



COLORADO SCHOOL OF MINES

CAMPUS RECRUITING GUIDE



CAREER CENTER
COLORADO SCHOOL OF MINES

Letter from the Director of the Mines Career Center

Thank you in advance for making Colorado School of Mines (Mines) a part of your recruiting season! The Career Center is instrumental in helping your organization to connect with talented, technically advanced students for full-time entry-level positions, internships and/or co-op's, all through online recruiting, information sessions, career fairs, smaller recruiting events, branding activities, and development of campus relationships.

There are a multitude of benefits and opportunities that will arise from a relationship between your company and the Colorado School of Mines Career Center. The purpose of the Mines Recruiting Guide is to provide valuable information on tips, timelines, policies and procedures for posting jobs, conducting interviews, and holding company information sessions. For additional information on developing a comprehensive and customized campus marketing program, please request your free copy of Mines "Branding Your Company on Campus" guide at <http://careers.mines.edu>.

If you have any questions regarding the DiggerNet Online Recruiting System, Career Day events or any other recruiting needs at Colorado School of Mines, please do not hesitate to contact us! We look forward to serving your current and future hiring needs.

Regards,



Jean Manning-Clark
Director of Mines Career Center and Employer Relations



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Career Center Contact Information: 303-273-3233

Career Day—5 Year Planner

| ACADEMIC YEAR | FALL CAREER DAY (Registration opens approximately 3rd week in May) | SPRING CAREER DAY (Registration opens approximately 3rd week in October) |
|---|--|--|
| 2014-15 | Tuesday, September 09, 2014 | Tuesday, February 10, 2015 |
| 2015-16 | Tuesday, September 15, 2015 | Tuesday, February 09, 2016 |
| 2016-17 | Tuesday, September 13, 2016 | Tuesday, February 14, 2017 |
| 2017-18 | Tuesday, September 12, 2017 | Tuesday, February 13, 2018 |
| <p>FOR MORE INFORMATION, CONTACT JEAN MANNING-CLARK AT 303-273-3239 OR JEANMANN@MINES.EDU.</p> | | |

CAMPUS RECRUITING CALENDAR



COLORADO SCHOOL OF MINES RECRUITING & CAMPUS CALENDAR

FALL 2015

| | |
|---------------------------------|---|
| Classes Start | Tuesday, August 25 |
| Fall Career Day | Tuesday, September 15 <i>(Registration opens May 18)</i> |
| Fall Recruiting Starts | |
| • Next Day Interviews | Wednesday—Friday, September 16 - 18 |
| • Room Only Reservations | Week of 16 - 25 |
| • Pre-Select Process Interviews | September 28 - December 10 |
| Fall Break (no recruiting) | Monday - Tuesday, October 19 - 20 |
| Virtual Career Fair | Friday - Wednesday October 30 - Nov. 4 |
| TNT Recruiting Event | Wednesday, November 18 |
| Thanksgiving Break | Thursday-Friday, November 26 - 27 |
| Classes End | Thursday, December 11 |
| Semester Ends (Commencement) | Friday, December 18 |

SPRING 2016

| | |
|---------------------------------|---|
| Classes Start | Wednesday, January 13 |
| Spring Career Day | Tuesday, February 9 <i>(Registration opens October 19)</i> |
| Spring Recruiting Starts | Wednesday, February 10 |
| Spring Break (no recruiting) | Monday - Friday, March 14 - 18 |
| Virtual Career Fair | Friday - Wednesday March 25 - 30 |
| E-Days (no recruiting) | Thursday - Friday, March 31 - April 1 |
| Spring Launch Interview Event | Wednesday, April 20 |
| Classes End | Thursday, May 5 |
| Semester Ends (Commencement) | Friday, May 13 |

Recruiting Guidelines & Policies

The Mines Career Center provides services directly to Employers who are recruiting for full-time, internships or cooperative education positions.

Career Center services for Employers include:

- Two Career Fairs - Fall & Spring
- Job Postings - free of charge
- On-campus interviews - free of charge
- Employer information sessions - rooms reserved at discount
- Special Events - Two per year - Fall & Spring
- Employer Professional Development Workshops- Two per year - Fall & Spring

The Mines Career Center is committed to **equal employment opportunities** for all persons regardless of race, color, religion, sex, age, national origin, citizenship status (as defined in the Immigration Reform and Control Act), disability, and veteran's status. We are dedicated to providing all of our departmental programs and activities to Mines students on a nondiscriminatory basis. These equal employment opportunities extend to several aspects of the employment relationship including recruiting, interviewing, and selection and hiring. Compliance with federal and state equal opportunity laws is a requirement of any company requesting to be present on our campus. It is also expected that employers and their representatives strive to eliminate harassment of all forms including sexual harassment, in their recruiting, hiring, and selection process.

Employers recruiting for work outside of the United States are expected to adhere to the equal employment opportunity (EEO) policy as described above. It is expected that these employers will advise the Career Center and the students of the realities of working in their particular country and of any cultural and foreign law differences.

Policies for Job Posting:

The Mines Career Center will approve job postings directly related to the technical majors and degrees granted by Mines. We will not post non-degreed student jobs and internships that are compensated only by commission, or positions that require a fee payment prior to employment.

Policies for Third-party Employment Services (TPES):

Employment agencies, temporary agencies acting as TPES, and search firms: Mines complies with the professional standards in regards to the release of student educational information, as contained in the National Association of Colleges and Employers (NACE) "Principles for Third-Party Recruiters." Third party recruiters, executive headhunters, and staffing agencies are not granted access to DiggerNet, but are invited to use the Alumni Job Center. The Alumni Job Center is available for posting positions requiring 2 or more years of experience in the area of expertise. Recruiting guidelines and privacy policies will apply. To access the system, please visit <http://minesonline.net> or email csmaa@mines.edu.

Guidelines Regarding Use of Campus Facilities for Recruitment purposes:

Since Mines has a centralized job posting and recruiting system, called **DiggerNet**, scheduling of campus rooms is most easily accomplished through the Career Center.

Advantages of the use of the DiggerNet on-line recruiting system include:

Using DiggerNet facilitates accurate recruitment documentation and reporting for employers, students, campus departments, the Office of the Mines President, Board of Trustees, in addition to the State Legislature and its' Appropriations Committee.

- Builds strong relationship between Mines Administration and employers
- Clarity of communications between employers, Career Center and students
- Ease of scheduling on-campus appointments for employers and students
- Campus wide advertising of events and job opportunities
- Easy availability through the Internet, from any location

In conjunction with the recent OFCCP regulations and some corporations' needs, many job postings require the student to specifically submit applications to a corporate website. To assure compliance with our reporting requirements, students must submit resumes into DiggerNet in addition to corporate websites. Circumstances where applicants are required to apply to the corporate website, the corporate application URL should be clearly stated in the job posting on DiggerNet.

On-Line Recruiting System - DiggerNet Procedures

Recruiting at Mines is facilitated through our user-friendly, on-line recruiting management tool called “DiggerNet”. The DiggerNet system gives the recruiter full control of the application/interview process. Below are the steps needed to recruit on-campus.

1. Create an Employer Profile on DiggerNet:

- Visit <http://diggernet.net>
- Click on left- “Employers”
- Check to see if your company is already registered
- If it is, you can add your information as an additional contact; if not, you can begin the registration process
- Your profile will be submitted for approval by the Mines Career Center staff

2. Post Positions:

(full-time, part-time, internships, Co-Ops)

- Once your profile has been approved you will receive a Welcome e-mail. At that point you can log-in to DiggerNet.
- Click on “Jobs” then “Add New”
- Complete the job posting form
- Your posting(s) will be submitted for approval by CSM Career Center staff

The Career Center reserves the right to refuse to post a position if it does not apply to students at Mines or if it is not of a technical nature.

3. Schedule an On-Campus Interview and/or Information Session:

On-campus interviews may prove to be very beneficial to you and to the students. If you wish to conduct an information session, please submit your request at the same time as the on-campus interview request.

- For interviews, click on “On-Campus Recruiting (OCR)” tab
- Specific information needed for on-campus interviews includes:
 - date(s)
 - number of interview rooms needed
 - time interval for each interview (typically 30, 45, or 60 minute intervals)
 - Jobs can be attached after the date is approved with room assignment
- For Information Sessions, click on “Events” tab
- Specific information needed for information sessions includes:
 - date
 - time (typically one hour timeframe)
 - Majors being sought
- As soon as arrangements have been made by Career Center staff, confirmation materials will be sent to you via e-mail

Building a Presence On Campus

Many companies have discovered that the best way to assure a consistently successful record of hires is to build a solid, ongoing relationship with the Colorado School of Mines and our student body. It may take time, but there are several ways to do this.

Companies are encouraged to participate in Career Day, information sessions held prior to interviews, and other events on campus. If you are planning to host a campus event, please contact the Career Center staff for assistance so that we can make arrangements and publicize your event to targeted students.

Information Sessions:

Many companies use these meetings to kick off their On-Campus Recruiting visit. They provide a convenient way of presenting information to students who have been selected for interviews and also to recruit other interested students. The Career Center will assist with securing a room, ordering A/V equipment, providing catering info for refreshments, and advertising.

Employers will be charged a fee at a discount to use campus facilities. Adherence to the reserved time slot is required in order to accommodate all reservations. One hour presentations are best for busy Mines students.

Catering:

If you choose to provide refreshments at your information session in the Ben H. Parker Student Center, you are required to use the Sodexo catering service. High quality food and service is available, from snacks to full banquets. If you have reserved a room for a recruiting event, you will automatically receive the following contact information for Sodexo: Phone: 303-273-3349

Employer Presentations:

These special events give employers the opportunity to present workshops on topics related to careers and job searching, and enhancing the life skills of the students. This is a win-win situation providing the opportunity to network with students, thereby recruiting on an informal basis. Contact the Career Center if you are interested in hosting such an event.

Mines Student Organizations:

With over 30 professional student organizations on campus, there are sure to be several that directly relate to your industry. Working directly with student organizations to host their lunch meeting or provide a technical presentation of your industry to the organization is a very effective way to build a campus presence with the student body. This is not an information session on your company. Additionally, it is an excellent opportunity for you to meet with a smaller group of students who may fit well with your hiring needs. Contact the Career Center if you are interested in connecting with these groups.

Academic Department Meetings:

If you wish to schedule a meeting, presentation or luncheon with Colorado School of Mines faculty or administrators, please contact the Career Center. We would be happy to help if you would like assistance.

On-Campus Interviewing

Room Options: Pre-select or Room Only

There are two different options within the DiggerNet on-line recruiting system to choose from when requesting on-campus interviews. The most common type is the “**Pre-select**” option where employers are able to post job opportunities and choose candidates for interviews. This option is a real time-saver since communications are handled directly through the system with automatic email notifications and student appointment sign-ups and can be assisted by Career Center Staff.

The second option, which is “**Room Only**”, does not utilize the pre-select process and is only appropriate when an employer has already received sufficient resumes from **Career Day** to warrant on-campus interviews. The employer must contact the Career Center with adequate advance notification for a room reservation. All relevant communication with the student regarding time/place of interview is handled by the recruiter. We do **require** that a copy of the final schedule be submitted to the Career Center no later than the date of the interviews. Room reservations the week of Career Day are restricted to Career Day company participants only.

Pre-select:

The Pre-select process is offered beginning approximately 5 weeks after school starts only. Please look at the table on the next page for details to make this process successful.

When using the Preselect process, **careful attention to deadlines is important.**

Students submit resumes and cover letters through DiggerNet. The resumes are forwarded by e-mail (to the designated contact) on the resume submission deadline. Access to submitted resumes is also available at any time through DiggerNet. The designated recruiter will then have a window of time to log-in to DiggerNet to choose pre-select and alternate candidates. If students are not pre-selected by the noted deadline, then please contact the Career Center to extend the deadline and regain access.

You may want to pre-select candidates obtained from sources other than the Career Center, such as resumes collected at Career Day events, Information Sessions, faculty referrals, or students who have contacted you independent of the DiggerNet system. These names need to be added into DiggerNet **before** the pre-select deadline in order to include them in the process with those students who have applied through the system. Notification emails to students depends on the consistent use of this procedure.

Alternates:

Selecting alternates is strongly encouraged since it **maximizes your time as a recruiter.** Alternates will have the opportunity to sign up for interviews if there are available slots after the pre-selected candidate sign-up deadline has passed. Once pre-selected and alternate candidates have had the opportunity to sign up for interviews, any remaining slots will become “open” unless requested otherwise. Open slots can be filled by any students who meet the specified interview qualifications. Please keep in mind that sometimes an applicant who does not shine on paper will prove to be the best fit for your staffing needs.

On-Campus Interviewing (continued)

Interview Time-Line for Pre-Select:

- 5 weeks before interview: Job descriptions posted in DiggerNet
- 2.5 weeks before interview: Student resume submission deadline
- 10 days before interview: Employer pre-select deadline
- 7 days before interview: Pre-select sign-up deadline
- 5 days before interview: Alternate sign-up deadline

Posting jobs for the Preselect process:

1. Job descriptions and “Qualifications” are posted for each interview schedule.
2. There are four ‘Qualifications’ that allow for screening of potential applicants; Degree, Major, Graduation Date and Work Authorization. GPA is not a qualification that must be met in order for a student to submit a resume; job postings may specify a preference (students are advised to note GPA on resumes).
3. If you prefer students to bring unofficial transcripts, company application and/or letters of reference to the interview, please provide these instructions in the job description.
4. If an additional corporate application is required, provide the website or link to the application in the ‘Job Requirements’ section of the job posting.
5. Once the Career Center has posted the interview date in DiggerNet, you will receive reminder e-mails notifying you of the important dates and the next steps.

IMPORTANT: The delay of attaching job descriptions and qualifications may result in a less than expected recruiting experience (e.g., inappropriate candidates, incomplete schedules, and/or poor sign-ups). Therefore, it is in your best interest to assure all information is provided to the Career Center and/or DiggerNet system in a timely fashion. The Career Center will make every effort to assist those who miss critical deadlines.

Checking in with the Career Center:

All recruiters check in with the Career Center located in Suite 37 of the Ben H. Parker Student Center. This is a good way for us to meet with you and discuss details about your visit to ensure success! Please supply the Career Center with business cards for each recruiter on your team. No checkout is required though we do ask that you inform us of any no-shows or difficulties.

Parking:

The Career Center will send a confirmation to each visiting company that will provide a specific CC parking code, current campus map outlining parking areas available for our visitors, Golden Area Map and Lodging & Restaurant Guide for your convenience.

On-Campus Interviews (continued)

Cancelled or Late Interviews:

Mines students are expected to approach recruiters with respect and responsibility. To foster good relationships between employers and students and provide mentoring of professionalism, the Career Center encourages recruiters to be prompt and thorough in completing all interviews scheduled. If unforeseen circumstances occur requiring you to cancel any interview schedules or information sessions, please inform our office per the following guidelines:

- Notify the Career Center of cancelled recruiting dates at least 2 weeks in advance
- Provide a letter or e-mail to all students on cancelled schedules explaining the status of their resumes and your future recruiting plans.
- Late-arriving or early-departing employers also must provide a letter or e-mail to all affected students.

Job Offers

The Career Center seeks to provide students with reasonable opportunity to find the best career fit. Students are coached in concepts of responsibility, professionalism, and respect when interviewing with and negotiating with employers. Colorado School of Mines is in alignment with NACE (National Association of Colleges and Employers) Principles of Professional Conduct and encourages employers to offer sufficient time to make decisions regarding job offers. Although employers are welcome to make their offers immediately following the conclusion of interviews, we ask that the decision deadline required of students be deferred as follows:

“The best employment decisions (for both students and employers) are those that are made with the greatest amount of information. Students given sufficient time to gather thorough information related to all available job opportunities are more likely to make good long-term employment decisions and less likely to renege on job acceptances...”
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