What is On-Campus Recruiting?
On-campus recruiting is a convenient way for students to interview for internships and full-time jobs. Many organizations recruit CLA students. We invite organizations to campus to make the process easier for you. (This service is provided by the CLA Career Services office.)

Types of On-Campus Recruiting Events
There are 3 types of on-campus recruiting events. You can participate in any or all of them:

Interviews
These are like any interview, except that you apply through GoldPASS and interview on campus on a specific date. The way it works is that an organization posts a position in GoldPASS (in the On-Campus Interviews section), qualified students apply, and the organization selects which applicants they'll interview. If you’re selected to interview, you’ll be notified by e-mail to sign up for a time. Interviews usually last 30 to 60 minutes. See reverse side for tips.

Info Sessions
These are informational presentations conducted by representatives from an organization. They’ll tell you about the organization and the positions available. Use the Info Session to figure out if the organization and position are a good fit for you. These sessions are typically 60 to 90 minutes long and are posted in the Career Events section of GoldPASS. See tips below.

Info Tables
Organizations occasionally reserve a table on the lower level of Coffman Union. Representatives are at the table for a few hours. You can stop by anytime during that time frame to meet them, ask questions, and drop off a resume. This is an informal way to learn about an organization and its open positions. Info tables are usually listed in the Career Events section of GoldPASS.

Info Session Tips
1. Review the Info Session description in GoldPASS (Career Events section) to be sure it’s appropriate for you.
2. Know something about the organization doing the Info Session. Browse their Web site. The more informed you are, the more impressed the recruiters will be with you. You should use the Info Session to learn more about the organization and/or position, and note that they may also use this time to assess you.
3. Bring a current resume. If you need help creating or updating one, contact our office or attend a resume workshop (www.clacareer.umn.edu/workshops). If you give your resume to the Info Session presenters, note that you have NOT applied for the position. You still have to apply. Sharing your resume at the Info Session may help the recruiters remember you.
4. Prepare questions to ask. Recruiters expect and want this, and it will help them remember you. (For example, ask about company culture, or what a typical day in the position is like. Don’t ask about salary or benefits.) You can ask questions during the Info Session or after.
5. Dress professionally. A formal suit typically isn’t necessary at an Info Session, but you need to look professional. Avoid jeans and sweats, wear clean and ironed clothes, and look neat. Don’t wear heavy makeup, perfume or revealing clothes.

GoldPASS is the online database just for U of M students and grads. Use it to apply for open positions, sign up for on-campus recruiting events, and post your resume.
On-Campus Recruiting Guide cont.

6. Turn off your cell phone.

7. Arrive about 10 minutes early. Introduce yourself to each recruiter when you arrive. Smile, shake hands firmly, and thank them for doing the Info Session.

8. Sit toward the front of the room.

9. Don’t chew gum, smoke, or drink alcohol before or during the event.

10. Ask for a business card. If you decide you’re really interested in the position, send a short thank you note to the presenters afterward, thanking them for the Info Session.

11. Have a positive attitude. Be confident, be yourself, and don’t forget to smile!

On-Campus Interview Basics

Interviews for CLA students are held in the Interview Center located in room 524, Science Teaching & Student Services (STSS). Arrive 10 minutes before your interview time. We’ll sign you in and direct you to the interview waiting area. (Note that some interviews are held at other campus locations. Check the interview schedule in GoldPASS.)

If you’re selected for an interview and wondering what time to do it, note that there’s no right or wrong time. Choose a time when you think you’ll be at your best.

If your interview goes well, you may be asked to do a second interview later. Third interviews are also possible.

Note that on-campus interviews are typically conducted during fall or spring semesters.

How to Make Your Interview a Success

Interviews require advance preparation! CLA Career Services has many resources to help:

Read our online Guide to Effective Interviewing at www.clacareer.umn.edu/interviews. Pay extra attention to the section on behavior-based interview questions. Most interviews include these types of questions.

Attend our short, free Effective Interviewing workshop! For details see www.clacareer.umn.edu/workshops.

Do an online practice interview through InterviewStream. You can choose the questions and do the interview from your computer at your convenience. For details and access, see www.clacareer.umn.edu/interviews/interviewstream.

Visit our Career Center in room 411 STSS. While you’re there you can browse interviewing materials on your own, or talk to a Peer Advisor for personal assistance.

Which Employers Recruit CLA Students?

The list of for-profit and nonprofit organizations seeking CLA students constantly grows. Here’s a snapshot:

- ACR Homes
- Admission Possible
- Ameriprise Financial
- Analysis Group
- Apple INC.
- Best Buy
- BoomLab
- C.H. Robinson Worldwide
- Comcast
- The Fund For Public Interest Research
- General Electric
- General Mills
- GMAC-RFC
- Grassroots Campaigns
- Honeywell
- Kraft Foods
- Kohl’s
- Land O’Lakes
- LearningWorks
- LSS Data Systems/MEDITECH
- Macy’s
- Maxim Integrated Products
- Minnesota Education Corps
- Minnesota Zoo
- North Star Resource Group
- PepsiCo.
- Phillip Morris
- Securian Financial
- ShopKo
- Target Financial Services
- Target Headquarters
- Target Stores
- TCF Bank
- Teach For America
- UnitedHealth Group
- University YMCA
- US PIRG
- Wells Fargo Financial

If you have questions about this or related topics, don’t hesitate to ask us!

CLA Career Services

411 Science Teaching & Student Services 612-624-7577 www.clacareer.umn.edu