

General Policies

- ♦ Always use pencil to sign up for interviews.
- ♦ All interview sign-ups close at 5 PM two days before the interview date.
- ♦ At the time you sign up, you must place a resume in the sign-up folder of each company you are signing up to interview with. We check folders on a periodic basis, and if your resume is not in the folder, you will be removed from the schedule and notified via e-mail.
- ♦ You may want to write the name of the appropriate company on the top right-hand corner of your resume. This will make it easier to locate the correct folder should your resume and folder become separated.
- ♦ “No Shows” are unprofessional and reflect negatively on you and on Caltech. If you must cancel your interview, we require that you notify us by 5 PM two days before the interview date. Any interview canceled after that time will be counted as a “no show.” After two “no shows” you will be disqualified from campus interviews.
- ♦ On the Sign-up Sheet in the Citizenship column, you should indicate “F1” or “J1” as appropriate, “PR” for Permanent Resident, or “US” for US Citizen. If you are a student from Canada, please indicate “CAN” in the column in addition to your visa status.
- ♦ Don’t sign up for back-to-back interviews. Interviewers occasionally run over the allotted time, and it is impolite and will reflect negatively on you to be late for an interview.

I’m not a U.S. citizen. Will I be able to interview?

Companies are asked to provide us with a detailed justification for citizenship requirements. Many companies require either U.S. citizenship or Permanent Resident status. U.S. Citizenship can be stipulated as a requirement only if the company is a government/defense contractor and the majority of their employees are required to have a security clearance.

Each sign-up sheet will have on it a fluorescent sticker which indicates who may sign up for interviews. If a citizenship requirement is indicated, please follow these guidelines:

- ♦ If you are a **Permanent Resident** or are on an **F1, J1, or other temporary visa**, you may not sign up for any companies that require U.S. Citizenship.
- ♦ If you are a **Canadian Citizen on an F1 or J1 visa**, you may sign up freely for companies that require Permanent Resident status.
- ♦ If you are on an **F1 or J1 visa**, you may not sign up for any companies that require U.S. Citizenship. However, you may sign up for companies requiring Permanent Resident status, if there is room on the schedule, between 8 AM and 5 PM two days before the interview date.
- ♦ If you **expect your citizenship status to change** before you are available to begin employment, you must get a letter from Parandeh Kia in the International Student Programs office and attach that letter to your resume each time you sign up for an interview.

student to guide on-campus recruiting



Career Development Center
08 Parsons-Gates, 395-6361
career@cco.caltech.edu
<http://www.cco.caltech.edu/~career/>

On-Campus Recruiting

Each year 150-200 companies visit Caltech with the goal of finding new graduates who will match their hiring needs for the next year. All students expecting to receive a B.S., M.S., Engineer, or Ph.D. degree during the coming year are eligible to sign up for personal interviews with company representatives. In addition, all Caltech Postdoctoral Scholars and prior year graduates who are not employed may interview.

Recruiting Calendar

October	Ph.D. Recruiting Only
Nov - March	All Degree Recruiting
April	All Degree Rctg. if needed

Fall 97/Spring 98 - Important Dates

October 6	Ph.D. Recruiting begins
November 3	All Degree Recruiting begins
December 9	Fall Recruiting ends
January 5	All Degree Recruiting begins
March 13	Spring Recruiting Ends
April 13-24	Overflow Recruiting Dates

What do I do first?

The first step to participating in the On-campus Recruiting Program is attending a Recruiting Orientation where you will learn the details of the sign-up procedure. In addition, you will learn how to decide which companies to interview with and how to maximize your chances for further consideration. You must have attended an orientation and submitted the *Student Acknowledgment* before signing up for your first interview.

How will I know which employers are coming?

A list of companies coming to campus is on our web site:

<http://www.cco.caltech.edu/~career/oncampus/>.

Once you have completed the orientation, you will also be sent the bi-weekly Recruiting Bulletin which includes information on:

- ♦ which companies are coming to campus and their basic requirements,
- ♦ late changes made to the schedule, and
- ♦ the day, time, and location of information sessions during that two-week period.

What is an Information Session?

Companies who want to maximize their interview time and who are interested in becoming better known schedule open information sessions prior to their formal interviews. You need not be eligible to interview with the company to attend the information meeting.

Although many Information Sessions are casual, you will never be overdressed if you wear your business attire. Always dress more formally for meetings in the Athenaeum.

How do I know if I meet the company requirements?

Each company submits a position description form which includes the degrees and options they will consider and in some cases specific job descriptions or skill requirements. Copies are available in notebooks in the CDC library. You may also find additional information on the companies participating in the Recruiting Program in the CDC library and as links from the CDC web site.

We expect students to only sign up for companies and on schedules for which they are fully qualified.

- ♦ You must meet all of the company's requirements in order to sign up for an interview. If you don't meet the requirements, but receive permission from the organization to recruit, you must attach a copy of the letter or e-mail to your resume when you sign up for an interview.
- ♦ If you are interested in a company and meet the citizenship requirements and all except one of the other requirements, you may sign up between 8 AM and 5 PM two days before the interview date if there is space on the schedule. If you sign up before that time, you will be removed from the interview schedule and notified via e-mail.
- ♦ If you don't meet the company requirements or cannot make an interview, you may place your resume and a cover letter into the folder of the company in which you are interested.

Interview Times

Interviews can be 30, 45, or 60 minutes in length. The first interview will typically begin at 9:00 AM and the last interview will typically begin between 4 PM and 4:30 PM. Business attire is the standard dress.

How do I sign up for an interview?

For any given company, the first day that you may sign up for an interview will always be the Monday, two weeks before the interview date. Sign-ups begin at 8 AM when the CDC opens and continue until 5 PM two days before the interview.

For example, if the day of the interview was Thursday, 11/20, the sign-up schedule would first be available on Monday, 11/3. That is the Monday two weeks before the interview day. The sign-up schedule would close on Tuesday, 11/18, two days before the interview date.

All interviews are on a first-come, first-serve basis. You must sign up in person for your own interviews. You may sign up freely beginning the first day if you meet all of the company's requirements, including citizenship.

What if the schedule is full?

Sometimes you will find that a schedule is already full. If you do, you will find a pink Overflow Sheet attached to the folder. If an overflow sign-up has not been started, ask a CDC staff member. If you meet the requirements, add your name to the list. If there is an opening or another schedule is added, you will be notified and given the opportunity to sign up. Do not sign the Overflow Sheet until two days before the interview if you don't meet the company requirements.