ON-CAMPUS RECRUITMENT

Land a job or internship without ever leaving campus!
Interview today!

March 7th to May 6th
Career Center
Lassen Hall 1013
What is Hornet Career Connection?

- Sac State’s web-based career services system

- Enables access to On-Campus Recruitment scheduling, job and internship search, employer research, and updates regarding Career Center events

- Available from any device with internet access; “Careers by Symplicity” app available for download

FACT: There are currently over 900 job postings in the system!
What is On-Campus Recruitment?

- Fortune 500 companies, top accounting firms, government agencies and other well-known organizations come to Sacramento State to interview YOU!

- This workshop will navigate you through the On-Campus Recruitment scheduling process

AND

Your account will be upgraded to give you access to On-Campus Recruitment after this workshop.
Types of Schedules

- **Open Sign-Up**
  - Students who meet the employer requirements may sign up for available interview appointments on a first come, first serve basis.

- **Pre-Select**
  - Candidates will be selected from the pool of applicants that apply to the job posting.

*If all interview appointments have been filled, you are HIGHLY encouraged to put yourself on the wait-list. You may be pre-selected by the employer, or receive an interview appointment in the event of a cancellation. KEEP YOUR PHONE CLOSE!"
Creating your Account

- Visit [csus.edu/careercenter](http://csus.edu/careercenter)
- Select Student
- Select Hornet Career Connection
- Select New User Registration
- Enter Username (SacLink ID)
- Enter temporary password (sacramento)
- Create Account (update password ASAP)

It is very important that your account information is up-to-date, review at least once a semester!
How to Search for Interviews

The first step is to start at your account homepage. Across the top of your account page is where you have several tabs.

- The second tab, your account tab, is where we recommend to go first to ensure all of your information is up to date:
  - GPA
  - Major
  - Graduation date
  - Work authorization
How to Search for Interviews

Step 1. Update Account Information Tab - You cannot proceed to job search until account information is complete.

Step 2. Upload Resume Tab - Upload up to 50 documents, including resumes, cover letters and transcripts.
How to Search for Interviews

Step 3. Search For Jobs Tab – Use this tab to search for full-time, part-time, internship, volunteer and On-Campus Recruitment opportunities.

Step 4. Select “Advanced Search”: This will allow you to narrow your search to OCR Interviews.

Step 5. Select “Interviews I Qualify For” Note that the system will use the information in your Account tab to determine if you are eligible for interviews. It is very important that your Account information is up to date!
How to Search for Interviews

Note Search Criteria: “Interviews I Qualify For”

Results Of Search Will Populate: To review job description and details, click the position title. From here you can apply for an interview.
How to Apply for Interviews

HOW TO APPLY: Click “Apply & Interview”, make sure to submit all requested documents and to apply per employers’ instructions. You must also follow the prompts to schedule the interview in Career Connection.

SCHEDULE DETAILS: Review carefully, be aware of cancellation dates. Contact the Career Center if you need to cancel within 24 hours.

SCREENING CRITERIA: Applicants must meet all screening criteria in order to schedule an interview. If you receive the Non-Qualify message in error, please double check your account information to ensure it is up-to-date. If you continue to experience problems, please contact Kate Fickbohm at (916) 278-5089.
How to Apply for Interviews - Open Model Only

Clicking “Apply And Interview” will open this pop-up window.

Step 1. Select all request documents
Step 2. Select interview time
Step 3. Click Submit

Important Note: If no interview times are available, this means the schedule is full – you are strongly encouraged to add yourself to the waitlist! You may be pre-selected by the employer for an interview!!
How to Apply for Interviews - Preselect Only

*SCHEDULE DETAILS: If you are selected for an interview, or as an alternate, you will then be able to access the scheduling tool to schedule a time for your interview.*
Confirming Your Interviews

You have successfully scheduled your interview!
Managing Your Interviews

View Your Interviews Tab – Use to keep track of interviews that you have scheduled, or to see if an employer has requested an interview with you. We recommend that you check daily!

Cancel or reschedule interviews here!
Cancellation Policy

- You may schedule, re-schedule or cancel appointments via Hornet Career Connection up to two days before the interview date.

- In the event that you cancel the day of, or do not show up for your interview, you will be placed on a suspension status until an apology letter is written to the recruiter.
  - Letters must be brought to the Career Center in a stamped, addressed envelope to the company.

- The second time you cancel within 24 hours or do not show up you will forfeit your privileges to participate in the On-Campus Recruitment program.

If you need to cancel an appointment and are unable to do so through Hornet Career Connection, please contact Kate Lockwood or call (916) 278-5089.
Preparation for your Interviews

- Be sure that your resume and cover letter are up-to-date and professional.

- Check your voicemail, e-mail and Hornet Career Connection accounts daily for any updates regarding interviews.

- Conduct further research regarding the organization and position you are interviewing for. Attend any information sessions or events being hosted on campus by the organization (you can view these events by clicking on the Career Fair, Events & Workshops -Information Session tabs in your Career Connection account).

- Contact the Career Center, (916) 278-6231, to schedule a mock interview before your interview.
Preparation for your Interviews

My voicemail message should say: You know good and well I’m not going to answer so please hang up and text me. I don’t do phone calls.

Show up. Fully & fiercely.

SACRAMENTO STATE
Career Center
Contact Information

E-MAIL: Kate Lockwood
Employer Relations Coordinator
Career Center
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(916) 278-5089

OR

Voun Sa
Employer Relations Specialist
Career Center
sa@csus.edu
(916) 278-7840
Almost every successful person begins with two beliefs: the future can be better than the present, and I have the power to make it so.

You got this!