

Internship Recruiting Program Guidelines & Policies

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www.colgaterecruiting.com

Colgate University's Internship Recruiting Program (IRP) consists of on-campus and résumé collect opportunities. This formal program offers students access to various employers. The IRP is facilitated by EASE [Electronic Applications for Students and Employers], Colgate's new dedicated job search website, (www.colgaterecruiting.com). We encourage you to take advantage of numerous internship opportunities offered this year. **Please print and keep this document in a safe place for your reference.**

While the IRP is a great way to interface with employers, it is **just one of the many resources and tools** that should be utilized in an internship search. Additional programs and services are also offered to support students pursuing career opportunities not represented by employers who recruit on campus. These include internship postings on *EASE*, and publications in our career library. Check *EASE* and our website regularly for details. We encourage you to visit with a Career Services Advisor to strategize on your search.

Colgate's Career Services Internship Recruiting Program

***For students studying abroad: Carefully review the Study Abroad Supplement attached.**

On-Campus Recruiting

A wide variety of organizations will come to campus to recruit during the school year. Generally, specific application requirements and deadlines are set several weeks prior to the organization's campus visit, allowing the company to pre-select candidates to interview. Once candidates are chosen, selected students will be notified via e-mail. Students are required to **come in to Career Services to sign up for interviews.** Interview slots are taken on a first-come, first-served basis.

Note: You only should apply after thoroughly researching the opportunity, and only to those companies in which you have genuine interest. Interviewing solely for practice takes advantage of recruiters and limits opportunities for other students who are sincerely interested in the position. Career Services offers mock interviews to allow you to practice and improve your skills. Call x7380 to set up a mock interview.

Résumé Collect

Due to budget limitations or logistics, many organizations cannot come to campus to recruit students. Instead, recruiters will contact applicants directly to arrange either phone or on-site interviews. The application process is similar to On-Campus Recruiting: you will submit a résumé, cover letter, and other required documents to the organization by the deadline via EASE (www.colgaterecruiting.com).

Note: It is your responsibility to follow up on an application submitted to résumé collect organizations. An invitation from the organization to interview should be acknowledged promptly, regardless of whether you plan to accept the opportunity. If a scheduled interview needs to be changed or canceled, **you must** notify the organization far enough in advance to alleviate any undue hardship or expense.

Employer Information Sessions

These sessions allow recruiters to inform students about specific internship descriptions, company information, interview and selection procedures and training. The meetings will help to prepare you to market your skills, abilities, interests, and goals to specific opportunities during an interview. We **strongly** recommend attendance at an information session if you have been selected for an interview. However, all students interested in that particular organization or career field are encouraged to attend.

CNYCC Off-Campus Recruiting Consortium – details to be posted in spring 2007.

How to Keep Informed about the Recruiting Program

1. Log on to www.colgaterecruiting.com [*Click Events to see opportunities*]
2. Read weekly *What's Going On...* postings on the Career Services' website *and associated e-mails*.

Additions to the schedule and updates occur often; be sure to check our resources regularly.

Requirements to Participate in the Internship Recruiting Program

STUDENTS MUST COMPLETE ALL OF THE FOLLOWING BULLET POINTS, IRREGARDLESS OF PRIOR PARTICIPATION IN THE RECRUITING PROGRAM.

To participate in the Colgate University IRP during the 2006-7 academic year you must:

1. Attend one of the scheduled Internship Recruiting Program Information Sessions offered throughout the semester.
2. Submit a hard copy of your résumé to Career Services or attend a peer advisor session for your resume to be critiqued.
3. Read, understand, and click 'Agree' on EASE to provide your 'electronic signature', signifying your agreement to abide by the IRP Guidelines & Policies. Print the document for future reference.
4. Upload your **REVISED** résumé to EASE to be reviewed and ultimately approved.

Once all requirements are met, you will be given full interactive ["Recruiting Program"] access to internship positions offered on EASE. Students who have not met these requirements will not be allowed to participate in résumé collect or on-campus interviews sponsored by the Center for Career Services.

If you experience technical difficulties with EASE, please click on the **help button** at the top of the page for timely assistance. For specific questions regarding an internship position or the overall search process, stop by daily Walk-In hours (1:30-4pm) for a 15-minute appointment. More extensive questions can be addressed in an appointment with a peer adviser or a Career Advisor (x7380).

Applying to On-Campus Recruiting and Résumé Collect Positions

Deadlines

All deadlines for submission of application materials (resumes, cover letters, transcripts, writing samples) are firm. Documents are to be submitted via colgaterecruiting.com by **11:59 pm** on the day posted, **no exceptions**, at which point, the site will block further submissions. *Upload and store your documents in EASE for your convenience. Be sure to assign easily recognized names to different versions of documents to identify them when applying to different employers.*

Application Materials

Read the position description carefully to ensure you submit all requested materials. Failure to do so will result in an incomplete application and may remove you from consideration by the employer! Take advantage of Career Services to critique your materials before your apply.

A résumé must be submitted to each organization. A cover letter is often required by employers, and is always encouraged unless otherwise directed by the posting. Do your research and target your writing to the specific opportunity. Employers may also require writing samples, transcripts, or other documents as part of the application. You may obtain an unofficial transcript from the Registrar through the Portal.

How to Succeed in the Internship Search Process

Perfect Your Documents

Your application materials are your personalized marketing tools to convince an employer to interview you. We strongly suggest that you perfect your résumé and carefully compose and tailor cover letters to each position to which you apply. Career Services has many resources to assist you, including writing guides, as well as Peer Advisors and Career Advisors to critique your work.

Researching Organizations

Always conduct research prior to applying for a position and additional research before an interview. When researching, go beyond the resources in our career library to ascertain the most current information possible on the industry or organization. Utilize periodicals specific to that opportunity, such as the *Wall Street Journal*, *Business Week*, *Forbes*, *Fortune* and other trade-related publications, and the Internet. Network with alumni who work at the company or in similar positions. If you are interested to obtain a list of alumni with whom to conduct informational interviews, please make an appointment with a Career Advisor well in advance of your interview.

Interview Preparation

Although not required, mock interviews are strongly encouraged prior to “live” interviews with recruiting organizations. Practice reviewing your strengths, weaknesses, career goals, and specific qualifications will better prepare you to meet with the recruiter.

Interview Follow Up

Always ask for the interviewer’s business card and promptly follow up (within 24 hours) to each interviewer with a thank you letter. Indicate your appreciation to the interviewer for taking time to review your credentials and to consider you as a candidate. If applicable, reaffirm your interest in the organization and the position for which you have interviewed.

Policies

A. Discrimination Policy

All organizations that recruit on campus are made aware of our University policy on equal opportunity employment. The policy states: *“Colgate University subscribes to all state and federal regulations prohibiting discrimination on the basis of race, color, sex, religion, national origin, physical handicap, age, marital status, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. Colgate’s nondiscrimination policy complies with all current statutes and applies to admission, employment and access to all programs, services and other activities offered by the University.”*

B. Cancellation of Interviews

Once you commit yourself to an organization for consideration we strongly suggest following through with your application. For cancellations we require you speak with Career Services (no e-mails or voicemails) at least **48 hours in advance of your interview DATE**. Health-related cancellations must be documented by the University Health Center, a personal physician, Counseling Services, or other health-related practitioner. Any student who cancels a scheduled interview will be required to write a letter of explanation to the organization, which will be delivered through Career Services.

C. No Show Policy

By not attending your pre-arranged interview you have demonstrated unprofessional behavior. You have also denied another Colgate student a valuable interview slot. Any student who is a “no show” for an internship interview is required to write a letter of apology to the organization (submit a copy to Career Services) and must make an appointment with Teresa Olsen. You also will be suspended from the Recruiting Program for two weeks (EASE status demoted to “browse”), and will forfeit any interviews you may have upcoming during that period.

D. Always Present Your Credentials Accurately

Falsifying data, such as your GPA, dates of graduation, major/minor, work experience, eligibility to work in the United States, or other information, is unethical. These examples of unprofessional behavior may be grounds for dismissal if a student begins employment with the organization under false pretenses. Be accurate, and do not “round off” GPAs. Consult Career Services with any questions before you submit an application.

E. Accepting Internship Offers

If you feel pressured to make a decision, or are uncomfortable with the interview process, please notify Career Services immediately to discuss your situation and options.

Once you accept a position verbally and/or in writing, you need to honor this commitment. Continuing to interview after accepting an offer, or renegeing on an accepted offer, is **unethical and unprofessional**. If you encounter a problem after accepting an offer, the circumstances should be discussed with a Career Advisor. Students should confirm accepted offers in writing and request that organizations do the same.

F. Acknowledgement of Recruiting Program Guidelines & Policies

Students are required to read the Guidelines & Policies document and acknowledge their understanding of its terms by checking the appropriate box within EASE. This is your ‘electronic signature’ signifying that you agree to abide by the terms set forth.

Supplement for Students on a Study Abroad Semester

A student studying abroad may face challenges navigating the recruiting process. For juniors studying abroad in the spring semester, please meet with a Career Adviser in the fall. For sophomores considering the fall semester abroad, visit with a Career Adviser in the prior spring.

Action Steps for students away for the fall semester:

1. Go to the Career Services web page (<http://offices.colgate.edu/career/>) and review the on-line guides for writing résumés, writing cover letters, summer learning experiences, etc.
2. Polish and update your résumé to prepare for spring semester internship recruiting. Be sure to include your study abroad activities on your résumé.
3. Send a copy of your résumé to Career Services (ccs@mail.colgate.edu) for review and critique. Please articulate in your correspondence why we are receiving your documents.
4. Start researching the organizations in which you have an interest. Part of this research can be looking for Colgate alums at the particular organization and reaching out to them.

Action Steps for students away for the spring semester:

1. Complete the requirements for participation in the Internship Recruiting Program prior to leaving campus. We will not be able to clear you once you are abroad.
2. Start to get prepared for spring opportunities. You will not be able to participate in the on-campus interviewing process, research the organizations in which you have an interest and uncover other channels to get the internship you are targeting. Be sure to reach out to Colgate alumni.
3. Meet with a Peer Advisor or a Career Advisor to review your documents and construct an action plan before you leave.
4. Before you go and while you are abroad, log on to EASE, colgaterecruiting.com frequently to stay abreast of the new opportunities.
5. Refine your cover letter. Be sure to state in your cover letter that you are studying abroad, and how best to reach you while away from campus - in case they decide to call you for a telephone interview, or ask you in to their local branch (for example, Morgan Stanley in London) for an interview. It is important to mention when you will be returning to the United States (i.e. available for work or for a personal interview).

Students abroad will **not** be able to apply via EASE for **On-Campus Interviews** for that semester. You may apply directly to the organization via e-mail and postal mail, following action **step #5** mentioned above. As soon as you see a posting on EASE, send in your documents so you are considered in a timely fashion. If you fail to mention that you are abroad, it may cost you the chance to interview for the position.

Students abroad **can** apply for the **Résumé Collect** events on EASE. But be sure to state in your submitted cover letter that you are abroad, and how the organization can reach you.