

CITADEL RECRUITER GUIDE: Fall 2010-Spring 2011

How to Recruit Students & Alumni

CareerCenter@Citadel.edu
www.citadel.edu/career_services

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The Citadel CAREER CENTER

THE MILITARY COLLEGE OF SOUTH CAROLINA



For Employers and Graduate Schools

Career Center's Role

The Citadel Career Center is charged with the primary task of assisting current Citadel Cadets (undergraduate day program) and CGC Students (undergraduate and graduate evening program). We also assist Alumni with their career-related questions. Our mission is to provide the training, information, and resources that enable Citadel students to make informed decisions about their career goals. Ultimately, they are responsible for selecting and applying for the opportunities which interest them.

Career Center Policies

- Job Postings must be submitted through *The Gate*** (see Recruiting Method #1 below). To ensure that accurate and complete information regarding your opportunities is shared with our students (and alumni), jobs (full-time, part-time, seasonal, internships) must be posted by the employer on *The Gate*. As the employer, you will best know the information you wish to share with our students (and alumni) and thus should share it with them as directly as possible. As the liaison for our students, the Career Center must ensure that students have equal access to the opportunities presented. *The Gate* serves as the conduit, directly connecting employers with students (and alumni), while providing all Citadel students the opportunity to be informed about available positions. Should you have a position to post with a short deadline, please email us at CareerCenter@Citadel.edu with the Job ID# of the posting and the deadline. As time allows, we will inform students via email of the quick application period.
- Information Sessions.** Starting Fall 2010, as time permits, the Career Center will work with employers to arrange campus visits to hold Information Sessions. Please note, however, that given the extensive demands of the cadet schedule (and evening student schedules), such sessions are typically not well-attended as they conflict with other obligations. Our students need information quickly and on their own schedule. To disseminate information prior to interviews, please consider developing a web page specific to them (if you do not already have one) regarding your organization and your hiring process. Provide an email address to which they may send questions (or a specific individual[s] if possible). Also include an MS PowerPoint, streaming video, or other media link(s) regarding material you may cover in an information session. Provide a link to this site within your posting. You may also make such information readily available to our students (and alumni) by listing it within the 'Organization Profile' section of your account on *The Gate*. Students and alumni may view profiles of organizations (including videos) on *The Gate* regardless of whether you have an active posting in the system.
- Third Party Recruiters / Staffing Agencies.** Career Fair registration is not available to Third Party Recruiters or Staffing Agencies. With the limited capacity at our fair venue, we must provide our students with as many opportunities to connect with recruiters they might not otherwise be able to meet.

However, Third Party Recruiters/Staffing Agencies may post positions to *The Gate* (see Recruiting Method #1 below) by identifying their clients within the posting or when searching the resume database. We believe that our students (and alumni) need this information to make informed decisions. The Citadel Career Center is a member of the National Association of Colleges & Employers (NACE) and follows their *Principles for Professional Practice* (<http://www.nacweb.org/principles/>; scroll down to Principles for Third Party Recruiters).
- Additionally, the advertising of "business opportunities" (which require financial investment) to our students, jobs that require students to promote the sale of products/services to other students, and internships that do not involve regular and substantive in-person meetings and supervision by the employer while the internship work is being conducted, are prohibited.
- Please also review our Privacy Policy and User Information (related to *The Gate*) at www.citadel.edu/career_services/privacy.htm.

Recruiting Students

Our student population is comprised of the Corps of Cadets (undergraduate day), Evening Undergraduates, Graduate Students, 5th Year Day Students, Veteran Cadets, and Active Duty Students. Please refer to the Student Enrollment Profile (<http://www.citadel.edu/instresearch/index.html>) for the most current semester available to obtain information on our enrollment numbers by academic major for each student group. Within the Corps of Cadets, Business Administration is the largest major (582 in Spring 2010) followed by Criminal Justice (299 in Spring 2010). Please also note that 33-35% of graduating Cadets typically take a military contract, 12-15% typically accept admission into graduate school, and the remainder seek civilian employment. Within the graduate programs of the Citadel Graduate College (evening programs), Business Administration is the largest (288 MBA in Spring 2010) followed by Clinical Counseling (66 MA in Spring 2010) and Health Exercise Sport Science (61 MS in Spring 2010). Civil Engineering is the largest undergraduate evening program (27 in Spring 2010) followed by Electrical Engineering and Business Administration (24 in each for Spring 2010).

We have found that the best way to reach our students is through self-selection recruiting methods. Through employer attendance at career fairs and by posting positions on *The Gate*, students are able to help streamline the process by making their individual interests and qualifications known directly to employers and graduate schools instead of us forwarding numerous resumes of unqualified and/or uninterested candidates. Additionally, the self-selection methods are valued for privacy and information protection of our students.

Available Recruitment Methods:

As appropriate to your needs, please consider participating in the **4 Recruitment Methods** available to employers and graduate schools who are interested in connecting with Citadel students. Corresponding information may be found via www.citadel.edu/career_services/info-employers.htm.

1. **POSTING POSITIONS.** Employers seeking current Citadel students (or alumni candidates) may **post / re-post / expire jobs and search resumes** FOR FREE through their account on **The Gate**, a web based career management and recruiting system (online job board, resume database, and more). Our employment services involve a cooperative effort with the **NACElink Network**. Access to **The Gate** and instructional information is via www.citadel.edu/career_services/TheGate.htm.

Graduate Schools may also post information about their programs of graduate study using *The Gate*. Refer to the information at the link above for details.

Please Note:

Individuals /Families seeking tutors/childcare please email Jennifer.Wells@Citadel.edu for a separate form designed for your use.

2. **CAREER FAIRS.** Employers and Graduate/Professional Schools may participate in our annual Fall Career Fair typically held in October. The Citadel Fall 2010 Career Fair will be held on Wednesday, October 20. Our Fall Career Fair Policy and initial information for recruiters is available at www.citadel.edu/career_services/fair_fall.htm and registration will open in mid-August. The fair provides an opportunity to discuss your organization's opportunities (full-time, part-time [Cadets cannot work off campus during the academic year], internship, seasonal jobs, and graduate study) with Citadel Students from freshmen through graduate level. Alumni may attend as appropriate.

The Spring 2011 Career Fair will be held on Wednesday, February 23. It will be hosted by The Citadel Career Center and held for the students (and alumni) of the College of Charleston and The Citadel to learn about employment opportunities and the programs of graduate study at both colleges. www.citadel.edu/career_services/fair_spring.htm.

3. **ON-CAMPUS INTERVIEWING.** Employers may arrange an interview date at The Citadel Career Center to meet with current Students to discuss Full-time Positions, Internships, and/or Summer/Seasonal jobs as appropriate to your recruiting needs. On-Campus Interviews (OCIs) are either associated with your participation in one of our Career Fairs (Fall or Spring) or through a posting on *The Gate*, our online job board and resume database.
 - a. If you are interested in scheduling an On-Campus Interview for Fall 2010, please email Jennifer.Wells@Citadel.edu for next steps, including obtaining date availability. Interviews may be held September 13 through December 3. (We do not hold OCIs during final exams).
 - b. If you are registered to attend the upcoming Fall or Spring Career Fair and would like to schedule an On-Campus Interview date to follow, please email Jennifer.Wells@Citadel.edu ahead of the fair date for next steps.
 - c. **Please Note:** The Career Center cannot excuse students from class or other obligations to participate in an interview.
 - d. **Please Note:** If candidates are to complete additional paperwork before or immediately after their OCI, please let them know this up front. Most students will schedule an interview based on the timeframe you indicate for an interview and will not allow for any other business to be addressed. Their schedules are not typically flexible enough to stick around after an interview unless they planned for it in advance. They will also plan to arrive just a few minutes prior to their interview.
 - e. **Interview Follow Up:** Before you leave our campus or via email, please let us know how our students performed overall regarding their interviews, as well as how they may contact you with questions or other follow-up. And when the time is appropriate, please complete our **Job Offer Reporting Form for the Class of 2011** (12/10, 4-5/11, 8/11 graduates only) available at www.citadel.edu/career_services/info-employers.htm.
4. **INFORMATION TABLES/SESSIONS.** Graduate Schools may arrange a date to hold an Information Table at The Citadel through the Career Center to meet with current Students to discuss your graduate programs of study. As time permits, employers may arrange a date to hold an Information Session to meet with current Students to discuss your organization. Please contact Jennifer.Wells@Citadel.edu to make arrangements.

Recruiting Alumni

We have found the best way to reach alumni who seek our assistance is through posting jobs on **The Gate**, so that they may expedite their searches. With their schedules being more flexible than those of students, both in terms of readiness to begin employment and ease of travel to employer locations, **The Gate** offers the best means for alumni and employers to connect and move forward in the company's selection process. As appropriate to your recruiting needs, alumni are invited to attend our **Career Fairs**. We advise that the Career Fairs are arranged with current students in mind, while alumni with 1-3 years of experience, at most, may find appropriate opportunities available to them.

Thank you for recruiting at The Citadel! We look forward to working with you!

■ Celeste Melvin, On-Campus Recruiting Coordinator
■ Kristin Schrader, Training Coordinator

■ Jennifer S. Wells, Associate Director
■ Brent A. Stewart, Director