



ASSUMPTION COLLEGE

CAREER DEVELOPMENT & INTERNSHIP CENTER

Student On-Campus Recruiting Program Policy

The Assumption College On-Campus Recruiting Program provides students with the opportunity to interview for entry-level and internship positions with participating employers. On-Campus Recruiting should not be the primary focus of any job search and is intended to supplement your personal employment search.

Students may choose to submit their resumes to as many positions as desired and may sign up for all interviews for which they are selected. There is no guarantee of being selected for an interview or for receiving a subsequent interviews or job offers. Employers make the selections based on their needs and criteria.

STUDENT ELIGIBILITY

- The On-Campus Recruiting program is limited to full time Undergraduate students and students enrolled in the Early Career Track (ECT) MBA Program.
- All correspondence regarding your applications and interviews will be sent to your assumption.edu email - you must check this email address on a daily basis.
- You must obtain approval for your resume from the Career Development & Internship Center prior to submitting to any position. Resume approval is obtained only through [Assumption Career Connection](#).
- You must submit your approved resume to each position in which you are interested and submit any additional required documents (i.e. transcripts) prior to each position's deadline. It is your responsibility to be aware of all upcoming recruiting deadlines.
- If you are selected for an interview, you must sign up for an interview time or decline the interview within 72 hours of receiving notice of your selection. All interview sign ups must be completed through Career Connection.
- You are asked to wear business suits for interviews and to arrive approximately 10 minutes prior to your scheduled interview time. If the employer is attired in business casual or is not on schedule, he or she will appreciate your manners and business attire. Jeans, sneakers, boots and leggings are no appropriate for any interview.
- Once you have signed up for an interview, you **must attend the interview or cancel within 72 hours of the scheduled interview time**. Cancellation requests must be provided in writing to Career Development & Internship Center at careerdevelopment@assumption.edu or by calling 508-767-7227.
 - If you do not cancel the interview within **72 hours** or do not contact Career Development & Internship Center in a timely manner in the event of an emergency or illness, you will be **fined \$100 and suspended from the OCR Program for the remainder of the academic year**.
 - If you do not abide by the cancellation policy or are excessively late for an interview, you must contact the employer in writing to apologize for the inconvenience and provide proof of contact to Career Development & Internship Center within 24 hours of your scheduled interview time.
- You must accept all job offers in good faith. Once you have accepted an offer, verbally or in writing, you have committed to employment and are no longer permitted to participate in the OCR program.