

On-Campus Recruiting & NUcareers Database:

Our database, NUcareers, is designed for posting coops, full-time jobs, and internships and for managing employer recruiting activities. We ask all of our employer partners to register on [NUcareers](#). NUcareers:

- serves current students (undergraduate, graduate, and PhD) and alumnus/alumnae (up to 4 years post-graduation)
- does not serve our MBA and Law School students, who have a separate database

Posting full-time jobs, internships & coops: Once registered on [NUcareers](#), Career Development staff will approve you as an employer partner. Then, via your NUcareers dashboard, you can post your co-op jobs, or full-time job/internship opportunities onto NUcareers. These postings will be reviewed and approved by our staff.

This remainder of this guide focuses on full-time job postings, part time and full-time internship posting, and recruiting activities for these positions. *Co-op also uses NUcareers but employers would access the co-op side of the database and work with the co-op coordinators on their positions, once approved as an employer partner.*

Your NUcareers Dashboard

The image shows a screenshot of the NUcareers dashboard. At the top, there is a grey banner with the text "Full-time/Internship Postings". Below this banner is a horizontal line. Underneath the line is another grey banner with the text "Co-op Postings". Below the second banner is another horizontal line. Below the line, there is a paragraph of text: "Thank you for offering career opportunities to Northeastern students and alumni. If you have any questions about the process or the NUcareers web site, please send an email to nucareers_help@neu.edu". Below this paragraph is a section header: "Is your posting a co-op job?" followed by two lines of text: "NUcareers is currently set to accept co-op job postings that are intended for all programs. Co-op postings can be submitted for approval by clicking on the grey banner labeled 'Co-op Postings.'". Below this is another section header: "Is your posting a full time job or internship opportunity?" followed by two lines of text: "NUcareers is set to receive all your full time job or internship postings for any academic major. Click the grey banner labeled 'Full-time / Internship Postings' to begin the posting." At the bottom of the screenshot, there is a horizontal line.

Full-time career opportunities/internships On-Campus Interviewing

Interview space

On-Campus Interview (OCI) space is available in the 2nd floor of Stearns Center (GPS address: [420 Huntington Ave, Boston MA](#) or Building #37 on our [campus map](#)) weekdays from 8:30 am – 5 pm. Recruiting space is unavailable on holidays, or during reading period and final exams ([academic calendar](#)). Employers may arrive by 8:30 am to prepare for their day.

Campus Interview Activities Managed via NUcareers

There are **3 on-campus interviewing activities** that are currently managed via NUcareers. These online request forms are found on your NUcareers dashboard.

- A. On-Campus Interviews (OCI)
- B. Employer Connection Sessions
- C. Employer in Residence
- D. Employer Coffee Chats

Request an On-Campus Recruiting Engagement *

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| Request | ON-CAMPUS INTERVIEW (OCI): Reserve interview space on campus to meet with applicants for your posted full time and internship (not co-op) position(s) |
| Request | EMPLOYER CONNECTION SESSION: Reserve on campus academic space to network with, recruit, or educate our students about your organization, industry and trends or work with students on professional development. |
| Request | EMPLOYER IN RESIDENCE: Reserve interview space on campus to hold 1:1 student/small group discussions. Use this to help students prepare competitive application materials, conduct informational interviews or mentor on career pathways within your organization |
| Request | EMPLOYER COFFEE CHAT: Reserve a high traffic space on campus to meet our students and launch or represent your organizational brand on campus. |

A. On-Campus Interviews (OCI)

There are two OCI options, Fully Managed and Employer Managed. The Fully Managed option is completely managed via NUcareers. The Employer Managed option gives the employer some flexibility with dates for the application deadline and preselects deadline, and with scheduling. Details on OCIs can be found in a chart below.

1. Fully Managed: The entire interview process managed via NUcareers.
2. Employer managed: For employers who want more timing and scheduling flexibility, the process is managed via NUcareers up until applications are delivered to employer. The employer then manages notification of candidates and scheduling of interviews.

B. Employer Connection Sessions

As a hybrid networking/recruiting event, these more formal TED-style talks or small group discussions are popular with our students as it is a way to engage with employers as fellow educators. Employers who have established a brand on our campus benefit from hosting a connection session as students are already familiar with their organization and may be curious about industry trends/professional development or be interested in listening to top-level executives from the company speak. Topics that students are unable to look up online with relation to the organization are always recommended, as this may promote increased attendance. Session times are scheduled after classes 6:00 pm, although some afternoon times are also available as well as full-day sessions. There is no fee for a connection session.

C. Employer in Residence

These types of events are great for 1:1 student consultations or small group (3 students) sessions. You are not required to be actively recruiting for a specific position that has been posted on NUcareers to schedule an EIR. We will provide you with an interview suite here in the Stearns Center for a pre-scheduled time between 8:30am-5pm. In the past, employers have had success using this time to help students prepare competitive application materials, conduct informational interviews, or mentor students on career pathways and industry trends. Time commitments can be tailored to maximize the benefits to students and employers. Your involvement can be anywhere between 2 hours on 1 day or for 3 consecutive months to a full day every week of the school year. There is no fee for an EIR.

D. Employer Coffee Chats

If this is your first time on campus, we recommend you consider a coffee chat. This informal drop-in style type of event is popular with our students. We typically arrange a high traffic area, typically in our student center. You are provided with a 6-ft table for setup, and we will bring a kiosk for checking students in. In terms of your table/area, we encourage you to bring your organizational brand in order to fill the space. Some recommendations include swag for giveaways, branded linen, marketing collateral, product displays, and/or treats. Coffee chats can be scheduled at any time throughout the day. We recommend a 2-3 hour time slot. There is no fee for a coffee chat.

Looking to build your brand and engage our students virtually? Add "Virtual" to the title of your requested event and our team will reach out to assist

E. Educate at Northeastern

Employer Engagement and Career Design offers employers opportunities to help prepare and network with our students through workshops, speaker panels, resume reviews, Husky trek, and other educational programming. To explore your options for educating at Northeastern, please contact our office at 617-373-3404 or email Sumana Northover on the Employer Engagement and Career Design team to discuss. Click [here](#) for a calendar of employer-led events/programming.

On-Campus Interview Process

| OCI Management Options | Fully Managed | Employer Managed |
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| Interview room reservations | Employer requests room reservation via NUcareers on the <i>On-Campus Interview</i> request form for Stearns Centerspace; confirmed by staff | Employer requests reservation via NUcareers on the <i>On-Campus Interview</i> request form for Stearns Center space; confirmed by staff |
| Job posting | Once registered and approved, employer posts job on NUcareers <u>4 weeks</u> before OCI date | Once registered and approved, employer posts job on NUcareers; employer may choose when to post job |
| Job application deadline | Automatically set via NUcareers at <u>2 weeks</u> before OCI date | The employer chooses their application deadline date |
| Application delivery method | Employer inputs choice for applications delivery via NUcareers either: as received (recommended) or at OCI deadline | Employer inputs choice for applications delivery via NUcareers either: as received (recommended) or at OCI deadline |
| Preselects & notification to candidates | Employer inputs pre-selects into NUcareers <u>1 week</u> before OCI date; candidates are auto-emailed via NUcareers to select an interview Time | The employer uses their own method to notify candidates and manage own interview schedule |
| Interview schedule | The schedule is closed 1 day before OCI; schedule options are 30, 45, & 60 minutes; no tandem or flipped; no alternates | Employer sets own schedule and manages any changes |

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| Prior to and day of OCI | Employer may view schedule online and, on the day of OCI, printed schedule and resumes will be presented to the employer by NU Staff | Employer brings own schedule and resume copies; gives a copy to NU staff |
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Both **OCI options** require employers to register on NUcareers. Once approved as a NUCareers employer, employers can complete the **On-Campus Interview request form** found on the NUcareers dashboard. When completing the form, please:

- Choose either Fully Managed or Employer Managed
- Input a 1st and 2nd choice for OCI dates
- Input preferred time (start at or after 9 am & end by 5 pm)
- Input date you will post job onto NUcareers (approx. 4 weeks before OCI date)

Once an On-Campus Interview form is approved by ER staff, an automatic email will be sent to employer with detailed information on the OCR.

Your open positions (when they are linked to the OCI) will be promoted to the Northeastern student population and candidates will apply via NUcareers.

Applications will be delivered via NUcareers based on your choice – either as they are received (the recommended method) or in a bundle at the end of the application deadline day.

Posting a Job or Internship

Fully Managed and Employer Managed OCI schedules require that jobs be posted in NUcareers. When posting your positions on NUcareers, remember to:

- Input which Colleges you are recruiting from, period of employment as Post-Graduate, and student level as undergraduates, and/or masters, and/or PhDs.
- Input that you wish to set up an on-campus interview and input the campus interview date as the same as the OCI date.
- Input Application Delivery method as via NUcareers and **select delivery method** (as applications are received – recommended option -or once application deadline passes) and input email address or URL where you wish applications sent!
- Note in job description if you are open to hiring students under Curricular Practical Training (CPT) or Optional Practical Training (OPT). **Please note this is not the same as sponsoring a student. With OPT/CPT, there is no burden on the employer.**

To participate or learn more about recruiting and other engagement options, contact Career Development **617-373-3404** or go to our website, <https://careers.northeastern.edu/employers/>.