Cornell Career Services
On-Campus Recruiting Tutorial
Welcome!

Cornell Career Services (CCS) has created this tutorial to help you learn your job-search rights and responsibilities, and to manage your on-campus recruiting (OCR) process with Handshake.

Frequently in the tutorial we mention CCS staff. All students can visit university-wide services in Barnes Hall. Undergraduates can also go to their college career office; professional master’s students should check with their program for support; research master’s and PhD students should either go to Barnes Hall or—if their graduate field aligns with Engineering, CALS, ILR, or SCJ College of Business—visit the corresponding college career office.

- University-Wide 103/200 Barnes Hall
- AAP Connect B1 W. Sibley Hall
- Arts & Sciences 172 Goldwin Smith Hall
- CALS 140 Roberts Hall
- Engineering 201 Carpenter Hall
- Human Ecology Academic Surge A, 222 Tower Road
- ILR School 201 Ives Hall
- SCJ College of Business 180 Statler Hall
- B63 Warren Hall
What is On-Campus Recruiting?

On-Campus Recruiting (OCR) is a service provided by Cornell Career Services to arrange individual interviews between employers and qualified students.

OCR is a privilege offered to students. With this privilege comes responsibility: you must understand and follow the policies and expectations of the program to maintain your access to it.
What is On-Campus Recruiting?

OCR is just one aspect of a well-planned job search. It is an effective job-search tool in some sectors, especially financial services, consulting, technology, and hospitality. Even in those sectors, only the employers that hire large numbers interns or entry-level workers each year tend to participate in OCR.

Over 55% of Cornell graduates entering the workforce find their jobs through other means than OCR or internship conversions, such as general job postings, referrals, personal contacts, networking, or career fairs.
You can find information on on-campus recruiting at career.cornell.edu, in the “Students” area, under “Finding Jobs…” “On-Campus Recruiting.”
Successful completion of this tutorial is required for you to become eligible for OCR in Handshake. It should take you no more than 15 minutes to complete it. At the end you will answer several questions on your knowledge of the content.

You will become eligible to use the On-Campus Recruiting system within 2 business days of when you complete the quiz, if not sooner.

Your college may have additional requirements to qualify for OCR.
The Tutorial Covers

- An overview of the On-Campus Recruiting (OCR) process.
- Our policies and expectations.
- An introduction to the “On-Campus Interviews” section of the Handshake platform.
- The resources available to assist you with your job and internship searches.
- Verification of your completion of the tutorial so you can gain access to OCR.
Overview of OCR Employers

- Schedules for employers targeting candidates from all colleges are managed in Barnes Hall.
- Schedules for employers targeting candidates with expertise developed through programs in the colleges are managed by college staff in Engineering, ILR, CALS, and the SC Johnson College of Business.
- Interview schedules are hosted in a number of locations on campus.

Many students involved in OCR will interview with employers in Barnes Hall as well as in a college office.
Goals of On-Campus Recruiting

For Students
To provide a convenient method for conducting one aspect of the job or internship search.

For Employers
To facilitate efforts to hire qualified students from Cornell.
To Participate in OCR a Student Must:
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- Be a full-time matriculated student in a Cornell degree-granting program. Students studying off campus must follow procedures for arranging interviews (presented about 5 slides later in this tutorial) rather than sign up for on-campus interview slots.
To Participate in OCR a Student Must:

- Be a full-time matriculated student in a Cornell degree-granting program. Students studying off campus must follow procedures for arranging interviews (presented about 5 slides later in this tutorial) rather than sign up for on-campus interview slots.

- Successfully complete this tutorial to gain access to the OCR program coordinated through Handshake.
To Participate in OCR a Student Must:

• Be a full-time matriculated student in a Cornell degree-granting program. Students studying off campus must follow procedures for arranging interviews (presented about 5 slides later in this tutorial) rather than sign up for on-campus interview slots.

• Successfully complete this tutorial to gain access to the OCR program coordinated through Handshake.

• Be in good standing with Cornell Career Services, which includes:
  – Reporting all personal information accurately in Handshake (e.g., Profile information including academics and student status, resumes, and transcripts).
  – Acting in a professional manner in all aspects of the recruiting process.
  – Following interview cancellation procedures and other policies.
On-Campus Recruiting Policy

• By participating in OCR you indicate that you understand and agree to follow our policies. The full policy is available at: http://www.career.cornell.edu/students/jobs/recruiting/policies.cfm

• Failure to comply with the OCR policy could result in suspension of OCR privileges and/or referral to the Judicial Administrator for violating the Campus Code of Conduct.
OCR Policy: Important Points
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• All information you enter about yourself into the system must be completely accurate. Misrepresentation of personal data (e.g., graduation date, GPA, visa status, college, major) is a serious violation of our OCR policy. (Consistency is also important; be sure, for instance, that your name in your “Profile” matches the name on your resume.)
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• If you change your mind after signing up for an interview, remove yourself from the interview schedule by 12:00 noon two business days prior to your interview.
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• If you elect to cancel an interview after interview sign-ups have closed or you cannot physically attend a scheduled interview, you must immediately notify the career office where your interview is scheduled by phone or in person. Depending on the circumstances and how you respond, this could result in you being considered a “late cancellation” or “no-show.”
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• If you are a “late cancellation” or a “no-show,” you must speak with a career services staff member and follow his/her instructions before continuing to participate in on-campus recruiting.
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• You should not cancel a scheduled first-round interview in order to participate in second-round interviews. Ask the employer for an alternate date for the second-round interview; ask a CCS advisor for assistance if the employer does not accommodate your request.
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• Once you accept a job offer, you must notify all other employers that you are no longer eligible for consideration.
Terms You’ll Need to Know

Alternate – The term applied to applicants designated by employer as those they’d like to see on an interview schedule if the Primary students don’t sign up for an interview.

Employer Preferences – The job criteria (major, GPA, School Year, Work Authorization) employers have set for candidates to meet for an opportunity.

Events – The section of Handshake through which students view Employer Events as well as Career Services workshops that require RSVPs.

Information Session – A session usually held in the late afternoon/early evening in which an employer presents information on the organization to potential job candidates; sometimes held well in advance of the interview schedule to generate interest, but sometimes held closer to the interview schedule; sometimes referred to as “Firm-Wide Presentations.”
Terms You’ll Need to Know

**Jobs** – The section of Handshake through which students view position descriptions (for jobs and internships) and apply for them.

**Pre-Interview Event** – An employer information session, usually held the night before an interview schedule and limited to students on the interview schedule. Students who are on an employers interview schedule should make every effort to attend.

**Primary** – The term applied to applicants designated by the employers as those they would most like to see on the interview schedule; these students have first priority for signing up for interview time slots.
More Terms You’ll Need to Know

Second-Round Interview – The second step of the recruiting process, for students who are successful in the first interview on campus; sometimes held on campus, sometimes at the employer’s location (and then often called a “Site Visit” or “Super Day”).

Signup – The process by which students select a time for an interview.

Timeline – Dates that include Apply Start, Apply End, Primary Signup Start, Alternate Signup Start, Signup End, and Interview Date. Pay close attention to these dates to know when you need to select a timeslot. Do not rely on an email or notification from Handshake.
Information for Students Off-Campus

- Students studying in Cornell programs outside of Ithaca should indicate this clearly on the resume submitted to positions. Include the following on the line below your name: “STUDYING OFF CAMPUS — SEMESTER YEAR” (e.g., FALL 2018).
- Employers who wish to interview these students are expected to arrange remote interviews or off-cycle interviews with them.
- If you are off campus and an employer designates you as a Primary candidate for the campus interview schedule, it is your responsibility to contact the employer to point out that you are not on campus and to arrange an alternate interview method.
Increase Your Success

- Learn how to use Handshake effectively.
- Remember that your behavior is important in every aspect of the recruiting process; treat everyone you deal with politely and respectfully. Your behavior reflects on you, your college, and Cornell.
- Attend workshops and programs to become proficient in all aspects of the job search.
- Research the organization and position before you submit your application materials. Apply only for positions that are of interest to you.
- Decline interviews with employers that no longer interest you; this may open up opportunities for other students who are very interested in the position.
- Prepare thoroughly for your interviews.
- Dress appropriately for your interviews.
- Narrow your choices between multiple offers in a timely fashion so that other students might receive offers.
- Use CCS staff as a resource throughout your job search.
What You Can Expect From Us

• Advocacy with employers to encourage them to hire our students.
• Direct support for you, as you:
  – Develop a job-search strategy.
  – Create strong, targeted resumes.
  – Practice your interview skills.
  – Change strategy to achieve greater success with the OCR process.
  – Make decisions when considering multiple offers.
  – Respond to employers that do not comply with our on-campus recruiting guidelines.
Applying to OCR Interviews

For the rest of the tutorial, we are assuming that you are familiar with Handshake. If you need help with your Profile, refer to the short tutorial, *An Introduction to Handshake*. Update your Profile, including notification preferences, before using Handshake for an active job search.

Also note that applying to a job requires that you have a resume uploaded in the system. Uploading documents is also covered in the introductory tutorial.

Remember to use Career Services in 103 Barnes Hall or your college career service office for a resume review!
The “Jobs” tab on your Handshake navigation bar contains Full-Time, Part-Time, and Internships. (Even though there’s an On-Campus button, those jobs are posted on the Student Employment website and not through Handshake.) Our main focus of the tutorial will be on the “On-Campus Interviews” section, but the method to apply to jobs is the same regardless of the section you are in.
Click on “On-Campus Interviews” to find positions that interest you.
Use “Filters” to narrow your search. Search for a specific employer, by industry, or use the keyword search feature.
Note that when you click on a specific field, the system displays the number of current opportunities meeting the criterion. If you set too many parameters, the number of opportunities may decrease, so be careful not to narrow your search too much.
You can save your searches to use again in the future. Once you have set your search parameters on the left, you can click the “+” to add your search to your “Saved Searches” list.
Name your search (description is optional), and click “Save” to proceed.
Now when you click on “Saved Searches” you’ll see your list.
To designate a saved search as your **default**, click on the hamburger icon to display your options and click **“Make Default.”** Change your default or delete a saved search at any time by clicking on the **“Saved Searches”** button and the hamburger icon.
Now we will review how to apply for positions associated with employers’ on-campus interview schedules. To view the details of the interview, click on its title.
Carefully read any special instructions. CEB, for example, will schedule students directly and you would not use Handshake to sign up for an interview timeslot.
Pay attention to the "Timeline" and apply to the position associated with the interview schedule. Click on the job title. (If more than one Related Job is listed, pick the job that interests you.) You will have the option to apply to more than one job if desired.
The job description will open for you to review and submit your application materials.
This section of the job displays “Employer Preferences,” and you can easily see if you are fully qualified or if you are missing qualifications. Even though you may not meet all the qualifications for the position, you are still able to “Apply” to the job. In these cases, it will be apparent to the employer that you are not fully qualified, but the employer may still consider you for it.
When you’ve decided you’re ready to submit your application materials, click on “Apply.”
This screen displays what materials the employer requires. In this case, the employer is only requesting a resume. You can either select one of your uploaded resumes from your documents or you can “Upload New” from this screen. Remember to tailor your resume to the specific position.
Once your application materials are uploaded and you have reviewed your application, click on “Submit Application.” On this screen you also have the option of deleting a document and selecting another simply by clicking on the “x”.
If the employer has additional steps to complete your application, a message will appear. CEB requires that students apply through their website in addition to the Handshake application. Complete all steps required by the employer, and click “Finish.”
Handshake will confirm that your application has been submitted for the position. If you decide that you are no longer interested in interviewing for this position or if you need to submit different application materials, you have the option to “Withdraw” your application up until the “Apply End” date.
Here’s another example of an employer’s job posting. As you can see below, this student meets all qualifications. You can see if any other Cornell students have worked for this employer. In this section you will only see students who have entered an experience and opted to have their profile visible to other students.
This employer requires you to submit a resume and a cover letter.
To view your application(s) status, click on “Applications.”
You can filter your applications by “Application Type” or “Status” to see what employers have selected you to interview. If an employer designates you as a “Primary,” this means you have been selected to interview; “Alternate” indicates that you can sign up for an interview if primary candidates do not claim all interview slots.
If your “Applications” section consists mostly of “Pending” or “Declined” statuses, speak with a career advisor to discuss job-search strategies or to review your application materials. Our goal is to help you be successful in your job search, and the earlier you seek our assistance the better.
You may be notified of your status before you can actually sign up for an interview. Refer to the “Timeline” to see when you can start signing up. You will have the greatest choice of interview slots early in the signup period. “Primary” candidates have first access to interview slots, with “Alternates” having access a few days later.
Click “Take Slot” for your preferred interview time. If you have multiple interviews on a given day, be sure to leave sufficient time between them so that you do not arrive late to any interviews.
If you no longer wish to interview with this employer, you can remove yourself simply by clicking “Leave Slot.” This will allow other students the opportunity to interview with this employer. If it is past the “Signup End” date, contact Career Services for assistance. Note that once you accept a job offer, you must remove yourself from all interview schedules and notify employers that you are no longer eligible for consideration.
If you need to switch time slots, you can reach out anonymously to other students on the schedule simply by selecting the “Request Swap” button to see if they are willing to swap. If you no longer need to revise your interview time, cancel any pending requests by clicking on “Withdraw Swap Request.”
Your Job-Search Checklist

- Visit your college’s career office or Barnes Hall for help with:
  - General career advice and interests/skills assessment.
  - Strategies for success at all stages of the job/internship search.
  - Decision-making and negotiations.
- Attend programs offered by Career Services.
- Use various resources to explore/find opportunities; don’t rely solely on OCR.
- Work with career offices to determine the best strategy for your interests; recruiting cycles vary by industry.
- Perfect your resume and cover letter:
  - Use the OptimalResume™ resource.
  - Visit a career office during drop-in hours for resume reviews.
- Attend Career Fairs and programs hosted by employers.
- Practice interviewing. Use OptimalResume™ or schedule a practice interview with us.
The questions in the Quiz ask you about the content you’ve just covered. Select only one answer per question.

You must answer all questions correctly to gain access to OCR. Remember it can take up to two business days for your Handshake status to be updated.

Take Quiz