POLICY/PROCEDURE MEMORANDUM

TO:  
FROM:  
SUBJECT: Career Center Employer On-Campus Interviews  
LAST REVISION: July 15, 2016

The Career Center provides the opportunity for employers to conduct interviews with USC students and alumni using on-campus facilities.

Eligibility
Employers must meet the requirements of the Employer Eligibility to use Career Center Services policy and hold an active account in Handshake, the Career Center’s online recruitment system in order to schedule an interview room with the Career Center.

On-Campus Interview Season
Each semester, the standard On-Campus Interview season begins with the Career Center’s job fairs. Employers may make a reservation through the Recruiting Coordinator to hold On-Campus Interviews after that date. Pre-fair On-Campus Interviewing is reserved for accounting firms.

Availability of Dates
Interview schedules must be reserved and confirmed in advance with the Career Center Recruiting Coordinator. Interview rooms may be reserved with the Career Center Recruiting Coordinator Monday – Friday, except where blackout dates are noted on the Career Center’s recruiting calendar, posted on their website.

Availability of Interview Time Slots

8:30 am – Interviews may begin.

5:00 pm – Interviews & associated employer discussions must be completed and employers must vacate the interview rooms.

Interview time slots will vary depending on the needs of the employer, but typically run 30 minutes, 45 minutes, or 1 hour.

On-Campus Interviews for Third Party Employers
An employer designated in Handshake as a Third Party Recruiter may hold on-campus interviews in the Career Center, provided the open position is with their organization. On-
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campus interviews for Third Party Recruiters will operate as a Rooms Only schedule. This means the employer will contact the students directly and set the schedule.

Invited or Accepted Students
The Career Center strongly recommends that an employer who has invited or accepted a student for an on-campus interview continue to interview that student, even if there has been an employer error or change in the desired preselect student list. It is the view of the Career Center that any extra time involved with following through with the interview is considered damage control and assists the organization in maintaining a positive image on campus.

Questions about on-campus interviews that are not answered by this policy should be directed to the Career Center Recruiting Coordinator.