

CDC

CAREER DEVELOPMENT CENTER

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Division of Student Affairs

The Basics of eRecruiting & On-Campus Recruiting for Students

This guide contains information on the basics of eRecruiting, policies and procedures for participating in CDC's On Campus Recruiting Program, and additional job search tools found within eRecruiting.

eRecruiting is the online system the Career Development Center uses to manage the On Campus Recruiting Program, Job & Internship Posting Service, Résumé Books and Part-Time Student Employment including Work Study Listings posted by the Financial Aid Office. It enables all matriculated undergraduate and graduate students to access postings 24 hours a day, 7 days a week.

Students upload résumés and cover letters, search and apply for jobs and internships, and publish résumés to the Résumé Books. Links to additional career resources are also provided. These resources include industry, city and career profiles, and salary information. eRecruiting's Experience Network also allows students to conduct a broader search through a national network of employers, including opportunities from Dice.com, Hotjobs.com and Careerbuilder.com.

For assistance, please come to CDC North (LNG 300), Monday-Friday 10:00 am to 4:00 pm. You may also email recruit@binghamton.edu with your questions. In an emergency, please contact CDC's Employer Services Office at 777-3283.

Components of eRecruiting

On-Campus Recruiting Program: Allows current matriculated Binghamton University students to apply for positions with organizations visiting campus throughout the fall and spring semesters. Organizations schedule visits to interview for full-time, co-op, and summer internship opportunities. Students apply to these organizations and positions, are notified of interview selections, and schedule interview times through eRecruiting. Interviews are held in CDC North (LNG 300). Many employers will also host information sessions. Students learn about these sessions through the eRecruiting calendar and are encouraged to RSVP to attend sessions. *It is the student's responsibility to view positions and apply for them through eRecruiting.*

Job & Internship Posting Service: Allows employers seeking candidates for professional jobs or internships to post positions. *These employers do not interview on campus.* Qualified students may apply as instructed. Employers will contact candidates of interest directly.

Part-Time Student Employment and Work Study Positions: The Financial Aid Office posts student employment opportunities using the eRecruiting system. Some opportunities are short term while others may be for an entire year or longer. Undergraduate and graduate Federal Work Study positions are also posted in eRecruiting, however *only students who are Work Study eligible can apply for Work Study positions. If you have questions about your Work Study status or a part-time student employment position you need to contact Financial Aid at fawork@binghamton.edu or call the Financial Aid Office at 777-2470.*

Résumé Books: Résumé Books are another way for students to make their résumés available to eRecruiting employers. Students may publish a résumé in three separate places: the Public Résumé Book, any appropriate specialty Résumé Books, and the Experience Network Résumé Book. Employers conduct searches in the Résumé Books and contact candidates of interest directly. You may publish or un-publish a résumé to the Résumé Books at any time.

Experience Network: This is an extensive national network of employers. It allows students to expand their job search by viewing and applying to jobs and internships employers post to the network, as well as opportunities posted from Careerbuilder.com, Hotjobs.com, and Dice.com. The Experience Network also frequently posts unique opportunities offered by employers. To gain the full benefits of what the Experience Network offers, click on the *Experience* tab on the right hand side of your homepage after logging in to eRecruiting. Binghamton University students who have paid attention have won the opportunity to participate in a variety of career-related activities by entering contests or submitting articles to The Experience Network.

Career Research: This tab on the main navigation bar contains industry profiles, city profiles, and career profiles, as well as extensive salary information. Having these resources available directly through eRecruiting will be extremely useful as you conduct research for your job or internship search.

Understanding & Navigating eRecruiting

How to Get Started: All matriculated undergraduate and graduate Binghamton students have an eRecruiting account. To log in to your account, go to <http://cdc.binghamton.edu>. Click on eRecruiting login at the top of the page. Follow the login instructions printed in the box on the left hand side of the page. If you are unable to login, make sure you are using your complete Binghamton University address (i.e. smith23@binghamton.edu) and using lowercase letters for your password. Still unable to login? Contact CDC at 777-3283 or recruit@binghamton.edu

Make sure you access and understand the following basic areas of eRecruiting in order to effectively use the system. Once you log in:

- Complete profile, and change password
- Looking for Student Employment Opportunities? Check the left-hand box on your homepage of eRecruiting.
- Upload documents you want to use: résumés, cover letters, and writing samples
- Publish or unpublish a résumé to a Résumé Book(s)
- Search for jobs, internships, events, or a specific employer
- Check the Calendar feature to identify positions with approaching deadlines, when employer information sessions will be held, and what CDC programs and events are scheduled
- Create a search agent for notification of newly posted positions of interest
- Apply for jobs or internships with On Campus Interviewing visits
- Learn of acceptance for an on campus interview
- Schedule an on campus interview if selected
- Create folders to organize your information
- Learn if an employer is having an information session and how to attend
- Check eRecruiting often (once a week minimally). New positions are added daily and deadline, room location and application requirements changes occur frequently. **It is your responsibility to keep updated on changes.**
- Update your profile and academic information regularly as needed. **No information in eRecruiting is automatically updated - it is your responsibility to maintain correct profile details.** Both employers and the CDC use the contact information in eRecruiting to connect with you. Incorrect information in the system prevents you from receiving important emails about opportunities.

Additional Tips for Students Participating in On-Campus Recruiting:

- Read all job descriptions carefully. Check to see what is required to apply for a position. Some employers recruiting at Binghamton require data forms, cover letters or writing samples as part of the application process. *All forms must be submitted at the same time as the résumé.* Note: If the employer requires you to complete their profile online, you must still submit your résumé through eRecruiting by the deadline.
- If a Data Form is required and is not available as an online application through the employer's website, CDC will have these available in eRecruiting. Go to Documents-View Other Documents-View Sample Documents. These instructions will be printed in the job description so again, read the job description carefully.
- Once you apply through eRecruiting for an On-Campus Interview, you will be notified through your eRecruiting account of your status as determined by the employer: "Accepted", "Alternate" (able to interview if a slot becomes available due to cancellations) or "Declined". If selected for an interview, you will have a short period of time to sign up for that interview. Once this time has passed, all remaining slots are then made available to Alternate candidates. Open slots are available on a first-come, first-served basis once the alternate sign-up period begins. If you are selected for an interview and fail to schedule that interview before the sign-up deadline your interview is no longer guaranteed. You may schedule an interview time if space is available during the Alternate Sign Up period only.

On-Campus Recruiting Policies

CDC Communication with Employers: The communication between employers and the Career Development Center is excellent. Information returns to the campus regarding the actions and success of our students. Employers often provide feedback relating to the process of second interviews and how Binghamton students fared. In addition, this communication means employers feel free to call us regarding the ethics of student conduct in the job search process. The students who preceded you worked hard to convince employers that Binghamton students are good candidates. Opportunities available to you result not only from your hard work, but from theirs as well. Protect the value of your degree, help us maintain excellent employer relations, and remember we're available to assist you this year and in the future.

Study Abroad during the On Campus Recruiting Season: If you are on a study abroad program during fall or spring recruiting season, we encourage you to apply to positions of interest through eRecruiting and submit a cover letter along with other required documents specified in the position posting. The cover letter should explain your situation and why you are unavailable for campus interviews. If you receive an email that you have been selected for an interview, you should not accept the interview, but contact our office (607-777-3283) and we will help you and the employer make special arrangements.

Apply End Dates: Apply End Dates are listed in the specific job or internship in eRecruiting. Résumés **must** be submitted through eRecruiting by **11:59 pm** on that date. If you miss a deadline and wish to be considered by that organization, you may send your résumé with a cover letter directly to the organization.

Canceling or Missing an Interview: Once you have scheduled an interview, you can change or cancel it through eRecruiting up to two days prior to the visit date. After that date, the system will not allow you to make any changes. If you must cancel an interview less than 48 hours in advance, you must call Employer Services at 777-3283 (voice mail is available). *If you miss an interview or cancel less than 24 hours prior to the interview you will lose On Campus Recruiting privileges immediately. Missing an interview reflects negatively on you and on Binghamton candidates in general. It seriously jeopardizes relations with the organization.*

Accepting a Job Offer: Accept a job offer ONLY if you are prepared to stop searching and interviewing for other positions! When you accept a job offer, you are agreeing to work for that specific organization. It reflects negatively upon you as well as Binghamton University if you accept an offer and renege later. If you receive a job offer that you are not ready to accept and are unsure how to handle this situation, speak with a CDC Career Counselor or Employer Services staff member. *It is the student's responsibility to withdraw from all other interviews once they have accepted an offer.*

Employer Behavior: If you have concerns about the ethical practice of any employer during your job search, please bring them to the attention of a CDC Employer Services staff member.

Accuracy of Information: All information you submit to CDC or directly to an employer must be accurate. Not only are there issues of integrity to consider, but many employers verify the accuracy of information submitted by candidates. **Discrepancies between information on résumés and transcripts have resulted in pending job offers being withdrawn.** It is incumbent upon you to present correct information on your résumé and other documents presented to the Career Development Center or directly to an employer.

Binghamton University's "Rules of Student Conduct," which is made available to each student, includes the following section on False and Misleading Information: "Lying to the University, including lying in any judicial proceedings or otherwise misrepresenting oneself with regard to the University is prohibited." Please be advised that submitting inaccurate information to the Career Development Center for the On-Campus Recruiting Program may be a violation of this section of the "Rules of Student Conduct."

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State University of New York