



# ON-CAMPUS RECRUITMENT

## HOW TO REQUEST AN ON-CAMPUS INTERVIEW

You may request on-campus interviews for a position you already have posted OR you can post a position at the end of the request form.

1. Sign into your WITworks account: <https://wit-csm.symplicity.com/employers/>
2. Toggle to the "On-campus Recruitment" tab, then "Schedules."
3. Click on "Request a Schedule."
4. Fill out the New Interview Schedule Request Form:
  - A. Recruiting Session: Which semester are you recruiting for? If you are not interviewing for a co-op position, this will be the closest available session.
  - B. OCR Model: Choose "preselect" unless you are interested in interviewing everyone who applies.
  - C. Interview Length: How long would you like for each interview (including any breaks in between)?
  - D. Interviewers(s): Please include everyone who is planning on taking part in the on-campus interviewing.
  - E. Allow Multiple Student Interviews: If you have more than one position posted, would you like to interview students for each position separately? Also, select "yes" if you would like additional time (than requested in "G") for this type of interview.
  - F. Notes: Is there anything else we need to know. Please also include if you need parking, and for how many cars, in this space.
  - G. Positions Recruited: Click "Add Item" and create your job posting(s). You can also "Select Existing" if you have already posted the position or "Copy Position" for any expired postings you are reposting and interviewing for (you can make edits here too).
5. Hit Submit. We will receive a notification of the request and get in touch with you to officially schedule your date.





## CHOOSING YOUR STUDENTS

1. Two weeks prior to your interview date, resume drop will close and you will receive an email to choose the students you would like to interview. You will have one week to review resumes and make your selections.
2. Sign back into your WITworks account; Toggle to the "On-campus Recruitment" tab, then "Applicants."
3. Change the drop down from "Pending" to "Invited" for any applicants you would like to interview. Applicants you are not interested in interviewing can be changed to "Not Invited."
4. Students will be given one week to choose their time slot. Once all students have chosen their interview times, you will receive another email with your full schedule for the day.

## INTERVIEW DAY

- Our office is located on the first floor of Wentworth Hall, across from the Admissions office; 550 Huntington Ave. Boston, MA 02115.
- If you requested parking for your on-campus interviews, there will be a visitor spot available for you in the West Lot at the corner of Ruggles Street and Huntington Avenue.
- We will provide a full copy of your schedule, copies of each student's resume, and an office space for all your scheduled interviews.
- We ask that you fill out evaluations on each student's interview so we can provide them with feedback and help them improve their interview skills.
- If you are on campus for a full-day of interviews, lunch will be provided, usually with the CO-OP + CAREER Advisor and a faculty member from the department you are recruiting from.
- Once your interviews are complete, you are free to contact the students you are interested in bringing back for follow-up interviews and/or extending offers to.

