

On-Campus Recruiting & NUcareers Database:

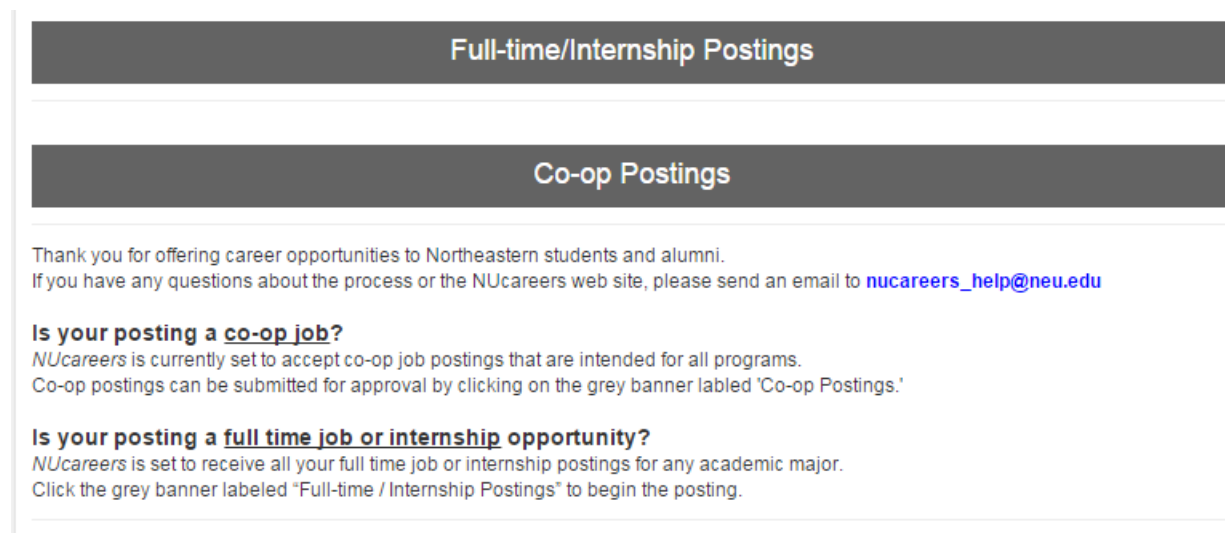
Our database, NUcareers, is designed for posting coops, full-time jobs, and internships and for managing employer recruiting activities. We ask all of our employer partners to register on [NUcareers](#). NUcareers:

- 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 screenshot shows a portion of the NUcareers dashboard. At the top, there is a grey banner with the text "Full-time/Internship Postings". Below this is another grey banner with the text "Co-op Postings". Underneath the banners, there is a message: "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".

Is your posting a co-op job?
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.'

Is your posting a full time job or internship opportunity?
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.

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. Industry/Company Spotlight
- C. Employer Coffee Chats

Request an On-Campus Recruiting Engagement *	
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. Industry/Company Spotlight

These sessions, whether on-campus or virtual, provide organizations with a a unique and valuable opportunity to engage with a group of **students of all class years—freshmen through seniors**, by providing students with an overview of the current and future state of your industry and your organization.

By hosting a Spotlight session, you are inviting students to engage in conversations to learn about industry workplace trends and to explore potential career path options with you.

By offering broad industry overviews, as well as company specific career opportunities, these sessions are attractive to students of all class years, and as such, represent an exceptional branding and recruiting opportunity for our employer partners.

We recommend that organizations be prepared to discuss some of the following topics in their *Spotlight* group session:

- Industry Definition/Overview
- Your Organization's Place/Business Model Within Your Industry
- History of Your Industry and Organization
- Current Status of Work Within Your Industry/Organization
- Future of Work Within Your Industry/Organization
- Influence of Artificial Intelligence (A. I.) on Your Industry/Organization
- Your Industry's and Organization's Commitment to Diversity, Equity & Inclusion
- Evolution of and Current Career Paths Within Your Industry/Organization
- Current Available Positions/Postings to *NUworks* (Symplicity)

C. 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.

On-Campus Interview Process

OCI Management Options	Fully Managed	Employer Managed
Interview room reservations	Employer requests room reservation via NUcareers on the <i>On-Campus Interview</i> request form for Stearns Center space; 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

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/>.