



# On-Campus Recruitment Request Policies & Procedures

Thank you for your interest in recruiting Pitt Community College students and alumni. Career Services offers a range of services to support your recruiting needs and build the brand of your organization on campus. Please carefully review this section before registering for an On-Campus Recruiting (OCR) event at Pitt Community College. The purpose of these policies is to ensure a successful event for you (the employer), our students, as well as for our office. Completing the steps below will provide our office ample time to plan, market, and prepare students for your event.

*Pitt Community College is committed to diversity, equity and inclusivity in all hiring and employment practices and to ensuring equitable access to opportunities.*

## Step 1: Review Registration Policies

All organizations wishing to recruit on campus must register at least 4 weeks in advance. Additionally, Career Services requires that all spring 2019 employer engagement requests be submitted for approval by February 15th for the spring semester. Any request for recruiting efforts made after the above deadline, will not be guaranteed.

## Step 2: Review our On-Campus Recruiting Options

We are open to ideas you may have for on-campus recruiting events. However, these are a few of our most popular options.

### Meet & Greet Events

Meet & Greet events combine elements of an information session with face-to-face meetings or interviews with company recruiters. Participating employers will set up a table in a selected area on campus (similar to a career fair set up) Students will register in advance for the interviews with recruiters, while other company representatives will welcome walk-ups from students interested in learning more about your organization.

### Information Sessions

Information Sessions allow employers the ability to discuss their organizations current opportunities in an interactive environment, to a targeted student population. These sessions typically focus on key aspects of the employer's organization: values, culture, mission, and career opportunities.

### Classroom Presentations

Classroom presentations will be reviewed and presented to departments and faculty on a case-by-case basis. Requests should be made with the intention of aligning presentation materials with in-class curriculum.

## Step 3: Receive Confirmation

If you submit a request for on-campus recruiting you will receive confirmation of dates within 1-2 weeks. Registration does not guarantee the request will be granted. Confirmation will be required for all OCR requests.

**TO SUBMIT AN ON-CAMPUS RECRUITING REQUEST, PLEASE COMPLETE THIS [FORM](#).**