

## THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu ♦ (910) 521-6270

Chavis University Center, Suite 210

## UNC PEMBROKE – STUDENT GUIDELINES FOR ON-CAMPUS RECRUITING

The UNCP Career Center offers students and alumni access to a variety of employers and job opportunities through Career Fairs, access to the Brave Opportunities online job search system, employer information sessions, and on-campus interviews. These programs and services are free of charge to all UNCP students and alumni.

Students and alumni interested in participating in the on-campus interviewing program must register with the Career Center and establish an account on Brave Opportunities.

To establish an account on Brave Opportunities, students and alumni must complete the following steps:

1. Read these *Student Guidelines for On-Campus Recruiting*.
2. Obtain the instructions for creating an account on Brave Opportunities including creating and account, uploading a resume, and scheduling interviews (available in the Career Center and on the Web at [www.uncp.edu/career](http://www.uncp.edu/career)).
3. Create an account which includes agreeing to the terms of the *Student/Alumni Release Form* and entering your Banner ID Number.
4. Visit the Career Center Web site at [www.uncp.edu/career](http://www.uncp.edu/career) and click on the “For Students/Alumni” selection on the main menu and then on “Brave Opportunities” to create an account.
5. If you wish to upload a resume to Brave Opportunities, you must have it critiqued by the Career Center. (Handouts on resume writing are available on the Career Center Web site at [www.uncp.edu/career](http://www.uncp.edu/career) and in the Career Center.) After the resume is critiqued and completed, you may upload a copy to your Brave Opportunities account and make it available to employers who visit the site.

### Interviewing Policies and Procedures

Students and alumni that are registered in Brave Opportunities are invited to participate in on-campus interviews and information sessions with employers who visit campus during the fall and spring semesters. Information on planned employer visits and scheduling interviews is available in the Career Center (UC Suite 210) and on the Career Center Web site, [www.uncp.edu/career](http://www.uncp.edu/career).

Employers invest a great deal of time and resources into visiting campus to talk with UNCP students about their companies and employment opportunities. When you schedule an interview time, or sign-up to attend an information session, you are communicating interest to an employer. In addition, you are reserving a space that could be used by another student if you are no longer interested in the employer or if you are unable to attend the scheduled interview. Students participating in on-campus interviews and/or employer information sessions are expected to be professional and respectful in both behavior and attitude.

The following policies and procedures have been adopted regarding on-campus recruiting:

#### ***Interview Cancellation Policy***

If you wish to cancel an interview, you must contact the Career Center via e-mail at [career@uncp.edu](mailto:career@uncp.edu) or via phone at (910) 521-6270 NO LATER than 5:00 p.m. at least two business days before the scheduled interview. (For example, if your interview is scheduled for 10:00 a.m. on a Thursday and you determine that you will not be able to attend the interview, you must contact the Career Center no later than 5:00 p.m. on the prior Tuesday.)

### ***“No-Show” Policy***

A “No-Show” occurs in one of the following situations:

1. When an interview is cancelled less than two business days prior to the scheduled interview time.
2. When a student or alumnus fails to attend a scheduled interview.

If one of these situations occurs, your ability to schedule interviews will be suspended and you will not be able to schedule additional interviews or employer information sessions. You will, however, be expected to attend interviews and information sessions that have already been scheduled.

To reinstate your on-campus recruiting privileges, you must complete the following steps:

1. Type a formal letter of apology explaining your reason(s) for the late cancellation or for missing the interview.
2. Send the original of the letter directly to the employer (the Career Center can provide you with the appropriate contact information) no later than 5:00 p.m. on the day after the missed interview.
3. Deliver a copy of the letter to the Career Center no later than 5:00 p.m. on the day after the missed interview.

In the event of a *second* “No-Show” you will be required to submit a letter of apology to the employer and to the Career Center as detailed above. In addition, you must meet with the Director of Career Services in the Career Center to reactivate your on-campus recruiting privileges.

Questions regarding these policies and procedures may be directed to Dr. Denisha Sanders, Director of Career Services, via phone at (910) 521-6270 or via e-mail at [denisha.sanders@uncp.edu](mailto:denisha.sanders@uncp.edu).