

# HOLY CROSS CENTER FOR CAREER DEVELOPMENT



## RECRUITING PROCESS & POLICIES

Thank you for your interest in recruiting Holy Cross students. The Holy Cross Center for Career Development partners with employers to streamline the recruitment process. We follow the NACE Principles for Ethical Professional Practice (Transparent Behavior, Act Without Bias, Equitable Access, Comply with Laws & Protect Confidentiality). We look forward to supporting you as you engage with Holy Cross talent.

### Job Postings

Holy Cross uses *Handshake* as our online recruiting platform. New employers must register in *Handshake* at <https://holycross.joinhandshake.com>. All new employer registrations and each job posting is reviewed for suitability and may be approved or declined at our discretion. Students and recent alumni have access to the *Handshake* portal. **If you wish to conduct either on-campus or virtual campus interviews, you MUST add the position(s) to Handshake.** Please note: our office does not post part-time student employment and only promotes professional full-time and internship positions requiring bachelor degree candidates. Furthermore, we do not engage with 3rd party recruitment firms.

### On-Campus Recruiting (OCR) & Virtual Campus Recruiting (VCR)

The Center for Career Development offers on-campus recruiting and virtual campus recruiting, both of which are coordinated through our office. Employers should refrain from contacting students, academic departments and athletics directly about open roles. OCR and VCR provide streamlined communication with students such as promotional outreach via our career communities, athletics, student groups, and academic departments as well as access to interview rooms and related services. We accept marketing materials such as logo submission, recruiter/alumni bios or pictures, electronic or hard-copy flyers and other promotional materials to help promote your employer brand and the positions for which you are recruiting.

### Applications & Deadlines

Our Employer Engagement Specialist will work closely with you to coordinate the details of your application deadlines and recruiting timeline. At the same time, we want to ensure that our students have ample time to compose thoughtful applications and prepare for interviews using our office resources. Our preference is to allow at least one week between candidate selections and interview day. We will provide you with candidate application materials on the morning after your deadline and will request your selections according to an agreed-upon timeline. Our office will coordinate the scheduling of interviews with students and will provide you with a final schedule the day prior to interviews.

Please provide interviewers' names, email addresses, and class year (if Holy Cross alumni), so that our students may follow-up with them. We encourage you to include Holy Cross alumni in your recruiting efforts as they can provide valuable insight to our students regarding your organization and their career path. Please let us know if any Holy Cross alumni are involved in the interview process or are employed with your organization.

#### Sample Recruiting Timeline:

Resume Deadline	Day 1
Employer Candidate Selection	Day 7 (1 week after deadline)
Interview Day	Day 14 (2 weeks after deadline)

## Interview Hours and Details

Interview hours are 8:30 am – 5:00 pm EST. Interviews are generally 30 minutes in length. Interview length and schedule can be modified according to your preference. **We avoid scheduling interviews with competing employers on the same day.** A waiting area is available for greeters to interact with students prior to interviews. Lunch is typically provided for on-campus interviewers at our Crossroads Café. A member of our staff will be available to join you if your schedule allows. We generally build in a one-hour lunch break into the interview schedule.

Our office is located in the Hogan Campus Center, Room 203. Maps and directions will be provided for your use. Please come directly to our office and we will assist you with your reserved recruiting event.

## Extending Offers

The Center for Career Development believes it is important that students are given reasonable time to consider and properly evaluate job offers. We agree with the National Association of Colleges and Employers (NACE) guidelines for responding to offers:

*Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to participate in on-campus interviews, and/or complete the interview process in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptance.*

We recommend the following:

- Be transparent on your website and during the interview process about a typical recruiting timeline
- Develop offer deadlines that align with industry standards and college recruiting trends
- Consider at least a two week time frame for offer responses be open to reasonable requests for additional time
- Educate summer interns early about what to expect in terms of offers and connect them with HR to ask questions

The Center for Career Development will, in turn, educate our students about the following:

- Recruiting practices, trends and norms based on career fields, organization size and industries
- Possibility that offer extensions might not be granted
- Offers should be accepted in good faith, without the intention of renegeing later
- How their behavior may impact other candidates

## Non-discrimination Policy

All organizations wishing to recruit Holy Cross students for employment, unless exempt by federal law, agree to recruit, hire, train and promote individuals without regard to race, color, religion, age, national origin, sexual orientation, gender, gender identity, gender expression, economic status, veteran status and/or disability.

**Thank you for your interest in Holy Cross talent.  
We look forward to partnering with you!**