I. ACCURATE INFORMATION
- Students must provide accurate information (graduation date, GPA, work authorization, etc.) in Career Connections, including profile information, resume and any other documents.
- Anyone found to be falsifying information will be suspended from using Career Connections and will need to meet with an ECC staff member (Lindsey McCaig) to review options for possible reinstatement.

II. INTERVIEWS
Recruiting organizations invest considerable resources in their search for talent. The following interviewing expectations exist to build and maintain positive relationships with hiring organizations. Failure to comply with these guidelines may result in a damaged professional reputation for you, KU and your fellow students.
- Students should submit their resumes only for positions they are truly interested in and qualified for. Research companies before you request an interview.
- Students invited to an on-campus interview (who had previously submitted a resume for consideration through Career Connections), are required to schedule an interview in a timely fashion and then attend the interview.
- Students are expected to promptly accept or decline a company’s invitation for an office or on-site visit.
- Students are expected to only claim fair and legitimate reimbursement from employers for interviewing expenses.

Interview Conflict Guidelines:
Legitimate conflicts can and will occur, such as: acceptance of a job offer with another company, subsequent interviews or office visits with other companies, personal illness. The following guidelines are in reference to cancelling interviews, or withdrawing your application after an invitation to interview has been extended (when the student previously submitted a resume for consideration through Career Connections).
- Contact the ECC as soon as possible, to inform our office of your intent to cancel or withdraw, including the reason. Declining the interview electronically in the Career Connections system does not release you from the responsibility to contact the ECC.
- If the reason for cancellation or withdrawal relates to a legitimate conflict, the ECC will make every effort to assist you with scheduling alternate interview arrangements.
- The Career Connections system is utilized jointly by multiple KU Career Centers. A student who fails to sign up for a requested interview or misses an interview hosted by a different campus Career Center, may be subject to the host Career Center’s policies instead.

Please be aware of our stringent policy on interview conflicts!
- Students who notify the ECC more than 24 hours before the interview date to withdraw from requested interviews …
  - First withdrawal: Student will be immediately suspended from Career Connections. To be reinstated, the student will need to provide the ECC with an appropriate apology letter addressed to the employer, prior to the interview date.
  - Second withdrawal: The student will be immediately suspended from Career Connections. The student will need to provide the ECC with an appropriate apology letter addressed to the employer, prior to the interview date, as well as meet with an ECC staff member to review options for possible reinstatement.
- Students who notify ECC less than 24 hours before the interview date to withdraw from requested interviews …
  - The student will be immediately suspended from Career Connections. The student will need to provide the ECC with an appropriate apology letter addressed to the employer, prior to the interview date, as well as meet with an ECC staff member to review options for possible reinstatement.

Keep these tips in mind to avoid interview conflicts:
- Before applying for a position, check the interview date. If it is a date that you will not be available, do not apply for the position. Talk to a staff member in the ECC regarding other options.
- Check your e-mail frequently. The sooner you respond to a notification of an invitation, the more likely you are to find an interview time convenient for your schedule.
- If you need to withdraw an application, do so BEFORE the application deadline.

III. JOB OFFERS
If students receive a job offer prior to completing their job or internship search, the ECC encourages them to request a one-time extension of the decision deadline, based on the estimated time needed to complete the search process with other companies.
- Students are expected to respond to every job offer, whether they accept or reject the offer. Try not to leave a voice mail message for the employer unless you’ve attempted to reach the recruiter by phone several times.
- Students should accept a job offer in good faith, with the intention of honoring that commitment.
- If a student has accepted an offer, he or she should notify other employers with whom they are interviewing to remove themselves from further consideration.
- If a student has accepted an offer, he or she should also notify the ECC to withdraw their name from the recruiting process.

EXPECTATIONS OF EMPLOYERS AND THE CAREER CENTER
Employers are expected to abide by standards outlined in the National Association of Colleges & Employers (NACE) Principles for Professional Conduct.
- Students who feel they have experienced unprofessional or unethical recruiting practices from an employer should notify Cathy Schwabauer, Director of the ECC, immediately at (785) 864-2926 so appropriate follow-up action can be taken.

Getting a job or internship is your responsibility, but we want to help. Good luck and we look forward to working with you!
ECC – CAREER CONNECTIONS USER GUIDE

Manage your Account:

- The Career Connections system provides multiple avenues for you to connect with employers:
  - To apply for on-campus interviews
  - To apply for job postings (employer is not interviewing on campus, but hiring KU students and alumni through postings)
  - To include your resume in “resume books” (when employers query and pull resumes matching specific criteria)
  - To become aware of and attend (if appropriate) employer evening presentations / information sessions
  - To review and link to lists of organizations attending Career Fairs on the KU campus
- Utilize available career resources and network opportunities
- Be assertive and persistent in the job and internship search

Get Started:

- Go to www.ecc.ku.edu and locate the student login, “KU Career Connections,” at the bottom of the far left-hand column. Please note the employer login in the center column will not work for students
- To login –
  - Current students need to use their KU online ID and their KU online password (the same login you use to access Blackboard, or any other KU-related portals)
  - Alumni will use their email address as a username and then be issued a password for log in from the Career Center. Please contact us at ecc@ku.edu or 785-864-3891 for a password or with issues.

Complete Your Profile:

- Review and complete the first two tabs (Personal and Academic) in the Profile section. It is critical that you accurately complete the Profile section, since employers searching the resume database utilize criteria that align with entries in the Profile section.
  - Consider keeping your responses broad. For example, even if you prefer to work in one specific geographic area, if you would move elsewhere for the right job – then don’t limit yourself.
- Review the settings under the Privacy tab.
  - You have the option to choose whether your resume will be included in “resume books” seen by employers who search student resumes to identify qualified candidates. This means that even when you don’t apply for a position, an employer may see your default resume and contact you for an interview. This method is especially useful for companies that do not plan to visit KU. You may change this setting at any time by returning to your Profile on the navigation toolbar and clicking Privacy.
  - Each page asks you to click “Save” or “Next.” By clicking “Next,” your information will be automatically saved.

Upload Your Resume:

- Upload resumes and other documents by clicking Documents on the navigation toolbar
- You may upload multiple resumes into Career Connections (if you prefer to customize your resume for specific jobs), or you may choose to upload just one resume. Each time you apply for a position, you will be prompted to select a resume to submit.
  - Your default resume (if you submit multiple resumes) should be more general, since you don’t know what types of employers will be pulling a “resume book” (e.g. an employer from a manufacturing firm, engineering consulting company, etc.)
  - Carefully choose your label (file name) for each resume; it may be seen by employers. Consider also including your name on each resume label.
- Upload your resume and any cover letters you may have in the same manner as you would attach a file to an e-mail (browse to where the file is saved, select it and hit upload).
  - You will not be able to apply for jobs or interviews through Career Connections until you upload a resume.
- You have the option to choose whether your resume will be included in “resume books” seen by employers who search student resumes to identify qualified candidates. This means that even when you don’t apply for a position, an employer may see your default resume and contact you for an interview. This method is especially useful for companies that do not plan to visit KU. You may change this setting at any time by returning to your Profile on the navigation toolbar and clicking Privacy.
- The Engineering Career Center would be happy to review your resume before uploading. Call 864-3891 to schedule an appointment.

Search for Jobs & Internships:

- In Career Connections, there is a difference between positions for which the employer will interview on campus and those for which the employer is not planning a visit. This system refers to positions for which the employer will conduct interviews on-campus as Interviews and positions for which employers are not visiting KU as Jobs. However, you search for both Interviews and Jobs under the Jobs tab.
- Hover on the Jobs & Internships tab on the navigational toolbar and click on KU Career Connections Jobs to begin searching.
  - KU Career Connections Jobs are usually those where the employer has specifically chosen to recruit at KU and post jobs here.

Engineering Career Center
1001 Eaton • ecc@ku.edu • 785-864-3891 • www.ecc.ku.edu
• NACElink Network is a national collaborative recruiting network of career centers.
• Use broad search criteria. For example, if you are searching an internship, you might want to select three choices under the Position Type: Internships, Co-op and Part-time.
• Hold the Control (Ctrl) key down to select multiple choices at the same time.
• When selecting major, you have the option to select the School of Engineering (all engineering and computing majors) or choose one/multiple majors within the School of Engineering.

**We recommend using the Advanced search option.** Click on Advanced Search and then select your major as well as Yes for Ignores jobs with ‘All Majors’ selected.

• If using the Advanced Search option, most jobs where the company will interview on campus have a P under Type, and jobs without interview schedules have a J. The P means that employers will receive your resume via Career Connections and you must check back on Career Connections to find out your interview status. The J indicates that you will need to follow the application method outlined in a given job description, such as emailing or faxing your resume straight to the company. In this case, you will be contacted directly by the company regarding an interview, and all correspondence should be directed to the listed contact.

• When you click Search, a list of job titles will be returned to you matching your search criteria. Click on each job title link to review the job description and requirements, including the interview date. **Review the Professional Conduct Policy before applying for interviews; do not apply if you are not truly interested or if you will not be available the day of the interview.** If you meet the requirements and want to apply, you may submit your resume to the employer through a prompt on your screen. Please note whether the employer requests that you also fill out an application or screening document on the company’s website. Some companies will not interview anyone who has not completed that additional process.

• Once you submit your resume for on-campus interviews through Career Connections, you must wait for the employer to invite you to an interview or to respond in some manner. You do not need to contact the company or worry about e-mailing your resume.

• When applying for on-campus interviews, note the date when interview sign-ups begin. You will receive an email from KU Career Services notifying you have been chosen to interview, but you will not receive a decline email if the employer does not select you. You also can log in to the system to track your status. Your status will read Pending until the employer makes a decision on interview candidates; usually this will be a week or so before the interview date. If you feel the interview date is quickly approaching and you do not know whether you have an interview, please contact our office and we can let you know whether decisions have been made.

### Sign up for an Interview:

• Once you are accepted for an interview, you need to sign up for a time slot. Click on the Interviews tab on the navigation toolbar and find the appropriate job title. Click on Schedule Interview to select your interview time. Check the Notes section for instructions (such as bringing an ARTS form).

  - Time slots are available on first-come, first-serve basis. If you wait until the last minute to select a time slot and then have class at the only available interview time, we cannot rearrange everyone else’s times to fit your schedule. Please see Professional Conduct Policy.

  - Once you have scheduled an interview time, the position will moved to the Scheduled Interviews tab.

• **Make sure you know where the interview takes place!** Find this information by clicking on the date of your interview and looking for the Room. The Business Career Services Center is in 125 Summerfield Hall, the ECC is in 1001 Eaton Hall and the University Career Center is in 110 Burge Union.

• **If you need to change your interview time, you will need to do so at least 24 hours before the interview date.** Click on the Interviews tab on the navigation toolbar. Next, find the interview you wish to change and click Reschedule. Select a new time.

  - Other things you might see in Career Connections:

    - **Alternates** – if you are selected as an Alternate candidate for an interview, the company is interested in interviewing you if time becomes available (e.g. a selected student has to cancel an interview). Usually alternate candidate are contacted the night before or day of the interview. Communicate with the Career Center hosting the interviews to confirm the best way to reach you on short notice and ask for other suggestions to possibly convert the alternate status into an actual interview.

    - Not selected – consider attending the evening presentation / information session if it is open to all students and contact your Career Center for other recommendations.

### Additional Notes:

Although it is possible to cancel an interview appointment online, you may not do so without contacting the office where the interviews are to be held and writing a letter of apology to the company recruiter. If you do cancel an interview or fail to respond to an interview invitation, you will be subject to the consequences outlined in our Professional Conduct Policy.

Our office will be happy to review your resume before you upload the document and start applying for jobs. We offer resume appointments throughout the year and special walk-in resume reviews at the beginning of each semester. Call (785) 864-3891 to schedule an appointment.

On rare occasions, an employer may be forced to cancel scheduled interviews. Our office will notify students as quickly as possible. **Please be sure that the e-mail and phone number listed in your student profile are current.**

If you have any questions or need assistance, please call or e-mail. We will provide assistance to you as quickly as possible.
RECRUITING TIPS & FREQUENTLY ASKED QUESTIONS:

✓ The various KU Career Centers use a centralized recruiting management system. This means that you have the opportunity to interview for a wider range of roles. This also means that some of your interviews may be in locations other than 1001 Eaton Hall. Please pay close attention to location details.

✓ Application deadlines typically occur 2 weeks prior to the scheduled interview date.

✓ You must complete ALL required parts of your profile and upload your resume BEFORE you can apply for positions through the system. If, AFTER completing these steps, you are STILL unable to apply for positions as a result of application restrictions, please contact us at ecc@ku.edu and indicate the COMPANY and the POSITION and IF APPROPRIATE, we will complete a screening override. Please allow 24 hours for your request to be processed.

✓ Remember the Professional Conduct Policy. Do not apply for positions that you do not have a genuine interest in. If you know that you can't be available on a scheduled interview date, do not apply. Instead contact our office for a personal referral to the recruiter. If you need to miss an interview, be sure to contact our office, EVEN if you have already made arrangements with the recruiting organization.

✓ Handing your resume to the recruiter at the career fair may not be sufficient. If the company is visiting KU to recruit on campus, in order to request an interview you may ALSO need to apply for the position through KU Career Connections. Attending the career fair increases your chances of being granted an interview, but you often must still formally apply.

✓ ARTS forms are sufficient as transcripts for most interviews. You may use the computer workstations in ECC to print out ARTS forms.

✓ If you are interviewing with an organization and they are hosting an information session or evening presentation, you are expected to attend. These events are important and your attendance impacts the impression you make as a candidate. Check for information session details in the events tab of KU Career Connections. If you cannot attend the information session, we advise letting the recruiting organization know.

✓ Some recruiting organizations will require that you apply on their own company website, IN ADDITION to applying through KU Career Connections. If they make this request, it is important that you follow the instructions closely. Unless you apply through their website, you will not be considered a candidate.

✓ Stay on top of your alerts in the system. If you are invited to interview, the sooner you sign up for an interview, the more likely you are to get a time that works well for your schedule. Interview slots are limited and are available on a first-come, first-served basis. Since interview sign-ups occur through the system, YOU have control of your schedule. Remember, if you request an interview and are invited, you must sign up for an interview slot.

✓ It is strongly suggested that you opt to receive e-mails from career services (in Profile, under the Privacy tab). The information we send out is RELEVANT to recruiting and will provide you with the information that you need to have a successful recruiting experience. Blocking e-mails from career services will prohibit you from receiving important details like schedule updates, cancellations, changes to interviews, etc. We recommend that you do NOT block our e-mails.

✓ Often, our office or employers will need to contact you with last minute adjustments. Please keep your contact information current in the system so that we can reach you if necessary.

INTERVIEWING TIPS:

✓ Arrive 10 minutes early
✓ Check the specific location in advance
✓ Provide accurate information on your employment application
✓ Come appropriately dressed in professional attire!!!
✓ Do not wear too much cologne or perfume
✓ Respect the recruiter’s time
✓ Research the company BEFORE your interview.
✓ Send a thank you note following the interview. Our office has a file of contact information.

Recruiting season can be a stressful but exciting time. These important points will help reduce your stress. Our office is available to assist you through this process.

Getting a job or internship is your responsibility, but we want to help. Good luck and we look forward to working with you!