

CAMPUS RECRUITING

A Publication of the Counseling & Career Services Center, Loyola University New Orleans

UTILIZING CAMPUS RECRUITING

To best utilize what the career services available to you register on-line and upload your resume. This will give you access to who is coming on campus to recruit through presentations and interviews as well as allow our office to refer your resume for many unlisted jobs. Follow the simple steps below to register and use the campus recruiting system.

REGISTRATION PROCESS

- Step 1: Participate in at least one Resume Preparation Activity offered by the Counseling & Career Services Center. These services include: Resume Writing Skills Sessions, Resume Review Sessions, or a one-to-one resume review.
- Step 2: Complete the PackTRAK data sheets available at <http://www.loyno.edu/counsel.career>. The school password for off-campus access is wolfpack.
- Step 3: Upload your resume.
- Step 4: Your record will be reviewed and activated within one business day.

USING THE SYSTEM

Once you have registered and uploaded your resume, a member of the Career Services staff will activate your account. Once activated, you will be able to use all the following options:

Search Jobs & Internships - Search full-time, part-time, temporary, internship & co-op positions.

PackTRAK - On-campus interview scheduling system.

Your Resumes - Post or update your on-line resume.

Registration/User Profile - Update your user profile information.

On-line Career Fair - Stop by the virtual career fair booths.

Career Contact and Alumni Network - Find alumni career contacts.

Jobtalk - Get your questions answered here.

Employer Showcase - Get an in-depth profile of companies on-line.

Job Search Tips - Research resume writing, interview and salary tips.

TYPES OF CAMPUS RECRUITING EVENTS

Campus Presentation – For this event, you only need to show up. If you need to bring any extra items, this will be noted in the event description. Try to arrive at least five minutes before any presentation. Dress nicely, but an interview suit is not necessary. You will have time to speak with the recruiter afterwards, so always bring your resume.

Open Interviews – For this event, you will need to sign up for an interview on-line when you submit your resume. These employers are looking to interview anyone interested in the position and are targeting Loyola students and alumni. Wear your interview suit for this event. We will provide your resume to the employer, but bring one just in case. Be sure to follow-up with a thank you letter.

Pre-Select Interviews – Here you will submit your resume to the employer on-line about two weeks before the event. The employer will then select who he/she is interested in interviewing. You will be notified if you are selected and you need to immediately sign-up for an interview time on-line. Be sure to react quickly to pre-selected interviews. Always wear your interview suit for this event. Be sure to bring an extra copy of your resume (just in case) and follow-up with a thank you letter.

Resume Drop - For this event, you will simply submit your resume on-line. The employer will contact you and set up an on-site interview. If you do not hear from the employer, but are still interested in any possible opportunities, be sure to follow-up directly with the employer.

Resume Referrals - If your resume is referred for a position, you will be notified via e-mail. Visit the Counseling & Career Services Center and check the referral binder for information regarding the position. You need to follow-up with the employer directly. Send a cover letter stating that you have already been referred by career services and request an interview. It is a good idea to include another copy of your resume with this letter.

OUR NO-SHOW POLICY

Interviews canceled less than 24 hours before they are scheduled (*for any reason*) will be considered a no-show. If you no-show for an interview, you must write a letter of apology to the employer and send a copy to the Counseling & Career Services Center. Your interviewing privileges will be suspended until this letter is received. If you have more than one no-show, you will no longer be eligible for the Campus Recruiting or Resume Referral Programs.