GUIDE TO
ON-CAMPUS RECRUITING

WHAT IS ON-CAMPUS RECRUITING?
Through our on-campus recruiting program, we bring a number of organizations to campus for various recruiting initiatives: interview days, information sessions, panels, and other workshops. On-campus recruiting is managed through a system called SwatCareers. This system allows you to browse for organizations visiting campus to recruit students and upload resumes and cover letters to apply to positions or sign up to attend information sessions.

BENEFITS OF ON-CAMPUS RECRUITING
• A chance to learn more about organizations and industries that you are considering as career options
• Opportunity to interact with employers and interview for excellent full-time positions or internships
• Convenient - No travel required since they come to campus (Tri-Co interviews are also offered)
• Excellent chance to connect with Swarthmore alumni in various fields
• Networking – connect with professionals in various fields to build your network

INFORMATION SESSIONS
Information sessions are a way for you to meet with employers and learn about their organizations in a more relaxed setting than an interview. Information sessions typically take place in the evening or during the lunch hour and usually include employer presentations with time for students to ask questions. In many cases, alumni who work at the organization come back to share their experience and talk about the work they do.

If you are a senior, it is a great way to decide if you want to apply to an organization or learn about them more to prepare for an upcoming interview. Underclassmen have the opportunity to ask about internship programs or learn about skills the industry looks for to better prepare for their career paths.

All information sessions are posted in SwatCareers under the Calendar section – stop by Parrish 135 to register and get your username and password to begin searching.

ON-CAMPUS INTERVIEW DAYS
Swarthmore attracts employers from numerous industries such as consulting, investment banking, teaching, scientific research, non-profit and more who visit campus to interview potential candidates for full-time and internship positions. This is a more formal process where you will interview for positions you have applied to and been selected by the employer.

Interview days are posted in SwatCareers and linked to a position for which the organization is recruiting. At the bottom of the job/internship descriptions, you will find instructions on the application requirements – resume, cover letter, writing sample, etc. While some companies do not require a cover
letter, we recommend that you submit one with all your applications. Also be sure to submit by the application deadline – once the deadline passes, you miss your opportunity to apply!

After the deadline for submission passes, the company will review all applications and make their interview selections. You will receive an email stating whether you have been accepted or declined for an interview. In some cases, you may be listed as an alternate. If you have been selected for an interview, follow the instructions in the email about re-entering SwatCareers and selecting an interview time. The next step will be to prepare for your interview!

OFF-CAMPUS INTERVIEW DAYS
Recruiting interview days are consortium events where potential employers come together to interview pre-selected candidates from the participating schools. Potential employers post job and/or internship descriptions for students to review and apply. Each consortium event has a student application deadline; after the deadline, the applications are sent to the employers for review. Then, employers select candidates they would like to interview on the date of the event.

Recruiting interview days are a great way for students to apply to many opportunities and if selected, interview for many positions in one day! Be sure to ask your Career Counselor for more information if you are interested in learning more about interview days. To find a listing of off-campus interview days, visit our website.

CAREER FAIRS
A career fair is an efficient and effective way to learn about organizations, employment vacancies and network with individuals working for several organizations. Employers utilize career fairs as an opportunity to meet with potential candidates face-to-face, collect resumes and screen candidates for interviews. Typically interviews are conducted within a few weeks following the career fair. However, some employers may decide to conduct a screening or introductory interview during the career fair itself. Either way, be prepared to make a great first impression, show what you know about the organization and discuss how your skills relate to the work of the organization. Visit our website to learn more about career fairs.

Swarthmore College Career Services acts only as an intermediary between employers posting job opportunities and candidates searching for job opportunities. Career Services does not verify the authenticity or legitimacy of the jobs or internships that are posted. The ultimate responsibility for researching a potential employer lies with the applicant. Career Services has no control over the quality, safety or legality of the jobs or resumes posted, the truth or accuracy of the listings, the ability of employers to offer job opportunities to candidates or the ability of candidates to fill job openings.

Please learn more about protecting yourself in the job search process at http://www.swarthmore.edu/student-life/career-services/for-students/job-search/protecting-yourself-in-the-job-process.xml