

HOLY CROSS CENTER FOR CAREER DEVELOPMENT



Recruiting Processes, Policies and Ethical Standards for Students

The Holy Cross Center for Career Development (CCD) partners with employers who are seeking Holy Cross talent. Our recruiting processes and policies are based on the National Association for Colleges and Employers (NACE) guidelines. Our expectation is that both employers and students will abide by these guidelines. Our goal is to provide students with opportunities to engage with our employer partners in a familiar environment while providing the support and resources needed to navigate this process.

Handshake

Handshake is our one stop shop for everything career related. Access job and internship postings and employer and CCD events. Employers conducting interviews through On-Campus Recruiting (OCR) /Virtual Campus Recruiting (VCR) can be found in Handshake along with their interview schedules. View the following resources in *Handshake* to help you navigate the recruiting process:

- Preparing Application Documents
- Conducting Yourself Professionally
- Identifying Opportunities
- Interviewing & Assessing the Opportunity

Log on to *Handshake* consistently to stay abreast of events, deadlines, and interviews. Discuss your job/internship search with a CCD counselor so we can advise and support you. Schedule an appointment via *Handshake*.

Resume Approval

Students must have their resume approved once in Handshake by a CCD staff member before applying to opportunities in *Handshake*. This policy ensures that students submit an employer-ready resume that best highlights their skills, experience and abilities. We recommend having your resume reviewed by the CCD every time it is updated.

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

Typically the employers that participate in OCR and VCR for full time roles, understand their hiring needs early and have a number of positions to fill. These employers usually align with the Business, Consulting & Finance (BCF) and Science, Technology & Engineering (STE) career communities. Employers in other Career Communities typically hire based on their immediate hiring needs and closer to, or even after, Commencement. Summer internship hiring takes place both during the fall and spring semester, with the bulk occurring in the spring. **All employers who conduct on-campus or virtual campus interviews, MUST add the position(s) to Handshake.** You should follow employers that interest you on *Handshake* and *LinkedIn*, view Holy Cross Collections in *Handshake* which are employers recommended by the CCD, and check your *Handshake* inbox for messages from employers. Additionally, you can create saved searches and set up alerts and also view the Interview tab to see who will be participating in OCR/VCR. We will also share employer partner deadlines in GroupMe, via career community emails and *Handshake* emails.

Applications & Deadlines

We urge employers to abide by the following timeline when posting open roles to give students adequate time to prepare for interviews. We also encourage employers to include Holy Cross alumni in their recruiting efforts as alumni can provide valuable insight regarding their organization and career path.

Sample Recruiting Timeline:

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

Interviews Hours and Details

Interview hours are typically 8:30 am – 5:00 pm EST and interviews are generally 30 minutes in length. **We avoid scheduling interviews with competing employers on the same day.** Oftentimes employers will bring greeters to interact with you prior to interviews and/or schedule a pre-interview information session.

It is important to prepare for all interviews: research the organization, articulate how you will contribute to the organization, and craft questions for the interviewer. The CCD can help you prepare. Schedule an Interview Strategy or Mock Interview appointment via *Handshake*.

Professional Communication

- **Remember email is the primary mode of communication in the professional world**
- Use your Holy Cross gmail on your resume, application materials and for all employer correspondence. Some recruiters filter by email to identify Holy Cross candidates among the larger pool
- Check your Holy Cross email and *Handshake* consistently to stay up to date on deadlines and interview requests
 - Respond to employer requests for interviews and accept or decline the interview within 24 hours
 - It is expected that you will accept **interviews** for positions to which you have applied
 - You may withdraw your application if you have accepted a position elsewhere or are no longer interested BUT/AND you must notify CCD staff and/or the employer
 - Never “no show” for interviews
- Respond to all employer email within 24 hours

Evaluating Offers

The CCD 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.

We ask EMPLOYERS to:

- Be transparent on their 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 offers and 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

We ask STUDENTS to:

- Understand recruiting practices, trends and norms are based on career fields, organization size and industries
- Respond to all employer email within 24 hours
 - Do not avoid responding to an email because you need more time to evaluate an offer, instead acknowledge the offer: *“Thank you for the offer. I am excited about this opportunity. When do you need my response?”*
- Understand that you may ask for an offer extension but it might not be granted
- Accept offers in good faith, without the intention of renegeing later
- Acknowledge that your behavior may impact other candidates and influence an employer’s decision to continue recruiting at Holy Cross

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.