

## **On-Campus Recruiting Program**

*Arranging on-campus interviews in conjunction with a career fair -- (NOTE: These arrangements are separate from the registration to attend a career fair hosted by Career Services. We do welcome employers who would like to conduct on-campus interviews while they are on campus to participate in a career fair, but schedules will be built based on available space. At the time in which we no longer have available interview locations, we will encourage the employer to utilize the career fair to build a schedule for a future interview date and/or inform students of upcoming opportunities. The Coordinator for Employer Relations will work with you to set up a schedule based on available accommodations and honoring interview reservations on a first-come, first-serve basis. We appreciate your understanding and early planning as we work together to provide wonderful career opportunities for the students and alumni of New Mexico State University).*

### **On-Campus Interviews at New Mexico State University**

- Interviewing locations include Garcia Annex & Corbett Center. Room assignments are based upon availability and recruiter needs.
- Garcia Annex Amenities:
  - 8 private interview rooms (2 recruiters max per room).
  - Each room equipped with electricity, internet connection, table, 2 chairs, clock, basic office supplies, trash receptacles, and tissues.
  - Coffee, tea, and water are available throughout the day.
- Corbett Center Amenities:
  - Accommodates 40 interviewing stations. Private rooms are not guaranteed.
  - Interviewing stations include a table with 2 chairs and are partitioned with curtains to provide a level of privacy. Electricity available by request.  
Items for rent: TV/ VCR, overhead projectors, LCD projector, phone jacks, Internet access (limited).
  - Food court available on 1st floor

### **The procedures to arrange on-campus interviews is as follows:**

- Contact Elizabeth Ortega, Coordinator for Employer Relations, at (575) 646-1631 or email [employer@nmsu.edu](mailto:employer@nmsu.edu) with recruiting particulars. The fall recruiting season extends approximately from mid-September until early December. The spring recruiting season runs from the third week in January to the end of April. Summer dates can be scheduled on an as needed basis.
- The Coordinator for Employer Relations will schedule the agreed-upon date on the master calendar. It is advantageous to schedule dates as far in advance as possible.
- The following information will be requested for preliminary recruiting arrangements: Company/agency/school name. Name and title of contact person coordinating interviews, address, phone, fax, email address, website address, requested majors and degree levels, GPA (if

required), preferred graduation dates, date of interview, and campus interview format.

- The employer will receive a packet of information about NMSU and confirmation of arrangements prior to the campus visit. Included will be a computer generated summary of recruiting requests. **This document must be reviewed, signed, and returned in order to finalize the visit.** Publication of campus visits will occur in the following manner:
  - The interviewing information will appear on Career Services website's Recruiting Schedule for Professional Employment, Cooperative Education, or both.
  - If an ad in the campus newspaper is desired, contact the Round Up at (575) 646-6397, <http://www.roundupnews.com>

Advanced planning is requested so that qualified candidates will be eligible to select an interview slot as soon as the recruiting date is published.

### **SCHEDULING OPTIONS:**

- **OPEN SCHEDULE** -- NMSU Career Services uses an automated system that will allow only those who meet employer requirements to obtain a time slot for interviewing. Thus, only candidates who are qualified and have a predetermined interest in the organization will appear on the schedule. This process allows students to schedule interviews on a first-come, first-served basis.
- **PRESELECTION SCHEDULE** -- Pre-selection is offered through career fairs and regular professional recruiting. Sign-ups are conducted by the employer at the fair, and interviews follow the next day or later in the semester.
- Pre-selection for regular recruiting requires a minimum of 21 working days prior to the interview date to allow for outreach and resume submission, employer resume review, and interview scheduling.
- Employers who seek referrals may later decide to conduct on-campus interviews of selected candidates. Five working days are needed by Career Services staff to schedule those selected.
- **FOLLOW-UP INTERVIEW SCHEDULES** -- NMSU Career Services would be happy to provide a place for potential employers to conduct follow-up interviews. The employer, after securing a date and room assignment from the Coordinator of Employer Relations, will contact and schedule times with candidates.
- **CLOSED SCHEDULES** -- (Filled by invitation only) Please contact Coordinator of Employer Relations for details.

## **Resume Referral Program**

### ***Professional, Summer, and Internship Positions***

Career Services maintains a database of qualified candidates who register with our service. If you would like to receive resumes for a position(s):

- Complete the [Resume Referral Request](#) **OR** call (575) 646-2849 or email to [hireNMSU@nmsu.edu](mailto:hireNMSU@nmsu.edu)

***Please let us know how quickly you need these referrals.***

### **Cooperative Education**

To post a cooperative education position:

- Contact the Cooperative Education program at 575-646-4115 or [coop@nmsu.edu](mailto:coop@nmsu.edu).
- The Co-op Office will post your position(s) and invite candidate requests for referral.
- Resumes of qualified co-op registrants will be sent to you.

### **Professional, Internship, & Summer Job Postings**

To post a job in one of these categories: Job posting/referral request form.

<http://www.careerservices.nmsu.edu/postingsform2.html>

For employers who have no plans to visit the campus or who wish to supplement their campus recruiting efforts, jobs may be listed on the Career Services website. This listing will provide an additional means of announcing job vacancies to anyone who visits the site.

Student Employment Service also provides posting and referral services to university and community employers offering non-need-based (non-work-study), part-time student employment opportunities. The goal is to work cooperatively with employers to see that their needs are met, while providing students with part-time jobs to help defray educational and living expenses.