

# **Minnesota State University Mankato**



## **On-Campus Recruiting Guide**

- General Information**
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## General Information

Minnesota State University, Mankato invites employers to recruit on campus for internship and entry-level opportunities, with visiting employers ranging from Fortune 500 companies to small growth firms. More than 140 employer visits are recorded each academic year, including on-campus interviews, information sessions, and informal opportunities to meet students on Mav Avenue. In addition, several career fairs are held on campus annually, with participation ranging anywhere from thirty to one hundred employers per event.

All Minnesota State Mankato students are eligible for on-campus recruitment activities as appropriate for their major and academic level. Job opportunities and on-campus recruitment activities are posted on mavjobs.com as they become available. Students will need an uploaded resume to apply for opportunities and sign up for interviews through mavjobs; however, a resume is not necessary to register to attend information sessions.

## On-Campus Interviews

**Pre-Select Schedules:** The majority of visiting employers choose to screen the resumes of candidates. Job opportunities are posted on mavjobs.com and students can submit their resume before the posting deadline. Students responding to job postings should pay close attention to the specifications of the employer, including academic status or graduation date, grade point average and computer or language capabilities, as well as whether a cover letter, transcripts, on-line applications or writing samples are also required. Employers then have an opportunity to review resumes and will select the students they wish to interview. Pre-selected students are notified by email and instructed to log on to their mavjobs account to select their interview time. Students given “Alternate” status are eligible to sign up for an interview the last day the schedule is open if any interview times remain. All interview signups are on a first-come, first-served basis, so timely signup is important to help you find an interview slot that best fits your schedule. Professional dress is required for interviews.

**Open Schedules:** Some employers prefer to interview any student who is interested in their opportunity and will set up an open schedule. This simply means that interview signup is on a first-come, first-served basis until all interview slots are filled. Students still must meet the specified requirements of the employer to be able to sign up through mavjobs. Professional dress is required for interviews.

## Information Sessions

Information sessions are a way for employers to share information about opportunities with students in an informal setting. Most information sessions take place in the Centennial Student Union late afternoon or early evening but may also be part of a class at the invitation of the instructor. Information sessions usually last about an hour and are a great way for students to learn about various types of opportunities and employers; unless posted otherwise, students of any academic level are welcome to attend. As a courtesy to the employer, students are requested to sign up to attend information sessions through mavjobs. Casual attire is acceptable.

## Table on Mav Avenue

Employers such as Valleyfair, the Peace Corps and others prefer to informally meet students one-on-one to share information and answer questions about employment opportunities; for those employers a table on MavAve just outside of campus dining services is the ideal setting. Students can stop by anytime their schedule permits during the employer's visit to pick up an application or visit with a recruiter.

## Career Fairs

Most employers attending career fairs are here because of a need for candidates for entry-level or internship opportunities, and a number of participating employers will follow up with on-campus interviews shortly after the event. Some employers may not have a current need but know that interacting with students early on may better enable them to find qualified candidates in the future when there is a need.

The Career Development Center offers workshops during both fall and spring semesters to help students get the most out of a career fair experience. Upcoming events and prep sessions are listed on the CDC's website at <http://www.mnsu.edu/cdc/fairs> and on [mavjobs.com](http://mavjobs.com). Students desiring entry-level or internship opportunities should always bring multiple copies of their resume to the event to give to employers of interest.

## Cancellation/No-Show Policy

The Career Development Center works very hard to establish strong, positive working relationships with our employers in order to provide unique career opportunities for our students. Failing to show up for a scheduled interview or a late cancellation, even for a very legitimate reason, can impact that relationship and the reputation of Minnesota State University, Mankato, thereby impacting future job prospects for our students and alumni. Users of [mavjobs.com](http://mavjobs.com) have agreed to our Cancellation/No Show Policy as part of the Student Terms and Conditions (<http://www.mnsu.edu/cdc/students/mavjobs/terms.html>).

**First No Show** for interview or failure to cancel 24 hours in advance of scheduled interview: This is never acceptable professional behavior under any circumstances. In the best interest of your job search and the reputation of Minnesota State Mankato, we strongly encourage you to send a letter of apology to the recruiter (contact information is available from the CDC Recruitment Coordinator in WA 209, 507-389-6063). Although you may not be interested in employment with this particular organization, recruiters often times interact with recruiters at other organizations and you do not want to be the topic of conversation in a negative way. Documentation of your missed interview will be made on your [mavjobs](http://mavjobs.com) record.

**Second No Show:** Students who No Show a second time will have their on-campus recruiting privileges revoked, including cancellation of any upcoming scheduled interviews. In addition, a notation will be made on your [mavjobs](http://mavjobs.com) record. Appeals may be made through a scheduled individual appointment with the Career Development Center Director (appointments available by calling 507-389-6061).

NOTE: Interview schedules close at midnight two days prior to the actual interview date, after which time you will not be able to remove yourself from an interview schedule. In the rare instance that an emergency necessitates your canceling an interview after the schedule closes, call the CDC Recruitment Coordinator at 507-389-6063 for assistance, or leave a message including your phone number and we'll get back to you.

## FAQ

### ***I don't have a resume. How can I get help?***

The Career Development Center's Job Search Handbook offers a wealth of information about resumes and the entire job search process. It's located in the Document Library found in your mavjobs account or available online in its entirety at <http://www.mnsu.edu/cdc/common/jobsearchhandbook/entire.pdf>. You may also stop by the CDC in WA 209 to pick up a printed copy.

The Career Development Center also offers CDC Quick Stop walk-in hours daily each semester in WA 209. Students can get help with resumes and cover letters, along with general job search advice and information about careers and choosing or changing a major. For help with a resume or cover letter, bring a hard copy of your draft document(s) with you and stop by anytime during Quick Stop. Assistance is on a first-come, first-served basis.

Students needing more assistance than can be given during Quick Stop may schedule an individual appointment with a CDC staff member by calling 507-389-6061 or stopping by WA 209 to schedule a time.

### ***How do I upload a resume on mavjobs?***

From your mavjobs homepage, click on 'Upload Resume' under Quick Links and follow the directions. See the Job Search Handbook resume section for tips on formatting your resume.

### ***I meet the qualifications listed for the job, but I can't submit my resume. Why not?***

First of all, check your mavjobs profile to make sure all of your personal information is current and correct. Failure to update your class status, GPA, current major, etc. can make it impossible for you to submit your resume to a job for which you are suitably qualified.

If you still believe you're qualified but can't submit your resume, contact the Recruitment Coordinator at 507-389-6063 for assistance. As hard as we try for accuracy, sometimes there may be an error in setting up the interview event and we need to fix it. Our goal is to help you take advantage of every opportunity for which you are qualified, and we need to hear from you if you are not able to do so.

### ***I submitted my resume to an employer. Now what?***

Resumes will not be screened by the employer until the posting deadline (usually 7-8 days before the interview date). But here are some things you can do while you wait:

- Check out the website of the employer to which you just applied. You'll want to be knowledgeable about the company if you have the opportunity to interview. Not only is this expected by the employers, but it gives you an automatic advantage over those candidates who don't make the effort.
- Polish your interviewing skills through a "Video Interview" experience in the Career Development Center. The Perfect Interview™ software program contains thousands of interview questions, offers insight on what employers look for during an interview, and provides helpful suggestions to help you formulate your own answers to a variety of interview questions. You can replay your video interview or save it on a disk or flash drive for review later; you may also choose to share it with a CDC staff member or mentor for additional help. You can sign up for a Video Interview time through mavjobs and may do it as often as you wish.
- Check out the CDC's Job Search Handbook for successful interviewing tips/strategies and sample interview questions.
- Plan ahead. Sign up for the CDC's Practice Interview Days held early in the semester. During the early weeks of each semester, the CDC seeks volunteer recruiters to host practice interviews for students. Some sessions are major-specific, others are general in nature. A practice interview with an experienced recruiter offering helpful feedback, with no "real job" on the line, is an excellent way to hone your inter-

viewing skills. That way, when that perfect job opportunity presents itself, you'll be well prepared to ace the interview! Sign up each semester through mavjobs.

***I was given Alternate status by the employer. What does that mean? Do I still have a chance to interview?***

When an employer screens resumes, the recruiter is looking for candidates who most closely match the requirements of the position(s) posted. When lots of students apply, that can be a very difficult task and an employer may wish he/she could interview more students than their schedule can accommodate. Students given "alternate" status will have an opportunity to sign up for an interview appointment a day or two before the schedule closes (two days before the interview date) if interview slots are still remaining. All interview sign-ups through mavjobs are on a first-come, first-served basis.

***Where will my interview be held?***

Unless otherwise noted, all interviews take place in the Career Development Center, WA 209.

Be sure to arrive a few minutes ahead of your scheduled time and bring a couple copies of your resume with you. Professional attire is always required for interviewing.

***I had my interview. Now what should I do?***

A well-written thank-you letter is a key component of effective interviewing. Usually sent within 24 hours of your interview time, this letter conveys your appreciation to the recruiter and strengthens your candidacy for the position. Samples of thank-you letters and guidelines for writing/sending them are given in the CDC's Job Search Handbook.

***I'm not ready to graduate. Should I still go to an information session or career fair?***

YES! When you're finally ready to take off your cap and gown you'll want to be well on your way to a great career with a top-notch employer. Information sessions and career fairs are an excellent way to learn what types of opportunities are available with the various employers visiting campus. It also gives you a chance to network with recruiters, which may pay big dividends when applying for an internship or entry-level position in the future.

## **Available Resources**

- Career Development Center's Job Search Handbook. Located in the Document Library found in your mavjobs account or available online at <http://www.mnsu.edu/cdc/common/jobsearchhandbook/entire.pdf>. You may also stop by the CDC in WA 209 to pick up a printed copy.
- Mavjobs.com Student User Guide. Located in the Document Library found in your mavjobs account. Provides helpful information for navigating the many capabilities of mavjobs, including updating your profile or changing your password, uploading a resume, searching for and applying for jobs, signing up for interviews or info sessions, and setting a job search agent to help you find that perfect opportunity.
- CDC Quick Stop. Walk-in hours daily during the semester in the Career Development Center, WA 209. First-come, first-served, no appointment necessary.
- Practice Interview Days. Usually held during the third and fourth weeks of the semester and hosted by a variety of experienced volunteer recruiters. Sign up through mavjobs.
- Video Interview. Opportunities available throughout the semester. Sign up through mavjobs.
- Workshops and prep sessions. Scheduled prior to the Career and Internship Expo in October and the MSUS Job Fair in February. Sign up through mavjobs.