

## RECRUITMENT PROGRAM POLICIES & PROCEDURES

### **On-Campus Recruitment**

Career services actively works with employers locally, regionally and nationally who want to hire exceptional Vaughn College students for full-time professional positions and internships. Your on-campus recruiting visit can be tailored to meet your specific needs when seeking new talent for your organization. The following are procedures designed to make your visit effective and successful:

- Contact Jessica Caron ([jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu) or 718-429-6600 ext. 148) to discuss and select a date to visit campus.
- When selecting a date please allow adequate lead time for our pre-select process. This involves collecting student resumes and sending them for your review and candidate selections.
- Interviews are held beginning at 9:00 am and ending at 5:00 pm. Please let us know your preferred schedule for the interviews.
  - 30 minute interviews with one hour lunch - allows 14 interviews
  - 45 minute interviews with one hour lunch - allows 9 interviews
  - Please let us know if you wish to create an alternate interview schedule
- Please provide us with the names of your pre-selected candidates no less than 5 business days prior to your campus visit.
- A copy of your interview schedule will be sent to you in advance of your campus visit.
- Students will sign in with career services and be directed to your interview room.

Our goal is to make your recruiting visit to Vaughn College productive and successful. Following the stated procedures will help us accomplish this goal.

To schedule on-campus interviews at Vaughn, complete and return the [On-Campus Interviews Reservation Form](#) to [jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu).

### **Recruitment Tables (9:00 a.m. to 4:00 p.m.)**

Allows organizations seeking to hire/recruit students to visit campus and sit in high traffic locations on campus (Main Lobby or Career Service Office Atrium) to meet students. The following are procedures designed to make your visit effective and successful:

- Contact Jessica Caron ([jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu) or 718-429-6600 ext. 148) to discuss and select a date to visit campus.
- When selecting a date allow adequate lead time so we can publicize your visit to students.

- It is recommended that you bring your own table covering and other promotional materials for your visit. These items can be shipped with enough advance notification.

To schedule a recruitment table at Vaughn during the academic year, complete and return the Recruitment Table Reservation Form to [jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu).

## Presentations

Presentations for students can be arranged by career services outside of academic classes. These are best scheduled for Common Hour which is the period from 11 a.m. to 12 p.m. on Tuesday and Thursday. Common Hour is a free period that is generally used for club meetings, activities, guest speaker events and intramural games. Presentations for students can be arranged outside of Common Hour but student attendance may be limited by academic classes. The procedure to schedule a presentation is:

- Contact Jessica Caron ([jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu) or 718-429-6600 ext. 148) to discuss and select a date to visit campus for a presentation.
- When selecting a date allow adequate lead time so we can publicize your visit to students.
- If your presentation will require audio/visual support let us know that at the time you schedule your presentation.

To schedule a presentation at Vaughn during the academic year, complete and return the Presentation Reservation Form to [jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu).

## Career Fairs

Career fairs held on-campus or virtually happen at various times during the academic year. In general, the following career fairs are held during the time frame listed:

- Fall Career Fair - the last Thursday in the month of September.\*
- Internship Fair - the first Thursday in the month of December.\*
- Virtual Career Fair - mid-January through mid-February. \*\*
- Graduate School Fair - the first Thursday in the month of March.\*
- Spring Career Fair -the second Thursday in the month of April.\*

\* Please confirm career fair dates with career services each year. The above listed time frames maybe impacted by the academic calendar and therefore career fairs maybe held a week earlier of later than listed.

\*\* The specific dates of the Virtual Career Fair are impacted by the start of the spring academic semester and should be confirmed directly with the career services office.

- Contact Jessica Caron ([jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu) or 718-429-6600 ext. 148) to find out details about the Fall, Virtual, Graduate School, and Spring Career Fairs.
- Contact Sean Manning ([sean.manning@vaughn.edu](mailto:sean.manning@vaughn.edu) or 718-429-6600 ext. 378) to find out details about the Internship Fair.

## Conduct a Workshop Program

The career services team is frequently exploring methods to encourage the importance of professional development to students, and keep students engaged in their career plan during the undergraduate experience.

*Who better to instruct students on professionalism than the professionals themselves?* We invite industry representatives to host a workshop on a career topic of choice for our students. This could be an area you have witnessed first-hand with students where improvement is needed, or a generational trend you feel is important for students to be prepared for in the workforce. Employers will have the option to create their own workshop material, or use career services' workshop material.

- Workshops can be scheduled for Tuesdays/Thursdays from 11 a.m. to 12 p.m.
- The following are ideas for workshop topics employers can choose to present on:
  - Resume Writing
  - Cover Letter Writing
  - Networking
  - Interview Skills
  - Job Fair Prep
  - Business Etiquette
  - Online Presence
  - LinkedIn
  - Job Search Techniques

To conduct a workshop at Vaughn during the academic year, complete and return the [Workshop Reservation Form](#) to [jessica.caron@vaughn.edu](mailto:jessica.caron@vaughn.edu).