

ON-CAMPUS INTERVIEWING SCHEDULE



CAREER
DEVELOPMENT
CENTER

Spring 2012

**Email your resume to employers to start the process.
Write that you are interested in an on-campus interview.**

Find detailed position information in College Central Network
(www.collegecentral.com/kutztown)

DATE	COMPANY	AVAILABLE POSITION(S)	CONTACT	CONTACT EMAIL
Tue, Mar 20	Haven Behavioral Hospital	Marketing/PR/Communications Interns	Ms. Natalie Zimmerman	Natalie.zimmerman@havenbehavioralhospital.com
Tue, Mar 20	ADP	Sales Representatives	Ms. Melissa Hess	Melissa.hess@adp.com
Thu, Mar 22	Enterprise	Management Trainee/Fall Intern	Ms. Jennifer Haydt	jennifer.a.haydt@ehi.com
Tue, Apr 10	Hawk Mountain	Education, Computer Science, Biology Interns	Ms. Laurie Goodrich	Goodrich@hawkmtn.org
Tue, Apr 10	AXA Advisors	Financial Professionals	Ms. Ashley Sawyer	Ashley.sawyer@axa-advisors.com
Wed, Apr 11	Mutual of Omaha	Paid Interns/Career Agent	Mr. Zach Fritz	Zach.fritz@mutualofomaha.com
Thu, Apr 12	Target	Executive Team Leader/Executive Intern	Ms. Heidi Kelzenberg	Heidi.kelzenberg@target.com
Thu, Apr 12	Lehigh Valley Financial Group	Financial Service Professionals	Ms. Lori Kressler	lkressler@financialguide.com
Thu, Apr 26	ING Financial Partners	Financial Advisors	Mr. Brian Phillips	Brian.phillips@ingfp.com

Schedule subject to change, see website for most current listing! <http://careers.kutztown.edu>

EASY AS 1-2-3...How It Works:

1. Email your resume to the employers, indicating your interest in an on-campus interview.
2. For detailed information on the employers and their positions, go to the **College Central Network** (www.collegecentral.com/kutztown). Take 10 minutes to register yourself on the system and...upload your resume!
3. Employers will review submitted resumes and select whom they wish to interview. If you receive an email message indicating you have been chosen, reply to the employer immediately with your preferred time(s) on their interview day. Write the date/time in your date book and don't forget it! Interviews are held in the Career Development Center.

A Few Things To Remember:

1. You **MUST** show for the interviews for which you signed up! Please read the KU On-Campus Interviewing Policy.
2. Have your resume reviewed by the Career Development staff before sending it to employers!
3. These are professional interviews. Come well-prepared, on-time, and dressed in your interview suit.

KU On-Campus Interviewing Policy

On-Campus interviewing is a privilege and not a right. In order to participate in the On-Campus Interviewing Program (OCIP) students must understand the seriousness of scheduling interviews with employers coming to campus. Because employers make a commitment to come to campus, there is an expectation on their part that they meet with each student who has scheduled an interview. In addition, it is important to remember that when scheduling an interview, students are reserving time to which others will not have access. Because of these reasons, the following provisions are employed:

Eligibility to participate in the On-Campus Interview Program (OCIP)

1. Any undergraduate or graduate student who is in good standing with and who is currently enrolled in the University.

2. All students must be registered with the College Central Network (CCN) in order to participate.

Participation Policy:

Students are expected to will meet with the employers with whom they are scheduled to interview.

1. If a student **misses an interview** or cancels the same day of the scheduled interview, the following actions will take place:
 - a) Career Development staff will send the student a letter concerning the absence. A copy of this notification will also be sent to the student's department chairperson and the college dean
 - b) The student will be advised to send a letter of apology and explanation to the employer representative
 - c) The student will be asked to meet with a professional staff member of the Career Development Center to explain the absence.
 - d) The student will be asked to provide the Career Development Center with a copy of the letter sent to the employer.
2. If a student **misses a second interview** or cancels on the day of the interview, without prior notification or without valid reason, interviewing and/or resume referral privileges will be suspended. In addition, his/her department chairperson and dean will be notified of the suspension.

Reinstatement Provision:

A student who has lost his/her interviewing privileges may be reinstated upon the recommendation of the Director and/or the Assistant Director. This decision will be predicated on a formal letter of appeal which must be submitted by the student to Career Development within seven (7) of notification of suspension of privileges.

The Career Development Center at Kutztown University serves as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Students and alumni should personally research openings and employers prior to entering into any contractual agreements. Accordingly, the College Central Network and Kutztown University expressly disclaim any liability in connection with any potential or actual employment which results from an applicant's response to any position posted.