

On-Campus Interviews

On-Campus Interview Process

1. Please contact Career Services if there is an interest to recruit Salem State students and to review the best recruiting strategy before an academic semester is scheduled to begin.
2. If there is an interest to host on-campus interviews, discuss with Career Services the desired documents required, date for the interviews, length of the entire interview day, and length of individual interview session. Forward the job description for the opportunities you are hiring for along with the desired majors for those opportunities.
3. Career Services will work with you to post the opportunity on our online job board.
4. Career Services will advertise the opportunity through its social media sites, respective departments, and student clubs.
5. Students will be required to apply through our online job board by the submission deadline date, which is usually one week before the interviews are scheduled to take place.
6. Resumes will be sent to the company primary contact the day following the resume submission deadline.
7. The company can forward a list of students to interview to Career Services the same day, or otherwise agreed upon date. Career Services can then schedule interviews to take place on-campus.
8. Career Services will provide the interview schedule to the employer and other logistics information.
9. During the interview day, the employer will be given the opportunity to fill out an evaluation form for each student candidate.
10. After the on-campus interviews take place, the company representatives will be given the opportunity to give feedback on their recruiting experience via an Employer Recruiting Event Survey. A survey seeking hiring outcomes will be sent at a later point in the semester. The employer may also be contacted for an Employer Spotlight Feature.