Employer Services

November 2013

Early Fall On-Campus Recruiting

With the beginning of each fall semester comes the much-anticipated round of on-campus recruiting / interviewing. Accounting students are always eager to apply for internship positions that are offered yearly by BKD LLP, Crowe Horwath LLP, Dauby, O’Connor and Zaleski LLC, Baden, Gage and Schroeder LLC, and other firms. Likewise, IPFW accounting alumni seek out permanent positions that are offered by these firms.

The firms wait to hear of the announced date of Firm Night, when many accounting firms in the area unite in one room at IPFW to meet prospective interns and employees. This year, Firm Night was Tuesday, September 17. Once the firms receive word of the date, they schedule their on-campus recruiting/interviewing date in JobZone utilizing the On-Campus Recruiting Module. Students and alumni get the opportunity to network with contacts from each firm, submit their résumés, and network with staff and fellow students.

As a result of the early fall on-campus recruiting, BKD LLP hired an IPFW student as a spring 2014 intern, an IPFW alum and an IPFW December 2013 graduate for two full-time positions beginning January, and one IPFW May 2014 graduate for a full-time position starting next summer. Crow Horwath LLP hired an IPFW student for their spring 2014 tax internship, and Swiss Re is still deciding among their candidates.

The On-Campus Recruiting Module (OCR) may be found on all employers’ profiles who selected on-campus recruiting as one of the services they want from Career Services. An employer will only see the OCR tab on their homepage if they checked the OCR box at the beginning of their profile. To make changes to their profile or add the OCR tab, they may contact Christine Force, on-campus recruiting coordinator, at forcec@ipfw.edu or 260-481-6640.
When an employer desires to do on-campus recruiting, they:

1. Select the OCR tab from their JobZone homepage.
2. Select the Request a Schedule box, enter the information such as on campus interview dates and times desired, attach the position for which they will be recruiting, and click Submit.
3. Employers will receive an automatic email confirmation from Career Services.
4. Wait for approval of the schedule request from Career Services. This generally takes one business day.
5. When the schedule is approved, the employer will receive an auto email informing them of the date, time span, and room number.
6. Students and/or alumni begin to submit their résumés for the posted OCR positions.
7. The employer then needs to pay attention to the OCR schedule with regard to the:
   - Résumé submission start date
   - Résumé submission end date
   - Employer select start date
   - Employer select end date
   - Preselect signup start date
   - Cancellation start date
   - Cancellation end date
   - Schedule close date
8. The employer begins to review submitted résumés.
9. The employer select start is important because it is after an employer has reviewed all résumés. The employer selects who they wish to interview by simply clicking next to the student/alumni’s name.
10. The student then receives an email indicating that the employer wants to interview him/her on the selected interview date in Career Services.
11. The student/alumni then logs in to their JobZone account and selects the time they can be interviewed from the employer-specified timeframe.
12. The employer may view at any time who has accepted an interview and the selected interview times.
13. The employer and attending representative(s) will receive a parking pass and map.
14. When employers arrive for their scheduled OCR they are welcomed, shown to their interview room(s), given guest Internet access, and shown the break room where a Keurig Coffee maker, soft drinks, bottled water, and a selection of Keurig Coffee and Tea are provided.
15. Students and/or alumni enter Career Services and electronically sign in.
16. Candidates are shown to their appropriate interview rooms.
17. The employer informs Career Services who they hired via the Placement section on JobZone. The Placement section is on the right side of your account homepage under Shortcuts – Submit Placement Info.

Accounting firms are not the only employers that have done early OCR this fall. Zimmer, Swiss Re, and the U.S. Army, among others, have all either participated in early on-campus recruiting this fall or have had an information table.

Anyone who is interested in learning more about on-campus recruiting may contact Christine Force, on-campus recruiting coordinator, at forcec@ipfw.edu or 260-481-6640.