PACE UNIVERSITY
Career Services
On Campus Recruiting Program (OCR)
INTRODUCTION TO ON CAMPUS RECRUITING PROGRAM

WHAT IS OCR?

• A program designed for students to interview on campus for Internship and Full Time Jobs starting after graduation

ELIGIBILITY

• Internships: Students have signed the OCR contract and meet the requirements of the Internship

• Full Time: Students have signed the OCR contract, meet the requirements, and are graduating in January, June, September 2016

PROCESS OVERVIEW

1. Resume Approved by Counselor
2. Sign OCR Contract
3. Apply & interview for positions using Handshake
OCR RESUME APPROVAL PROCEDURES

Why We Require Resume Approval

• Based on our direct interaction with employers, we know what they are looking for in a qualified candidate

How to Have Your Resume Approved

• Schedule an appointment to meet with a counselor
  – You will need a draft of your resume prior to your appointment, please reference to the Resume and Cover Letter Guidebook
  – Upload your resume to Handshake

• Graduate students are encouraged to use Graduate/Alumni Career Management Guide
Handshake 101

Accessing the Handshake Log in Page:

- Go directly to pace.joinhandshake.com
- Type your pace portal student ID (aa09...) and pace portal password.
- Then click Continue.
NAVIGATING Handshake

- **Personal profile:** Fill out **all fields** to ensure that you can be contacted at any time by phone, email, or mail.

- **Documents:** Resumes, cover letters, writing samples, special data sheets, transcripts and applications (where necessary) must be uploaded.

- **Applications and Interviews:** Check status of your jobs, decisions, and sign up for interviews.

- **Events:** Find out about and sign up for Corporate Presentations and Information Sessions.
CONDUCTING THE SEARCH

• To view OCR jobs and internships, use the interviews tab for upcoming On-Campus Interviews.

OCR jobs start AFTER graduation.
CONDUCTING THE SEARCH

- To view OCR jobs and internships, use the **jobs tab** for positions that are associated with upcoming On-Campus Interviews.
- Click **labels** under the search options
- Select the campus (**on-campus interview-nyc/plv**)
Application

- Open the interview schedule to find the related position.
- Note the application start and end date.
- Take note of the interview day and location.
APPLYING TO OCR JOBS

Pay attention to the following:

• Interview date and location (NYC vs. Pleasantville vs. Employer site)—**don’t apply if you can’t get to the campus**
• Job Type – be aware of whether the position is Full Time or an Internship
• Job location —**don’t apply if you can’t get there**
• **You are expected to interview for any position you applied to if selected**
• **Basic requirements:** Grad date, class status, major, GPA, citizenship

**Qualification Requirements**

- **MINIMUM CUMULATIVE GPA**
  - 3.0
- **ALLOWED SCHOOL YEARS**
  - Senior, Graduate, Post Graduate, Alumni
- **ALLOWED MAJORS**
  - All majors allowed
- **WORK AUTHORIZATION REQUIREMENTS**
  - US work authorization required
APPLYING TO OCR JOBS cont.

• **Qualifications:** OCR ready—resume approved by counselor
• Events associated with the position (i.e., mandatory information sessions)
• Additional Company Corporate Presentations and/or Information Sessions under *Events*
• Online applications or additional documents needed i.e. transcript

**Instructions on Uploading Your (Unofficial) Transcripts**

If you need an Official Copy of your Transcript please contact the Office of Student Assistance (OSA).

**Login to your MyPace Portal**

- Click on the Students tab then scroll down and click on the Student Records link
- Click on the Academic Transcript link
- Select Advising from the Transcript Type drop down box then click on the Submit button
- Select the entire transcript: Click on the Edit Menu and click on Select All OR press the Ctrl and A buttons on your keyboard.
- Copy the transcript: Click on the Edit Menu and click on Copy OR press the Ctrl and C buttons on your keyboard.
- Open a new document in your word processor
- Paste the transcript into your word processor: Press the Ctrl and V buttons on your keyboard or use the paste function in your word processor, you may have to adjust columns on your document after you paste the transcript table.
- Save the transcript as a RTF (Rich Text Format) or Word document
- Click on the "DOCUMENTS" tab on the top of your screen on the main navigation bar
- Select Other as the document type from the "UPLOAD A DOCUMENT" menu
- Click on the "BROWSE" button to search your hard drive or disk for the document you saved
- Select the correct document and click "OPEN“ then click the "UPLOAD" button
MONITORING JOB APPLICATIONS

Click on Applications tab and check applications *frequently* to see if accepted to an interview, you will be notified on Handshake and by Career Services staff.
SIGNING UP FOR INTERVIEWS WHEN ACCEPTED

Login Immediately
- Login to Handshake
- Time slots fill up quickly

NEVER Decline Interview
- Required to attend interview if accepted – all of them!

Interview
- Show up on time
- Be professionally dressed
- Be prepared

Tips:
- Mark your calendar with potential interviews dates to be available if accepted
- Make sure your contact information is up to date on Handshake. Instantly notified when accepted!

Issues / Conflicts?
- Never withdraw application
- Contact counselor right away
- Be ready to write an apology

Missing multiple interviews puts you at risk of being removed from program.
### SIGNING UP FOR INTERVIEWS WHEN ACCEPTED

**Interview Details**

- **Employer**: Pace University
- **Name**: Pace University
- **Interview Schedule Type**: Open
- **Contacts**

#### Timeline

- **Apply Start**: July 20th 2015
- **Apply End**: July 27th 2015
- **Interview Date**: July 28th 2015

#### July 28th 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Student</th>
<th>Interviewer</th>
<th>Room</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am - 9:30 am</td>
<td>Not Assigned</td>
<td>Not Assigned</td>
<td>Not Specified</td>
<td>Take Slot</td>
</tr>
<tr>
<td>9:30 am - 10:00 am</td>
<td>Not Assigned</td>
<td>Not Assigned</td>
<td>Not Specified</td>
<td>Take Slot</td>
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<tr>
<td>10:00 am - 10:30 am</td>
<td>Not Assigned</td>
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<td>Not Specified</td>
<td>Take Slot</td>
</tr>
<tr>
<td>10:30 am - 11:00 am</td>
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<td>Not Assigned</td>
<td>Not Specified</td>
<td>Take Slot</td>
</tr>
<tr>
<td>11:00 am - 11:30 am</td>
<td>Not Assigned</td>
<td>Not Assigned</td>
<td>Not Specified</td>
<td>Take Slot</td>
</tr>
</tbody>
</table>

- **Interview with Pace University**
  - Submitted 4 minutes ago
  - You qualify for this interview schedule and can take a slot.

**Action**

- **Leave Slot**
**WHAT’S THE BIG DEAL?**
THE IMPORTANCE OF OUR POLICIES

We establish these policies and procedures so that you represent both yourself and Pace in the best light possible.

| Career Services has established successful ongoing relationships with numerous employers. | Companies take extra time and significant resources arranging on campus interviews. | *It’s a small world!* Recruiters speak to one another and can move to another company. |

You are expected to take interviews seriously and with the utmost care. We are here to help you take full advantage of these services and look forward to assisting and supporting you in your career search.
EMPLOYMENT OFFER GUIDELINES

• Pace University expects employers to be flexible, reasonable and communicative throughout the interview process.

• You are expected to openly discuss your offers and decision-making with your counselor and employers as necessary. You may respond to employers prior to these dates and are encouraged to make decisions as timely as possible.

• Let your counselor know when a final decision has been made.

<table>
<thead>
<tr>
<th>Job Offer Guidelines</th>
<th>Amount of time given to students to accept/decline job offer.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td><strong>October 1st:</strong></td>
<td>For full-time job offers extended prior to the start of fall recruiting (including offers to summer interns)</td>
</tr>
<tr>
<td><strong>December 1st:</strong></td>
<td>All other full-time job offers made during fall recruiting period.</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td><strong>March 30th:</strong></td>
<td>For all spring on campus interviews candidates given until March 30th to make a decision.</td>
</tr>
<tr>
<td><strong>After March 30th:</strong></td>
<td>Employers should allow you 2 weeks to decide.</td>
</tr>
</tbody>
</table>
INTERVIEWS THAT GET JOBS: UNIVERSAL QUALITIES

The following are the most important skills employers look for in qualified candidates:

- Written and oral communication skills
- Interpersonal skills
- Flexibility
- Leadership
- Team player
- Technical / Industry specific skills
- Ethics and Loyalty
- Analytical skills
- Problem solving
- Goal-oriented
- Energy, drive and enthusiasm
INTERVIEWS THAT GET JOBS: PREPARATION

- **Know yourself:** Be prepared to discuss your attributes—skills, personality traits, interests, strengths/weaknesses, values and goals as they relate to the position, employer and what’s on your resume.

- **Know Your Resume:** Be very familiar with everything on your resume—education, experience, qualifications, etc; what you did, the results of your work, what you learned from it and why it matters to the employer interviewing you.

- **Research Employer & Position:** This cannot be over emphasized! The highest praise we receive for a candidate is that she/he went out of her/his way to research the company, position, and industry. The biggest complaint we receive from employers on interview feedback is that the student did not research the company. **Start researching early and use more than just the company website to become fully informed.**

The following are resources to help with your research:

Employer website • CareerTV • Google Alerts • Wall Street Journal • Lexis/Nexis Database • Company Visits • Coursework • Informational Interviews • Career Seminars • Internet • Pace Library’s Databases • Career Books • Career Search Database • Crains • WetFeet
INTERVIEWS THAT GET JOBS: Q & A

• Attend an interview workshop to learn specific tips and techniques
• Know what questions to **ask** based on company research
• Use the **STAR technique** (situation-task-action-result) to give specific examples from your experience in order to effectively market your skills
• Be prepared to answer behavioral questions
• Know how to respond to difficult questions
• View the Interviewing for Success Guidebook on the Career Services’ website
• Make an appointment to meet with a counselor for a mock interview
INTERVIEWS THAT GET JOBS: THE DAY OF THE INTERVIEW

- Arrive 10-15 minutes early and sign in
- **Dress for success:** Wear a suit, bring a portfolio and extra copies of your resume
- For tips on how to dress for an interview, go to:
- Be personable: smile, give a firm handshake and use eye contact
- Meet greeters and engage in effective small talk and networking
- Follow up by getting a business card and sending a **thank you note regardless of whether you remain interested or not in the position**
CAREER SERVICES PROGRAMS

Please utilize all the resources and services available to you in addition to Handshake in order to maximize your full time job search!

- Career Counseling
- Practice (Mock) Interview Day
- Individual Practice Interview (Optional video recording)
- Career Fairs
- Seminars, Panels, and Workshops
- Corporate Presentations
- Networking
- Full time jobs database
- Internet Job Search
- Internship and Alumni Job Posting Listserv
  - Email bmiller@pace.edu to join
Any Questions?

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41 Park Row
14th Floor
New York, NY 10038
212.346.1950

PLV Career Services
861 Bedford Road
Gannett House & Kessel
Student Center, Suite 200
914.773.3415