connection*
2. Click on the *Search for On Campus Recruiting Jobs* link, which is located under the "Job Searching" heading.
3. Enter your search criteria and click the *Begin Search* button located at the bottom of the page. *Hint: Being less restrictive with search criteria yields greater results.*
4. After your results have been returned, click on the *Job ID* number to view the job description.
5. Scroll to the end of the job description for instructions on how to apply.

Students who have applied for an interview will receive an email when a decision regarding their application has been made.

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Career Services hopes all students take advantage of the opportunity to participate in on-campus interviews. However, to ensure the integrity of the program, the following guidelines have been established for all students. Any student, who voluntarily signs-up to interview, indicates that he or she understands and accepts the guidelines listed below. "I didn't know" excuses will neither be tolerated nor accepted as justification for missing any interview.

As a student participating in on-campus interviewing, I agree to:

- ◆ Provide accurate information regarding my education and experiences.
- ◆ Arrive no later than 10 minutes before my interview and to dress professionally.
- ◆ Notify Career Services and the employer/recruiter 48 hours prior to an interview, if unable to attend. You can find the recruiters contact information on *GT Job Connection*.
- ◆ Write a letter of apology to the recruiter(s) if I fail to attend a scheduled interview.* The apology letter must be sent within 5 business days and brought to Career Services in an unsealed, pre-addressed, stamped envelope for approval.
- ◆ Remove myself from any other interviews after having accepted a job or internship offer.
- ◆ Accept an offer in good faith, with full intention of honoring the commitment.

Failure to attend a scheduled interview wastes the employer's time as well as reflects poorly on you, Career Services and McDaniel College. Additionally, it deprives your peers from interviewing opportunities and jeopardizes the positive relationships Career Services has with recruiters. **Students who fail to show up twice for their scheduled interviews will be ineligible to participate in future Companies on Campus programs.*