**On-Campus Recruiting at SPSU**

Southern Polytechnic State University welcomes employers to visit campus and take advantage of recruiting opportunities offered by the Career & Counseling Center. All employers recruiting on campus must have an active CAREER LINK account. Employers not currently registered may go to CAREER LINK and complete the registration process.

**On-Campus Recruiting Dates for Employers**

During the fall and spring semesters, Career Services hosts on-campus recruiting for employers who wish to conduct interviews and/or present Info sessions for SPSU students. The 2011-2012 calendar is as follows:

**Fall Semester Recruiting Dates (for Interviews and/or Info Sessions)**
August 29 - November 18  
*No info sessions October 10-15 – Fall Career Expo*  
*Thanksgiving Break - November 21-27*

**Spring Semester Recruiting Dates (for Interviews and/or Info Sessions)**
January 23 – April 20  
*No info sessions February 27-March 2 – Spring Career Expo*  
*Spring Break- March 5 – 9*

**Information Sessions**

Information sessions can be an effective way for employers to share information about their organization and can help students decide if an employment opportunity with your company is right for them. The Career and Counseling Center can assist employers with making arrangements for info sessions and will market this opportunity to our students. There is no room usage cost to the employer for information sessions arranged through our office.

To request a date for an information session:
**Log on to your CAREER LINK employer account by clicking here:**
(If you don’t have an account, one can be created by going to the link above)
- Once you have logged in, go to “Career Fairs and Events” and then “New Info Session Request.”

**Event Information**
- Fill in all pertinent information as completely as possible. Students will see what you have entered in the Event Information section.
- Click on “Save and Continue.”
Event Details
- Click on the “Add/Remove” button and select the majors you want to attend your session. Please fill this out carefully and completely.
- Skip the next few fields and fill in the “Classification” section.
- Scroll down and select “Save and Continue.”

Registration Information
- Be sure that any special requests are put here.
- Click “Save and Continue.”

Click “Submit Request” at the bottom. If this is not clicked, we will not be able to view or respond to your request.

You will receive a confirmation of arrangements within **3-5 business days** and your visit will be marketed to our students.

**Info sessions can be requested from late August until mid November for the fall semester and late January to mid April for the spring semester. Info session requests will be granted on a case by case basis for summer semester.**

**On-Campus Interviews**

The Career and Counseling Center has meeting rooms well suited for private interview opportunities. A typical interview day consists of twelve 30-minute interview times; however, online schedules can be customized to meet your needs. If desired, employers have the option of prescreening resumes and selecting the candidates they wish to interview.

To request a date for on-campus interviews, log on to your CAREER LINK employer account. Click the “Interview Schedules” from your employer home page and then “On-Campus Interview Request.” **Fill in the requested information carefully and completely,** and submit your request. You will receive a confirmation of arrangements within **3-5 business days** and your visit will be marketed to our students.

**Informational Tables**

Employers can register to have a table in a high student traffic area during peak class times to promote current, specific employment opportunities. Reservations must be made with the Career Center two weeks in advance of the designated day. The office will promote the booth location and time on their job postings website and via email to targeted groups of students.

**Tables cannot be reserved for the first two weeks of class or during holiday breaks.** Tables are also not available in spring semester prior to the February campus job fair. This is for the sole purpose of focusing the students and our campus marketing for employer connections solely to this annual event.
A six-foot table and chair will be reserved and set up for your designated area via the Career Center staff. To be fair to other employer needs and campus agencies needing promotional space, an employer cannot recruit more than twice in one semester using the table promotion service. While staffing a table, employers are limited to promote their recruiting opportunities at their table only.

No solicitation of products or services is allowed. If a position includes any of the following features (commission only, base plus commission, start-up costs to the employee) there must be signage at the table clearly indicating this at all times. Failure to follow these policies will prevent the employer from future use of our services.

Parking and Directions
Once your session has been approved, you will receive directions to our campus and a parking permit.

How to send marketing materials
If you would like to send material for use in conjunction with your on-campus interviews or information session – items should be sent to:
Southern Polytechnic State University
Career and Counseling Center – A-170
1100 South Marietta Pkwy
Marietta, GA 30060-2896

Lunch
Lunch is available at My Grill which is located in the lower level of the Student Center. It features burgers, rice bowls, smoothies, Dunkin Doughnuts Coffee, Outtakes grab and go sandwiches, fresh salads, parfait cups, fruit cups, snacks, chips and more!

Suggestions for a successful campus visit
In addition to the marketing of your recruitment event done by the Career Center, you may find it helpful to try one or more of the following:

- Schedule an information session on campus in advance of your interviews. See Information Session section above for details.
- Conduct a resume search through your CAREER LINK employer home page; contact those individuals who may be suitable candidates for your opportunity and extend an invitation to them to apply.
- Arrange catering (optional) with SPSU Dining Services at catering@spsu.edu for your information session or call our office for other suggestions.

Questions about CAREER LINK or recruiting opportunities on campus may be directed to the Career and Counseling Center at 678-915-7391 or by emailing us at CareerServices@spsu.edu