

On-Campus Recruiting & NUworks powered by Symplicity Database:

Our database, NUworks, is designed to post co-ops, full-time jobs, and internships and manage employer recruiting activities. We ask all of our employer partners to register on [NUworks](#).

NUworks:

- 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 [NUworks](#), Employer Engagement staff will approve of you as an employer partner. Then, via your NUworks Dashboard, you can post your co-op, or full-time job/internship opportunities onto NUworks. 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 postings, and recruiting activities for these positions.

Your NUworks Dashboard

The screenshot shows the NUworks dashboard interface. At the top is a red header with the 'NUworks' logo on the left and two circular icons on the right: one with a share symbol and another with the initials 'CW'. Below the header is a navigation sidebar on the left with icons and labels for: Home, Employer Profile, Jobs, Interviews, Events, and Resume Books. The main content area is divided into two sections. The 'Alerts' section contains a white box with four red bullet points: '> 2 student(s) awaiting review for OCI positions.', '> resume drop has begun for 3 schedule(s).', '> Select has begun for 4 schedule(s).', and '> Sign-up has begun for 3 schedule(s)'. The 'Jobs & Internships' section contains a white box with four links: 'Create Job Posting', 'View Job Postings', 'View Applicants', and 'Request an Interview Schedule'.

Full-time career opportunities/internships On-Campus Interviewing

Interview space

On-Campus Interview (OCI) space is available on 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 the reading period and final exams ([academic calendar](#)). Employers may arrive by 8:30 am to prepare for their day.

Campus Interview Activities Managed via NUworks

3 on-campus interviewing activities are currently managed via NUworks. These online request forms are found on your NUworks dashboard.

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

The screenshot shows the NUworks dashboard. The top navigation bar is red with the 'NUworks' logo on the left and user profile icons on the right. A left sidebar contains navigation links: Home, Employer Profile, Jobs, Interviews, Events, Resume Books, Exp. Learning, Calendar, and My Account. The main content area is titled 'Announcements' and features two identical announcement cards. Each card starts with a large 'P' icon and the text 'NORTHEASTERN UNIVERSITY HAS MADE AN ANNOUNCEMENT'. The first card is titled 'Welcome' and describes the Symplicity tool. The second card is titled 'Recruiting Options' and begins with 'Recruiting Options:'. On the right side of the dashboard, there are three widget boxes. The top box is titled 'Request an Interview Schedule' and contains links for 'View OCI Schedules', 'View OCI Applicants', and 'View OCI Interviews'. The middle box is titled 'Attend Events' and lists 'Fall 2020 Career Fairs' and 'TEST1' as currently active events. The bottom box is titled 'Events' and contains a link for 'Request New Employer Session'.

A. On-Campus Interviews (OCI)

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

1. Fully Managed: The entire interview process managed via NUworks.
2. Employer Managed: For employers who want more timing and scheduling flexibility, the

process is managed via NUworks up until applications are delivered to employer. The employer then manages the notification to candidates and scheduling interviews.

B. Employer Sessions

1. **Employer Coffee Chat:** 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 in students. 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.
2. **Employer Connection Session:** As a hybrid networking/recruiting event, these more formal TED-style talks or small group discussions are popular with our students. 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, students will already be familiar with their organization. Also, students 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 were always recommended, this may promote increased attendance. Session times are scheduled after classes II 6:00 pm, although some afternoon times are also available as well as full-day sessions. There is no fee for a connection session.
3. **Employer in Residence:** These 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 NUworks to schedule an EIR. We will provide you with an interview suite in the Stearns Center for a prescheduled time between 8:30 am and 5 pm. 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.

C. Virtual Events

1. OCIs and Employer Sessions can all be held virtually. Options are provided when filling out the form. Reach out to Sumana Northover (s.northover@northeastern.edu) or Maggie Soper (m.soper@northeastern.edu) for more information
2. Both OCI options require employers to register on NUworks. Once approved as a NUworks employer, employers can complete the On-Campus Interview request form found on the NUworks dashboard.

When completing the form, please:

- Choose either Fully Managed or Employer Managed
- Input a 1st, 2nd, and 3rd choice for OCI dates
- Input preferred time (Morning, Afternoon, or Full Day)
- Input Job ID number for the OCI position

- Once the EE staff approves an On-Campus Interview form, an automatic email will be sent to the employer with detailed information on the OCI.
- Your open positions (when they are linked to the OCI) will be promoted to the Northeastern student population, and candidates will apply via NUworks.
- Applications will be delivered via NUworks 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 NUworks. When posting your positions on NUworks, remember to:

- Input which Colleges you are recruiting from, the period of employment as Post-Graduate, and student level as undergraduates, and/or masters, and/or doctoral
- Input Application Delivery method as via email and/or Accumulate Online
- Note in the 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>.

On-Campus Interview Process

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

Prior to and day of OCI	The employer may view the 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 NUworks. Once approved as a NUworks employer, employers can complete the **On-Campus Interview request form** found on the NUworks 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 NUworks (approx. 4 weeks before OCI date)

Once an On-Campus Interview form is approved by EE 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 NUworks.

Applications will be delivered via NUworks 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 NUworks. When posting your positions on NUworks, 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 via NUworks **select** email or online.
- Note in the 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.**

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