



RIT Employer Recruitment Guide

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Who We Are

Founded in 1829, Rochester Institute of Technology is a diverse and collaborative community of engaged, socially conscious, and intellectually curious minds. Through creativity and innovation, and an intentional blending of technology, the arts and design, we provide exceptional individuals with a wide range of academic opportunities, including a leading research program and an internationally recognized education for deaf and hard-of-hearing students. Beyond our main campus in Rochester, New York, RIT has international campuses in China, Croatia, Dubai, and Kosovo. And with over 19,000 students and more than 135,000 graduates from 49 states and over 100 nations, RIT is driving progress in industries and communities around the world. **At RIT, we are always on to something amazing.**

RIT Points of Pride

>> RIT is recognized as the **3rd largest producer of undergraduate STEM (science, technology, engineering, and math) degrees** among all private universities in the nation.

>> RIT enrolls **19,000 students from more than 100 countries**, making us among the nation's largest private universities.

>> RIT has been a **leader in computing education since 1972**, when we started one of the first undergraduate computer science programs in the United States and continued developing the nation's first undergraduate program's in Information Technology, Software Engineering, and department dedicated Computer Security.

>> RIT was the **first institute to offer degree programs in Game Design, Microelectronic Engineering, Microsystems Engineering, Color Science, and Image Science.**

>> RIT has a **global presence** with campuses/partnerships in Kosovo, Croatia, Dominican Republic, Dubai, and Italy.

>> RIT is a 2021 **Diversity Champion!** For the seventh consecutive year, *INSIGHT Into Diversity* magazine recognized RIT as a "Diversity Champion," one of the first colleges and universities in the nation to receive the designation. Diversity Champions exemplify an unyielding commitment to diversity and inclusion throughout their campus communities, across academic programs, and at the highest administrative levels.

>> RIT has been **designated by the national publication *Woman Engineer* as one of the Top 20 Universities**, recognized for its offerings of a diversified curriculum, student base, and faculty, as well as its ability to foster a diverse and inclusive learning environment.

>> RIT received national recognition for its work to help diversify the science, technology, engineering, and math (STEM) workforce. ***STEM Workforce Diversity Magazine* ranked RIT among its top 20 universities for 2021.**

RIT Rankings and Recognition

U.S. News & World Report

- >> Ranked **12th** among top schools' **co-op or internship programs** (2022)
- >> Ranked **52nd** among “**best value schools**” (2022)
- >> Ranked **81st** for **student excellence**, a combination of ACT/SAT scores and percentage of first-year students who rank in the top 10 percent of their high school class (2022)
- >> Ranked **57th** among “**most innovative schools**” (2022)
- >> Ranked **56th** out of more than **210 engineering colleges programs** (Kate Gleason College of Engineering) (2022)
- >> Ranked **74th** out of more than **514 undergraduate business programs** (Saunders College of Business) (2022)
- >> Ranked **54th** out of **538 undergraduate computer science programs** (Golisano College of Computing and Information Sciences) (2022)
- >> Ranked **28th** for **cybersecurity**, a new category this year (2022);
- >> Ranked **6th** in **game design and development**, also a new category (2022);
- >> RIT **graduate programs** (2023):
 - engineering (**69th**)
 - computer science (**74th**)
 - fine arts (tied for **23rd**)
 - photography (tied for **6th**)
 - physician assistant (**108th**)
 - physics (tied at **83rd**)

Princeton Review

- >> Ranked **4th** nationally for “**Top 50 Game Design: Undergraduate category**” (2022)
- >> Listed in **2022's Best 387 Colleges**
- >> Listed in **2022's Best Value Colleges**, based on a combination of institutional and student survey data including academic rigor, affordability, and career outcomes for graduates
- >> Listed in **2022's Colleges That Create Futures**, which are those that empower students to discover practical applications for their talents and interests through experiences that complement their classes and coursework
- >> RIT's Saunders College of Business is ranked **27th** in the “**Top 50 Online MBA Programs**” for 2022
- >> Ranked **36th** in “**The Princeton Review Guide to Green Colleges: 2022 Edition**” (12th consecutive year in the ranking)

Wall Street Journal/Times Higher Education

>> Ranked **155th** among U.S. colleges in The Wall Street Journal/Times Higher Education rankings, **placing RIT among the top 25 percent of colleges and universities in nation.**

>> Ranked No. 38 for engagement—how immersed students are in the academic experience, a result of survey responses on the difficulty of classes and the students' likelihood to recommend RIT to their peers, among other indicators—placing RIT in the top 10 percent in the nation.

>> **Right choice!** If you could start over, would you still choose this college? Of all the students surveyed, those at RIT were more likely than students at most other colleges to say they would choose it again.

>> **Inspiring!** Does your college provide an environment where you feel you are surrounded by exceptional students? Students at RIT were more likely to feel inspired by their classmates than students at many other colleges.

>> **Worth the Cost!** Do you think your college will be worth what you and your family are paying? Of all the students surveyed, those at RIT were more likely than those at many other schools to believe their experience was worth the investment.

Animation Career Review

>> Ranked **12th** nationally in its 2022 **animation school** rankings (among the top 7 percent of schools)

>> Ranked **5th** nationally in its 2022 **game design school** rankings

For up to date information on RIT's Rankings and Recognitions, visit the Rankings and Recognition page at:

<https://www.rit.edu/rankings-and-recognitions#:~:text=U.S.%20News%20%26%20World,and%20inclusive%20learning%20environment>

RIT Colleges

College of Art & Design (CAD)

The College of Art & Design is RIT's creative hub where art, design, and technology intersect. From centuries-old and contemporary methods of producing fine art to the latest digital media, CAD has a wide variety of majors in disciplines related to visual communication, imaging, and science.

- 15 Pulitzer Prizes Awarded
- 92% Job Placement
- 14:1 Student-to-faculty Ratio
- 5 Science based Degrees

Saunders College of Business (SCB)

With a vision to be the first choice for enterprising students and creative enterprises, Saunders College of Business attracts students who possess a curiosity that drives them and who place a premium on entrepreneurial thinking and innovative solutions.

- 95% Outcome Rate
- #10 Among Online Executive MBA Programs
- Princeton Review ranked #27 in the Best Business Schools – Top Online MBA Programs
- The Management Information Systems (MIS) program ranks #2 in NYS & #5 in the Middle Atlantic Regions

Golisano College of Computing and Information Technology (GCCIS)

The B. Thomas Golisano College of Computing and Information Sciences' academic programs prepare future leaders, thinkers, and innovators in theoretical and applied aspects of computing and information sciences, providing a foundation for successful careers.

- 95% Outcome Rate
- 17 Degrees offered
- 25th Best College for Securing Jobs
- 2nd Best College in North America for Game Design

Kate Gleason College of Engineering (KGCOE)

The Kate Gleason College of Engineering prepares students to meet the existing and future needs of industry, engage in research to address and solve significant engineering challenges, and work to accelerate economic growth through innovation and creativity.

- 97.2% Outcome Rate
- 100% Students who Complete Cooperative Education
- 7 ABET Accredited BS Degrees
- 15 Master's and Ph.D. Degrees

College of Engineering Technology (CET)

Through an education rooted in technology-based applications, the College of Engineering Technology prepares students to become successful professionals within a global society. We embrace the philosophy and principles of experiential learning through the application of theoretical knowledge. We embrace and encourage innovative curricula, teaching techniques, student discovery, entrepreneurial activities, and international outreach.

- 98% Outcome Rate Across Undergraduate Majors
- CET programs are Ranked in the Top 5% of Engineering Technology Programs
- 2nd Largest Mechanical Engineering Technology Program in the US
- 900 Average Hours each student spends in a lab with hands-on experiential learning

College of Health Sciences and Technology (CHST)

RIT's College of Health Sciences and Technology is poised to transform the quality, safety, and affordability of health care. By combining technology and medicine, the college seeks to educate 21st century healthcare professionals, develop new patient-focused programs and systems, effectively assess community needs, and develop and apply innovative healthcare delivery practice. The College of Health Sciences and Technology will build on a foundation of liberal arts and basic sciences. Students will gain advanced knowledge in theoretical science and practical applications in experiential learning environments.

- More than 95% of graduates passed professional licensure exams on the first attempt
- 150+ Affiliations for clinical internship sites
- 80% of students take advantage of experiential learning opportunities

College of Liberal Arts (CLA)

The College of Liberal Arts encourages the creation, development, dissemination, and application of human knowledge in the arts, humanities, and social sciences by promoting innovative teaching, scholarship, and research, thus providing a comprehensive education for all RIT students.

- 95% Outcome Rate
- 4:1 Student-to-Faculty Ratio
- 2.9 Million Sponsored Research Funded Projects

College of Science (COS)

The College of Science prepares graduates for careers in the physical, life, and mathematical sciences and provides mathematical and scientific foundations for all RIT students through academic programs and impactful innovative research that expand scientific knowledge and develop new technologies to advance the sciences and their application to society and our environment.

- 4 Ph.D. Programs
- 4 Research Experiences for Undergraduates
- 11 Research Centers and Laboratories
- 3rd Largest Source of Undergraduate STEM degrees

Golisano Institute for Sustainability (GIS)

Golisano Institute for Sustainability (GIS) is a global leader in sustainability education and research. We partner with business and government sponsors to solve complex, systemic problems. Our graduate and doctoral programs are challenging, inspirational, and world-changing. GIS graduates go on to become transformative agents of change within industry, government, academia, and the nonprofit sector. They are problem-solvers, visionaries, and decision-makers who want to create a better, sustainable world.

- 3 Degree Programs Offered
- 6 Applied Research Centers
- 14+ Million External Sponsored Research Funding Annually

National Technical Institute for the Deaf (NTID)

RIT/NTID serves more than 1,100 deaf and hard-of-hearing students from around the world, many of whom live, study, and work alongside hearing students on the mainstream RIT campus. RIT/NTID is the most accessible college in the world for deaf and hard-of-hearing students. RIT is one of only six universities in the nation that has been named a Microsoft Accessible University. RIT/NTID faculty and staff specialize in educating deaf and hard-of-hearing students.

- 1st College of its kind
- 1.1K Deaf and Hard-of Hearing Students
- 95% employed Graduates
- 90% Students Receive Financial Assistance

School of Individualized Study

The School of Individualized Study educates diverse learners in flexible pathways for personal, professional, and civic success. Along with an individualized BS degree (available on campus or fully online), the school's academic offerings now include single course offerings, pop-up courses, certificate programs, and Micro-Masters programs via RITx, a partnership between RIT Online and Edx – an open source online course provider that hosts online university-level courses in a wide range of disciplines. The school is also home to Outreach Education and Training. They provide multidisciplinary, educational opportunities to corporate cohorts or fields of professionals; and manage an OSHA® Education Center.

- 100's of Concentration Options
- 5K+ Courses to Choose From
- 100% Experiential Learning Participation

RIT's Office of Career Services and Cooperative Education

RIT is a leader in providing experiential opportunities for students and RIT graduates benefit from this experience. Students benefit from one of the **highest rates of positive outcomes** among private universities in the United States. The Career Services and Cooperative Education team establishes strong relationships with undergraduate and graduate students throughout their college careers.

- More than **47,800 jobs** are posted through our database
- **91% knowledge rate** of graduate's plans after graduation
- More than **3,900 interviews** are hosted on campus

Undergraduate and Graduate students, as well as alumni, are supported through their career development and job search success for on-campus, co-op, and full-time jobs. We also provide tremendous support to our employer partners for their recruitment needs on-campus or virtually through career fairs, information sessions, and interview scheduling.

Services to Employers

The Office of Career Services & Cooperative Education department can assist in partnering within RIT to **enhance an organization's visibility** to students and the RIT community overall. Employers may discuss their talent acquisition outlook, plans and interests with our office staff or consider the resources below to fulfill their hiring needs. Career Services offers employers one main point of contact in our office—this person is the employer's Career Services Account Manager.

- Customized recruiting services
- Job position posting through RIT's Career Connect, powered by Symplicity
- On-campus or virtual interview scheduling
- Volunteer opportunities for employer/student networking
- Access to student co-op, internship, or research employment
- Resume books of students in programs of interest
- University-Wide Career Fairs and Boutique Career Fairs
- Assistance in hiring international and diverse student populations

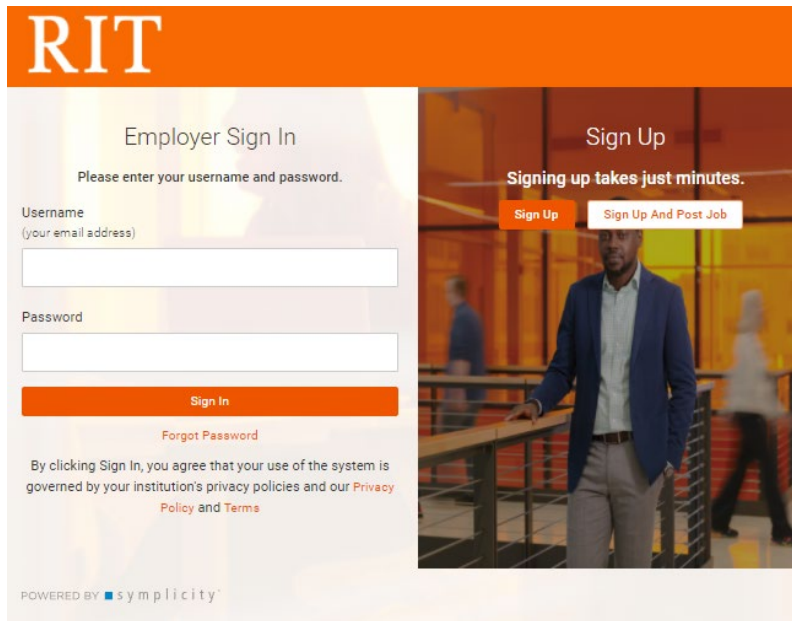
Account Managers – Your One Point of Contact

RIT's Office of Career Services and Cooperative Education offers employers a centralized, comprehensive resource for all our employer's needs. An **assigned account manager** will help in selecting and arranging customized recruiting activities, provide academic program information, help source candidates, and connect our employer partners with faculty, student organization leaders, or any other area of the university to meet an employer's needs. Account Manager's will be that employer's one point of contact!

RIT's Preferred Career Platform

RIT's preferred career platform for university recruiting is **RIT Career Connect**, powered by **Symlicity**.

Most of our employer partners have accounts registered in Career Connect, however if you are new to the system you can create an account by going to <https://rit.edu/careerconnect>, selecting **Employers**, and clicking **Sign Up**.

The image shows a screenshot of the RIT Career Connect website. At the top, there is an orange banner with the 'RIT' logo in white. Below the banner, the page is split into two main sections. The left section is titled 'Employer Sign In' and contains a form with fields for 'Username (your email address)' and 'Password'. Below these fields is an orange 'Sign In' button. Under the button is a link for 'Forgot Password'. At the bottom of this section, there is a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. The right section is titled 'Sign Up' and features the text 'Signing up takes just minutes.' Below this text are two buttons: an orange 'Sign Up' button and a white 'Sign Up And Post Job' button. The background of the right section shows a blurred image of a man in a blue blazer standing in a modern building. At the bottom left of the page, it says 'POWERED BY symlicity'.

Not sure if you already have a Career Connect account?

To check if an account exists, select **Forgot Password** and enter a username (email address) for a link to reset any previously created password.

Through Career Connect/Symlicity, employers are able to:

- Update their employer information - this information is available for students to learn about the organization
- Post new jobs and review current and archived postings and applicants
- Review applicants and download resume books
- Request on-campus or virtual applicant interview schedules, or recruiting events such as information sessions, networking 1:1 sessions, or recruitment tabling in academic departments
- Register for upcoming Career Fairs

The Office of Career Services and Cooperative Education is happy to help assist employers with any recruitment needs. Please contact our office at 585-475-2301 with any questions regarding on-campus or virtual recruiting.

Recruitment Options at RIT

RIT's Office of Career Services and Cooperative Education provides several different ways for employers to promote their company to students and alumni through a personalized, curated list of services that every employer, big or small, can utilize. Employers can:

- Post job positions and collect resumes
- Set up an interview schedule
- Host on-campus or virtual information sessions
- Participate in RIT career fairs
- Volunteer for career workshops or mock interviews

For more information and a full list of our services, contact the Career Services Account Manager designated to your organization, or speak with the Sr. Staff Specialist for Recruitment at cadoce@rit.edu

Job Posting and Resume Collection

What are the advantages of posting a job through RIT's Career Connect/Symlicity platform?

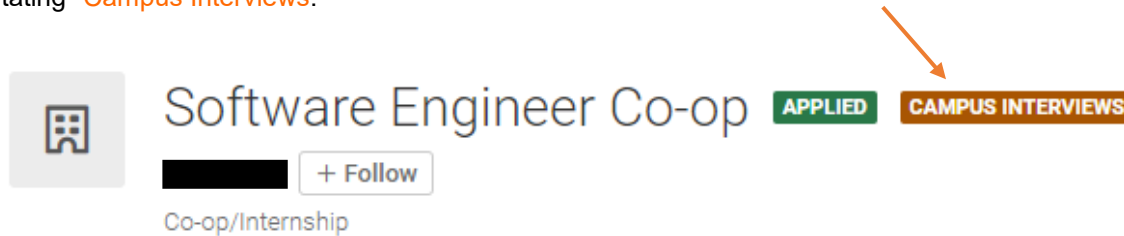
- Easily submit your position to a career platform that engages with over 19,000+ undergraduate and graduate students and alumni.
- Tap into the talent you seek! RIT students and alumni come prepared having been immersed in the latest technology and education in their field.
- Narrow your targeted qualifications to specific majors and receive resumes from job seekers that meet your requirements.

Directions for posting full-time and cooperative education positions can be found on page 19-22.

Recruitment Interview Schedules

Recruitment interview schedules are an opportunity for employers to post a position, collect applicant materials, and schedule interviews in a seamless manner.

Setting up a recruitment interview schedule through the Career Connect/Symlicity platform is a great way to highlight job positions and entice students. Job positions attached to an **OCR schedule** (on-campus recruitment schedule) are easily identified to students with an indicator next to the position title stating "**Campus Interviews**."



****It is important to point out that although the RIT Career Connect/Symlicity career platform refers to **recruitment interview schedules** as “OCR schedules” or “On-Campus Schedules”, our employer partners have the option to hold all recruitment schedules and events on the RIT campus or virtually if they choose.*

We are happy to host our employer partners on campus! Employers wishing to interview on the RIT campus are welcome to use our excellent facilities in the Bausch and Lomb Center, including 7 designated interview rooms and our employer lounge.

Directions for requesting a recruitment interview schedule, attaching positions, creating an applicant packet, and inviting students to interview can be found on pages 23-31.

Information Sessions

Information sessions are an excellent opportunity for employers to promote their organization's career opportunities, employee benefits, work culture, and recruit new talent. Information sessions can be held in a variety of ways and in multiple settings. These may include information sessions held on-campus or through a virtual setting, requesting recruitment tabling, or holding networking 1-on-1 events. Please note that events held on campus have associated set-up fees. Please see the [Event Fees](#) information below.

On-Campus information sessions are held in available rooms on the RIT campus and are typically set up in a presentation style format. These events typically involve a 20 to 30 minute presentation followed by time for recruitment activities and/or Q&A. Representatives are welcome to bring packaged treats or lunches as incentives for students to attend on-campus events.

Virtual Information Sessions are held on-line through the employer's virtual platform of choice. Employers are responsible for providing the virtual link and managing the on-line event. Virtual information sessions are typically set up similarly to on-campus events with a 20-30 minute presentation followed by time for recruitment activities and/or Q&A. There are no fees associated with virtual events.

Recruitment tables are a great way to introduce your organization to students in an informal setting. Tabling is set up in strategic high traffic areas on campus. The Sr. Staff Specialist for Recruiting will request tabling for employers in College buildings that best represent the student population they are recruiting for. Representatives are welcome to bring recruitment materials and treats to draw interested students to their table for informal chats on career opportunities and hiring processes.

Networking 1-on-1 events are a great way for employers to speak directly with interested students in an informal setting (on-campus or virtually). In return, students have the opportunity to sign up for time slots and meet with employer representatives to ask in-depth questions that they otherwise would not ask in a large multi-person event or interview.

Mock Interviews are an excellent way for students to practice their interview skills, gain experience, and improve their confidence and performance. It's also a great way for employers to build connections with students and market their company/organization brand to a large population of future professionals. RIT holds Mock Interview Day each semester (please see information on Mock Interview Day below), however, representatives are welcome to hold mock interviews with our students anytime throughout the academic year.

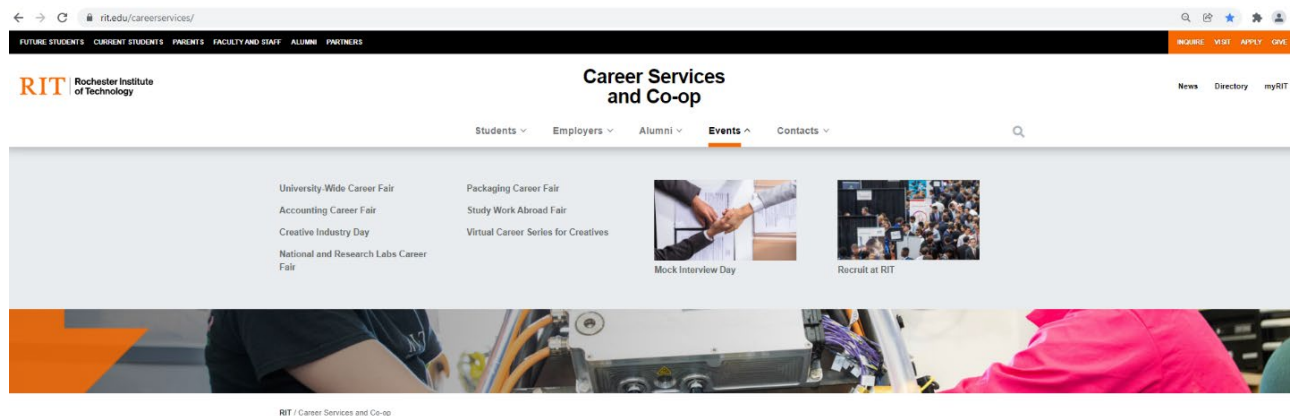
Mini Company Days are a career fair with the spotlight solely on your company! Geared toward large companies with multiple hiring teams, mini company days are one way to recruit students from across the board and fill a variety of positions. These events are held in a large space on the RIT campus with options for multiple tables for each hiring team.

Employer contacts interested in holding a Mini Company Day on Campus should contact the Career Services Coordinator associated with their company or the Sr. Staff Specialist for Recruitment at ocest2@rit.edu to discuss their options.

Information Sessions & recruitment event requests, whether on-campus or off, can be requested in Career Connect/Symplicity by following the directions on page 32-33.

RIT University-Wide Career Fair

Recruit without having to advertise! The RIT University-Wide Career Fair, hosted by the Office of Career Services and Cooperative Education, offers our employer partners access to co-op as well as full-time candidates from our diverse portfolio of academic programs. This popular fair is open to all RIT students and alumni seeking co-op and full-time opportunities. With over [211 major programs](#), our University-Wide Career Fair is sure to provide employers with the talent they seek! The University-Wide Career Fairs are held in the spring and fall semesters.



We provide effective, high-quality services to RIT students, alumni, and employer partners.

Undergraduate and Graduate students, as well as alumni, are supported through their career development and job search success for on-campus, co-op, and full-time jobs. We also provide tremendous support to our employer partners for their recruitment needs on-campus through career fairs, information sessions, and on-campus interviews. Learn more about our services and impact through the [Career Services Annual Report 2019-2020](#).

Interview Day

As a convenience, the spring and fall University-Wide Career Fairs are followed by RIT's Interview Day. Scheduled interviews from connections employer contacts make with students or alumni attending the fair are held on campus the day after the career fair. Interview Day allows employers to immediately connect with prospective candidates while still on the RIT campus.

Affinity Reception

RIT is proud to host Affinity Networking Receptions the evening before each of our University-Wide Career Fairs. The objective of the Affinity Networking Reception is to connect RIT special interest affinity group members with employers committed to recruiting a diverse and talented workforce.

Invited groups include AALANA College Association (ACA), Multicultural Center for Academic Success (MCAS), Society of Hispanic Professional Engineers (SHPE), National Society of Black Engineers (NSBE), Engineers of Color Creating Opportunities (ECCO), Women in Engineering (WE), Women in Computing (WIC), Women in Technology (WIT), and more.

Boutique Career Fairs

Aside from our large University-Wide Career Fair, RIT holds several smaller Boutique Career Fairs. These Fairs are customized for specific industry employers with students and alumni in specialized RIT major programs. The Boutique Career Fairs below are hosted by the Office of Career Services and Cooperative Education once a year:

- [Accounting Career Fair](#)
- [Civil Engineering](#)
- [Creative Industry Day](#)
- [Packaging Science Career Fair](#)
- [Study Work Abroad Fair](#)

University-Wide Career Fair registration *typically* opens in July (fall semester) and December (spring semester) and is done through the RIT Career Connect/Symlicity career platform.

For more information on RIT Career Fairs, please visit our website at <https://www.rit.edu/careerservices/> or by call our office at 585-475-2301.

Recruitment Event Details

Fees

Fees for On-Campus Recruitment Events are applied ***only*** when the event is physically held on the RIT campus. Events held virtually (except for virtual university-wide career fairs) are free of charge. All events, on-campus or virtual, are promoted to RIT students.

	RIT will provide the following:	Fee
On-Campus Interviews	<ul style="list-style-type: none"> • Employer Packet and Resume Book • Interview Room(s) in the Bausch & Lomb Building • Coffee/tea/soda and access to the Career Services Employer Lounge • Parking Pass 	No Fee when held in the Bausch & Lomb Center
On-Campus Information Sessions (including Recruitment Tabling)	<ul style="list-style-type: none"> • Event Room • Tables/Chairs • Audio/Projection (if requested) • Parking Pass • Promotion on the University Events Calendar, Career Services Weekly Newsletter, & Circulation within Academic Departments 	\$75
Mini Company Days	<ul style="list-style-type: none"> • Large Event Space or Multiple Rooms with set-up • Tables/Chairs as needed • Audio/Projection (if requested) • Parking Passes for attending representatives • Promotion on the University Events Calendar, Career Services Weekly Newsletter, & Circulation within Academic Departments 	\$650
University-Wide Career Fair	<ul style="list-style-type: none"> • One table with chairs in the RIT Gordon Field House for up to 4 representatives • Coffee/tea throughout the event • Breakfast for all attending representatives • Lunch for all attending representatives • Parking Passes for attending representatives • Promotion on the University Events Calendar, Career Services Weekly Newsletter, & Circulation within Academic Departments 	\$650 (+)
Affinity Reception	<ul style="list-style-type: none"> • Admittance to reception • Drinks and appetizers • Parking Passes for attending representatives 	\$100
Boutique Fairs	<ul style="list-style-type: none"> • One table with chairs • Parking Passes for attending representatives • Promotion on University Events Calendar & Circulation within Academic Departments 	*Fees vary based on event

**Fees for Boutique Fairs vary in price. Employers interested in more information on RIT's Boutique Fairs should contact the Career Services Account Manager assigned to their company.*

Invoicing

Invoicing for Information Sessions / Mini Company Days

On-campus events are created in the RIT Career Connect/Symplicity system. An auto-generated confirmation email is sent to the requesting employer contact once the event is approved. Invoices for on-campus events are **not** sent within the auto-generated email. Employer contacts requesting on-campus events will receive an email from the Sr. Staff Specialist for Recruitment once the details of the on-campus event have been set. This email will include a confirmation of your event date/time, location of your event, directions for parking, information on coming to campus, and an invoice for the event.

Payment is due upon receipt. Payment options include credit card (preferred) or check, and can be made by following the directions on the invoice.

Invoicing for Career Fairs / Boutique Fairs / Affinity Reception

RIT Career Fairs are created in the RIT Career Connect/Symplicity system and use an auto-generated invoicing system. When a company is confirmed to attend the fair, an invoice is generated by the RIT Career Connect/Symplicity system and sent to the registrant of the fair.

Payment is due upon receipt. Payment options include credit card (preferred) or check, and can be made by following the directions on the invoice.

Refund Policies

Information Sessions / Mini Company Days

Employers are entitled to cancel their event within **7 days** of the event date for a full refund. Cancellations made after 7 days will not be refunded.

To cancel an event, the employer must inform the Sr. Staff Specialist for Recruitment in RIT's Office of Career Services and Cooperative Education of their decision to cancel by means of a clear email statement written to ocest2@rit.edu

RIT's Office of Career Services and Cooperative Education will refund the employer/organization in the original form of payment no later than 7 days from the day on which we receive the cancellation notice.

In the unlikely event that RIT's Office of Career Services and Cooperative Education department cancels an employer event, the employer will be refunded in full.

RIT's Office of Career Services and Cooperative Education cannot reimburse cancelled events due to inclement weather.

Career Fairs / Boutique Fairs / Affinity Reception

Employers registering for RIT Career Fairs through the RIT Career Connect/Symplicity career platform **acknowledge that their career fair registration fees are non-refundable.**

Event Promotion

How are Events Promoted to Students?

All recruitment events held on-campus, off-campus, or virtually are promoted to our students and alumni via the following:

- RIT Career Connect/Symplicity career platform
- RIT University Events Calendar
- Office of Career Services and Cooperative Education Weekly Newsletter
- Office of Career Services and Cooperative Education Social Media Channels (when promotional materials are provided by employer)
- College Display Monitors (when promotional materials are provided by employer)

Events targeting specific majors are often promoted directly to students and/or colleges via email from our Career Services Coordinators.

Automated reminders are sent to all students who register via RSVP through the Career Connect/Symplicity system.

The RIT University Events Calendar can be found online at <https://www.rit.edu/events/>

Career Connect / Symplicity User Directions

How to Post a Job Position

Posting job positions in Career Connect is easy! Follow the steps below:

Log into Career Connect. Click [Jobs](#) > [Job Postings](#) > [Post a Job](#) (or click on [Create Job Posting](#) along the right-hand side menu).

A window will appear asking, "[Where would you like to post your job?](#)" Employers have two options:

1. When posting the job directly to RIT's Career Connect/Symplicity system, there is no fee. To do so, click on [Post to This School Only](#). The job posting will only be viewable to RIT students and alumni.
2. There **is a fee** when posting to the Symplicity Networks of Schools. This option will post the position to all schools listed in the Symplicity network.

Complete all required fields on the form. Required fields are noted with a red asterisk (*).

Position Information

If you have posted this position in the past, you will have the option to "Copy or Repost Position". Please remember, to review all data when copying a previously posted position before submitting.

Required Fields:

- Choose the [Position Type](#)
- Enter a [Job Title](#)
- Select a [Desired Start Date](#)
- Add a [Job Description](#)
- List the [Qualifications](#)
- Enter the [Location](#) of the job
- Choose a [Posting Date](#)
- Choose an [Expiration Date](#)

If you are posting a Co-op Position, it is advised that you select a Co-op Semester. You may choose multiple semesters if the position is intended to be a double or triple block.

Application Instructions

Resume Submission Method *

How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☐ Email ☐ Accumulate Online ☐ Other (enter below)

Automatic Application Packet Generation

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

☒ Yes ☐ No

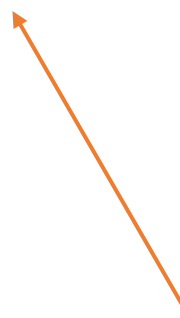
Optional Documents

Which additional documents would you like to receive?

☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample
☐ Other Documents

Requested Document Notes

Special instructions regarding requested documents.



Application Instructions

Decide how you would like to receive student application materials. Employers can choose more than one of the options below:

Email: If an employer selects email as their choice of receiving application materials, they will receive an email **every time** a new applicant submits their materials.

Accumulate Online: All applicant materials are collected and saved online as opposed to being emailed every time an applicant applies. This method of resume collection is needed if you plan to create a recruiting schedule at a later date.

Other: When an employer chooses "Other" as their submission method, a new field will appear above in the Position Submission area entitled, **How to Apply**. Employers should leave clear application instructions in the text box. **This is useful if the employer wishes to have applicants apply directly to the company website.**

RIT has our system set to automatically send employers an **application packet**. If you wish to receive an application packet when the job posting expires, leave the setting to Yes. Otherwise change to No.

Qualifications

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

Desired Major(s) *

Use the menu below to select major(s).

Add...

Class Level(s)

Please enter the desired class level(s).

1st Year Freshmen
2nd Year Sophomore
3rd Year Junior

CPT/OPT Eligibility *

Are you willing to consider candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/co-op/internship under OPT/CPT)

☐ Yes ☐ No

RIT Recruiting Policies *

☐ I understand and agree

Please type your initials to indicate agreement with the following disclaimer: *

DISCLAIMER: IT IS OUR POLICY THAT NO CITIZEN OF THE UNITED STATES OR ANY OTHER PERSON WITHIN THE JURISDICTION THEREOF SHALL, ON THE GROUNDS OF RACE, COLOR, SEX (INCLUDING SEXUAL HARASSMENT), AGE, DISABILITY, VETERAN STATUS, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY OF THE UNIVERSITY.

Submit

Save And Finish Later

Cancel

Qualifications

Required Fields:

Select the **Desired Major(s)** from the picklist. The picklist will give the option to select an entire college, or employers can choose specific majors by clicking the [>] box on the right of the college.

CPT/OPT Eligibility. CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.

Agree to the **RIT Recruiting Policies**.

Read the **Disclaimer** and initial with your agreement.

Complete your job posting by clicking **Submit** when finalized. Please note that all job position postings are reviewed by Account Managers and staff in the Office of Career Services and Cooperative Education. We will outreach to the employer contact regarding your job posting if we have questions or see any errors. We encourage our employer partners to reach out to us with questions regarding posting positions. Our office is always willing to answer questions and work with our employer partners to achieve the best recruitment outcomes.

Creating an Applicant Packet

Applicant Packets are publications of all resumes submitted to a job position. Employer contacts may generate an applicant packet at any time they wish (if they have chosen to have applications Accumulated Online) by logging into Career Connect, [Jobs](#) > [Job Postings \(select job posting\)](#) > [Student Resumes](#). Select the students added to the publication and click [Batch Option](#) > [Generate Book](#).

Home / Jobs / Student Resumes (non-OCR)

Job Postings

Home / Jobs / Student Resumes (non-OCR) / Preview

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Resume Text Search

Major

Choose...

Search Clear

☒ Batch Options ▾ 23 selected

☒ [Redacted]
Submitted on Sep 20, 2021
Rank: Select ▾
Resume

☒ [Redacted]
Submitted on Sep 28, 2021

When publishing the packets, employer contacts will choose a publication name, whether to combine rooms into one packet (if more than 1 room was requested), the document to be included in the packet, select Table of Contents options, and the maximum number of pages for the book. Click [Submit Request](#) when done.

Requesting an Interview Schedule

Before creating your Interview schedule, it is a good idea to familiarize yourself with the following:

What is a Recruiting Session (OCR Session)?

The Recruiting Session, or OCR Session, sets the guidelines/rules for all schedules created within a particular recruitment period. RIT's Office of Career Services and Cooperative Education creates the recruiting session each semester. Start and end dates for the recruiting period, locations, and other parameters are set up here.

What are the OCR Models?

Employer Contacts have the option to choose from any of the following models for recruitment interview schedules at RIT:

Preselect - The preselect model allows employer contacts to preselect (invite) students whom they would like to interview. Once invited, preselected candidates will have the opportunity to sign up for an interview during the signup period on an OCR schedule. This model allows **only** those chosen by the employer to interview.

Preselect to Alternate - This combination model begins as a preselect schedule and also allows a time period for alternate invitees to sign up to interview on the OCR schedule. Employer contacts choose their top candidates as the preselect group and second-tier candidates as alternates. The OCR schedule will open to the preselected group first, allowing the candidates to select interview time slots. After a set number of days, the alternate signup period starts. The OCR schedule opens to the alternate candidates to schedule interviews in any time slots left on the schedule.

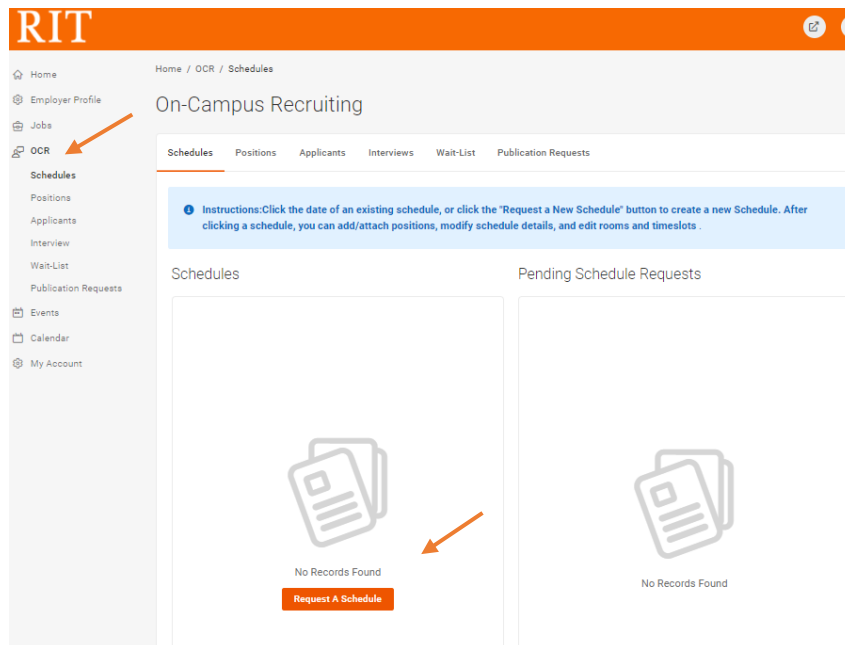
Preselect to Open - This combination model begins as a preselect schedule and allows an open signup period wherein *all* interested candidates can sign up for an interview. Employer contacts choose their top candidates as the preselected group. The OCR schedule will open to the preselected group first, allowing the first selection of interview time slots. After a set number of days, the OCR schedule opens to all other eligible candidates.

Preselect to Alternate to Open - This combination model begins as a preselect schedule, then allows an alternate signup period before ultimately allowing the schedule to open to all other eligible candidates. Once the preselected and alternate candidates have signed up, the schedule is then set to "Open" for all other eligible candidates to sign up for an interview.

Open - The open model is used for an open interview schedule. Dates are set so that eligible students may **apply for a position and sign up for an interview simultaneously**. Employer contacts *do not* preselect/invite candidates to interview. All interview schedule timeslots are open to all **eligible** candidates.

None – Room Reservation Only – The "None - Room Reservation Only" model allows employers to request to use a campus interview room only. No position is attached. Candidates do not apply to a position nor sign up for an interview time. **The employer will manage student applicants and interviews from their end.**

Employer contacts can request an interview schedule anytime in Career Connect/Symplicity. Simply log into your account and go to **OCR > Schedules > Request a Schedule**.



Complete the New Interview Schedule Request form. Required fields are noted with a red asterisk (*).

New Interview Schedule Request

INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

Recruiting Session *
Please select which session this request is for

Fall 21/22

OCR Model *
Please select which OCR Model you will use

☐ None - Room Reservation Only

☐ Preselect

☐ Preselect to Alternate

☐ Preselect to Open

☐ Preselect to Alternate to Open

☐ Open

The majority of the required fields are self-explanatory. Employer contacts will select the **Recruiting Session** and **OCR Model** (as explained above).

Next select the **Interview Date** that you wish to reserve. There are options to select 2nd and 3rd choice dates. You will notice an **Availability** chart on the right-hand side of the screen. This chart lists all dates in the recruiting session and the number of rooms available in both the morning and afternoon.

Availability		
date	morning	afternoon
08/23	41	41
08/24	41	41
08/25	41	41
08/26	41	41
08/27	41	41
08/30	41	41
08/31	41	41
09/01	41	41
09/02	41	41
09/03	41	41
09/06	41	41
09/07	41	41
09/08	41	41

Note: Available rooms listed include “virtual rooms” as well as room’s on-campus. The Office of Career Services and Cooperative Education will reach out to the employer contact to confirm rooms and availability.

Select “Yes” if you intend to hold **Virtual Interviews**. This will refresh the form to include **Virtual Interview Information** including how students will access the interview. The Virtual Interview Information field is *not* a required field. Employer contacts can edit the schedule at a later time to include this information, or contact RIT’s Sr. Staff Specialist for Recruiting at ocest2@rit.edu to add the information.

Time Slot *

Please select which time slot you prefer

Number of Rooms *

Please enter the number of rooms requested

Location

If a specific location is desired please choose it here.

Interview Length *

Please select the interview length (minutes)

- ☐ 30
☐ 45
☐ 60

Choose your preferred **Time Slot** for the interviews. You can select Full Day, Morning, or Afternoon.

Next enter the **Number of Rooms** you will need to conduct your interviews.

Employer contacts are asked to specify the **Interview Length**, with options of 30, 45, or 60 minute increments.

Virtual Interviews *
If the interviews for this schedule will be conducted virtually, please select yes.
☐ Yes ☐ No

Note: If you have chosen **Virtual Interviews**, you can request multiple virtual rooms, **or** request 1 room and set your virtual platform to include break-out rooms.

- If you choose **multiple virtual rooms**, you need to provide an individual virtual link for **each** virtual room.
- If you choose to request **1 virtual room**, you only need to provide one virtual link. *Please note however, that employers are responsible for managing the link and sending applicants to the break-out rooms.*

Interviewer(s)

Add Name

Allow Multiple Student Interviews *
Do you wish to allow a student to schedule multiple interviews on this schedule if more than one position is attached?
☐ Yes ☐ No

Position Type(s) *
Please pick which position types you'll be recruiting for on this date
☐ Full-Time
☐ Co-op/Internship
☐ Research (REU)
☐ Fellowship
☐ Contract/Freelance
☐ Part-Time
☐ Volunteer

Determine if you will **Allow Multiple Student Interviews**. Checking “Yes” allows a student the option of scheduling multiple interviews on the same schedule if more than 1 position is attached.

Select the **Position Type(s)** that you are recruiting for. Employer contacts can select more than one type of position for the schedule. For example, an employer may want to set up a recruiting schedule and post both a Co-op Software Engineer position and a Full-time Software position and allow applicants to sign up on the same schedule.

The last steps of the recruiting schedule request requires an employer contact to attach a position. Please see the **Attaching a Position** directions below.

Attaching a Position to an Interview Schedule

Employers must attach a **job position** to the schedule request (*unless the schedule request is for a room reservation only*).

Positions Recruited *

Please let us know what positions you will be interviewing for.

[Add Item](#)

To post a job position, select the **[Add Item]** button located under the **Positions Recruited** required field. Additional fields will appear for the job position information.

Home
Employer Profile
Jobs
OCR
Schedules
Positions
Applicants
Interview
Wait-List
Publication Requests
Events
Calendar
My Account

Positions Recruited *

Please let us know what positions you will be interviewing for.

Employer
RIT - Career Services & Cooperative Education

Contact
[REDACTED]

Copy Position
Please review and edit your job title when copying a job.
[Dropdown]

Select Existing
[Dropdown]

Position Type *
[Dropdown]

Title *
[Text Box] 0/60

Description *
[Rich Text Editor]

Contacts can use the **Select Existing** picklist if a position has already been created. This will bring over all the settings for the job and any students that have applied.

When using the "Select Existing" picklist, it is advised to read over all auto-populated fields to assure that the position is listed as you intend.

If you do not have a pre-existing job posting, employer contacts should complete all required fields.

Required Fields:

- Use the picklist to choose a **Position Type**. Unlike the "Position Type(s)" required field attached to the recruiting schedule above, a job **cannot** have more than one position type.
- Use the text box to add the **Position Title**.
- Add the **Description** of the job. Be as specific as possible. This field will allow employer contacts to bold or italicize wording and add links to websites to make the posting as visually appealing as possible.
- Select the **[Add]** button under **Desired Majors**. The picklist will give the option to select an entire college or specific major(s).

The screenshot shows the RIT web portal interface. On the left is a navigation menu with links: Home, Employer Profile, Jobs, OCR, Schedules, Positions, Applicants, Interview, Wait-List, Publication Requests, Events, Calendar, and My Account. The main content area displays a 'Choose' modal with a list of colleges. Each college has a checkbox and a right-pointing arrow. Below the list is a 'Desired Majors' section with an 'Add...' button.

College	Selection
All Majors	<input type="checkbox"/> [>]
Col of Engineering Technology	<input type="checkbox"/> [>]
Col Health Sciences & Tech	<input type="checkbox"/> [>]
College of Art and Design	<input type="checkbox"/> [>]
College of Liberal Arts	<input type="checkbox"/> [>]
College of Science	<input type="checkbox"/> [>]
Golisano Col Comp&Info Science	<input type="checkbox"/> [>]
Golisano Inst Sustainability	<input type="checkbox"/> [>]
K Gleason Col of Engineering	<input type="checkbox"/> [>]
Saunders College of Business	<input type="checkbox"/> [>]
Natl Tech Inst for the Deaf	<input type="checkbox"/> [>]
Interdisciplinary Studies	<input type="checkbox"/> [>]

Desired Majors *

Add...

Employer contacts can choose specific majors by clicking the [>] box to the right of the college.

Please note that all selected majors, job position postings, and recruiting schedules, are reviewed by Career Coordinators and staff in the Office of Career Services and Cooperative Education. We will reach out to the employer contact requesting the schedule to discuss your recruitment needs.

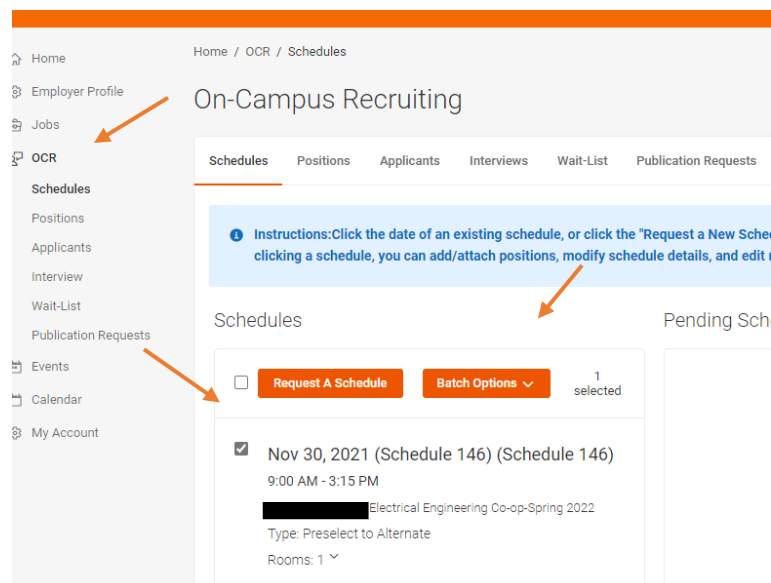
- Add your **Salary Range** in the text box. This can be an approximate amount.
- Type in the **Location** for the job position.
- **CPT/OPT Eligibility.** CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.
- Agree to the **RIT Recruiting Policies.**

After initialing the RIT disclaimer, click **Submit** to complete the request. The schedule request will remain *pending* until approved by a manager.

Creating an Interview Packet

Interview Packets are publications of the recruiting schedule, including cover page, table of contents, interview schedule, and all the application materials of those who are scheduled for an interview. RIT Office of Career Services has our system settings set to **auto-generate** an Interview Packet after a recruitment schedule has closed. **A copy of the Interview Packet will automatically be emailed to the contact listed on the schedule.**

Employer contacts may generate **Interview Packets** by clicking **OCR > Schedules** and checking the box to the left of the chosen schedule(s). After doing so, the **Batch Options** button to the right of "Request a Schedule" will become highlighted. Clicking that button will drop down a **Generate Interview Packet** selection choice.



When publishing the packet, employer contacts will choose a publication name, whether to combine rooms into one packet (if more than 1 room was requested), the document to be included in the packet, select Table of Contents options, and the maximum number of pages for the book. Click **Submit Request** when done. Publications will be saved for 3 weeks.

Select/Invite Applicants to Interview

During the Employer Select Start and Employer Select End dates, employer contacts may select the applicants they wish to interview. To do this, click **OCR > Applicants** and select the **appropriate position**.

Next, change the status of each student accordingly. Employer contacts may change the status of multiple students by clicking the box next to the students' names; select **Batch Options > Set Status**.

Additionally, a student's status can be changed individually by selecting from the drop-down picklist under the students' name.

The screenshot shows a web interface for managing applicants. At the top, there is a 'Position' dropdown menu with 'Social Media/Copy Editor/Graphics Specialist' selected. Below this are buttons for 'Search', 'Clear', and 'More Filters'. A 'Batch Options' dropdown is also visible. A list of applicants is shown, with one student highlighted. The student's name is redacted with a black box, and their ID is 'Social Media/Copy Editor/Graphics Specialist - 16414'. To the left of the student's name is a checkbox. To the right is a status dropdown menu currently set to 'pending'. An orange arrow points from the text 'Invited' in the dropdown menu to the text 'Invited' in the explanatory text to the right. Below the status dropdown is a 'Resume' link.

Employers may invite students to interview by selecting **Invited** using the drop down list.

Additionally, if the schedule was set up as a Pre-select to Alternate schedule, students can be marked as **Alternate**.

All other students who an employer is not interested in interviewing should be marked as **Not Invited**.

How are Students Notified?

After the employer contact preselects their students, a Career Connect/Symplicity **auto-generated email** is sent notifying students that they have been selected for an interview. The auto-generated message will be sent immediately after the student's status changes from pending to invited. The automated message reads as follows:

Hello [name],

We are writing to inform you that you have been invited to interview for the following position:

Position: [job_title]
Employer: [name]

If interested in this position, log into your Career Connect account to schedule an interview. This position will be open until [schedule close]. Please note that interview time slots are awarded on a first-come, first-serve basis.

A few reminders:

Professional dress is required for interviews.

We strongly encourage you to participate in at least one mock interview with your Career Advisor before you begin interviewing for positions.

Please call the Office of Career Services and Cooperative Education at 585-475-2301 if you have any questions.

Good luck on your interview!

Office of Career Services and Cooperative Education
Rochester Institute of Technology

RIT | Office of Career Services and Cooperative Education

During the preselect signup start and end dates, students who are invited to interview may do so by logging into their Career Connect account, opening the requested interview, and either choosing **Decline Interview** or **Schedule Interview**. Choosing "Schedule Interview" will then show available interview time slots. Time slots are given to students on a first-come, first-served basis.

Requesting an Information Session

To request an information session, log into your Career Connect account and follow the directions below:

Go to **Events > Information Sessions > Request Information Session**. Complete required fields marked with a red asterisk (*).

Choose from the drop down picklist what type of information session you would like to hold.

Enter the **Session Start** and **End** dates and times, along with the **Date of Recruiting Visit** (typically the same date as the session).

Choose a general **Area of Interest** from the picklist. Multiple areas of interest can be added.

Enter a **Description of Event** in the text box. It is a good practice to let your audience know who you are interested in speaking with and why. Do you have current job openings? Are there co-op or scholarship opportunities? Do you have a company program that you would like to highlight?

You have the option to add your company logo and up to three attachments to the posting.

Click **Submit** when you are done.

All Information sessions need to be approved by the Office of Career Services and Cooperative Education before they are posted in Career Connect and visible to students. A Career Services Coordinator or the Sr. Staff Specialist for Recruiting will reach out to the employer contact requesting the event to follow up on needs and finalize the details of your event, including time slot length and location availability. The employer contact requesting the event will receive an automated email notification when their session is approved.

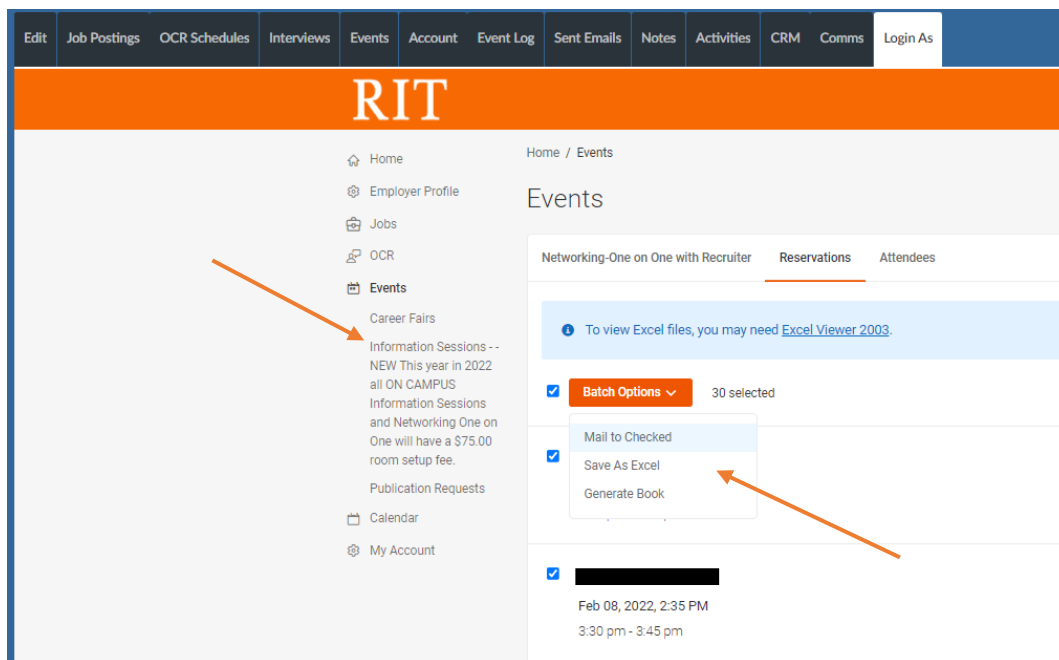
If you have any questions or have a job position posted in Career Connect that you would like attached to the information session event, please contact the Sr. Staff Specialist for Recruitment at ocest2@rit.edu

Retrieving Reservations from Information Sessions

Employers can view the names, times, and resumes of those who have RSVP'd to your networking 1:1 event. To view or download the information, log into your Career Connect account and follow the directions below:

Go to **Events** > **Information Sessions** > Click on the **approved event** > Click on **Reservations**.

The list of students and/or Timeslot information will be listed. Employers can **select the students** (all or some) by clicking the box next to their name(s) and selecting **Batch Options** to do one of the following:



- Generate a resume book by selecting all students, clicking **Batch Options**, **Generate Book**.
- Download an **excel sheet** listing student names, RSVP date/times, and the Timeslot they signed up for.
- Generate an **email** to students through Mail Wizard.

Recruiting Specific Populations

Special Interest Groups

Through our diversity recruitment initiatives, we strive to assist our students in finding both co-op and full-time employment with organizations that value diversity. Our office has developed strong relationships on campus that work with multi-cultural student support, and we will work closely with you to customize a recruitment strategy that aligns with your diversity objectives.

One of the most effective ways to reach students directly is to get involved with student groups and organizations. RIT has more than 25 career-related organizations including:

[American Indian Science and Engineering Society](#) (AISES)

[Engineers of Color Creating Opportunity](#) (ECCO)

[National Society of Black Engineers](#) (NSBE)

[Society of Asian Scientists and Engineers](#) (SASE)

[Society of Hispanic Professional Engineers](#) (SHPE)

[Society of Women Engineers](#) (SWE)

[Women in Business](#) (WIB)

[Women in Computing](#) (WIC)

[Women in Engineering](#) (WE)

[Women in Technology](#) (WIT)

Questions regarding recruiting diverse talent can be sent to the Asst. Director of Diversity Initiatives, or the Career Services Account Manager designated to your company by calling 585-475-2301.

International Students

Globalization and improving diversity inclusion in the workplace are some of the initiatives employers are tackling in the upcoming years. Be one step ahead of this growing work trend by hiring international students from RIT.

Benefits of Hiring International Students

- They are multilingual
- Have the courage to tackle the unknown
- Can work with and within a diverse population and succeed
- Are considered to be among the brightest and most highly motivated people from their home countries
- Have technical expertise

Questions regarding hiring international students can be sent to the Asst. Director of International Students or the Career Services Account Manager designated to your company by calling 585-475-2301.

RIT Alumni

With over 124,000 alumni worldwide, RIT is your resource for experienced level hiring. Take advantage of these recruiting options to connect with our alumni.

- Post your position on our **Career Connect/Symlicity** online career platform. Over 18,000 alumni have accounts in Career Connect, so your postings will get noticed!
- Join the Office of Career Services and Cooperative Education's **LinkedIn** group, RIT Career Services at <https://www.linkedin.com/groups/4577501/> and post your job position there! We also welcome you to start a discussion about your company and hiring needs.
- Jobs can be tweeted to thousands of alumni through the Alumni Relations office; contact us to have your job be the **Alumni Job of the Week**.
- We can also promote your company and jobs through the Alumni Relations monthly e-newsletter – the **Tiger's Tale**. Send us a short article and we will profile your company and highlight your available opportunities. For more information on the Tiger Tale Alumni Relations e-newsletter, and information on how to sign-up, visit the Alumni Association website at <https://www.rit.edu/alumni/tigers-tale>
- Our office can reach out directly to alumni in your targeted majors with whom we are working, to promote your positions and connect you with job seekers.
- Host an alumni recruiting event at your company. This can include a tech talk to generate interest, along with networking. Encourage alumni to bring a friend! We can help you work out the details and promote to RIT alumni.

For assistance with alumni hiring, contact the Assistant Director for Alumni Relations, or the Career Services Account Manager designated to your company by calling 585-475-2301.

Students with Disabilities

RIT's Office of Career Services and Cooperative Education recognizes that job seekers with disabilities comprise a key focus area for our employers' diversity recruitment strategies. As a result, we are dedicated to working closely with employers to effectively connect with this population and meet your diversity recruiting objectives.

Benefits of Hiring Students with Disabilities

- Increase organization retention
- Tax and incentive benefits
- Insight on a lucrative market

Employers needing assistance recruiting deaf/hard-of-hearing students or alumni at RIT are welcome to work with the National Technical Institute for the Deaf (NTID) Center of Employment and learn more about its **Workforce Recruitment Program** (WRP). Visit <http://www.ntid.rit.edu/nce/> for more information on hiring from NTID.

Neurodiverse Students

The **Neurodiverse Hiring Initiative** was developed in partnership with RIT's Office of Career Services and Cooperative Education to strengthen the graduation and employment outcomes of neurodiverse students. We connect our students with employers who are seeking to diversify their workforce.

Benefits of Employing Individuals on the Autism Spectrum

- Advances in understanding and early support means that more young adults on the autism spectrum are completing college and seeking professional employment in a variety of fields.
- Focus, reliability, honesty, and a preference for work over office politics. Tolerance for repetition and routine work tasks.
- Attention to detail, accuracy, intense focus, and exceptional memory. Strong logic and analytic skills.
- Support that helps individuals on the autism spectrum in their adjustment to the workplace (such as mentoring, direction communication, and regularly performance feedback) benefits all employees.
- Employees on the autism spectrum add a valuable dimension of diversity to the workplace and can assist organizations in meeting diversity recruitment and Section 503 utilization goals.

For more information on hiring the neurodiverse population visit Spectrum Support website at <https://www.rit.edu/spectrumsupport/team> and/or contact Kendra Evans, Neurodiverse Hiring Initiative Coordinator at kxessp@rit.edu

RIT Volunteer Opportunities

Play a role in shaping the next generation of young professionals. RIT welcomes our employer partners to share their industry expertise and past experiences with our students.

Career Workshops & Classroom Presentations

Help RIT Tigers find ways to promote their candidacy by presenting career or job search topics as part of our programming for co-op, graduating students, or alumni.

Career Workshops can include topics such as:

- Resume and Cover Letter Writing
- Effective Interviewing Skills
- Job Offer and Salary Negotiations
- Job Search Strategies & Networking Skills
- Understanding Transferrable Skills
- Alumni Panels-How to Transition from Student to Professional
- How to Develop Leadership Skills
- Portfolio Preparation
- Managing Burn-Out

RIT's Mock Interview Days

Without a doubt, RIT students have the Education and unique qualifications suited for a competitive job market. But like many young candidates, some may lack the self-confidence employers seek. Mock interviews are an excellent way for students to practice their interview skills, gain experience, and improve their confidence and performance. Having these mock interviews conducted by industry professionals makes the experience all the more rewarding for students.

RIT holds **Mock Interview Days** twice a year before our University-Wide Career Fairs. We are always seeking employer partners willing to take the time to hold mock interviews with our students.

Are you interested in volunteering your time to drive a student's career development forward? Contact RIT's Office of Career Services and Cooperative Education at 585-475-2301 to learn how you can share your expertise with RIT students!

Coming to Campus

RIT Safety Plan Guidelines

RIT is happy to welcome our employer partners on Campus to assist them with their recruitment needs! Before coming to Campus, we ask that all visitors familiarize themselves with the [RIT Safety Plan](#) guidelines and [Requirements for Visitors](#).

Safety Plan information can be found on the RIT website at <https://www.rit.edu/ready/rit-safety-plan#for-visitors> or by calling the [RIT Call Center](#) at 585-475-3500 or 1-833-323-0002. RIT plans are adjusted as new information, and circumstances dictate and are aligned and consistent with applicable local, state, and federal laws.

Employer representatives are encouraged to contact the Office of Career Services and Cooperative Education at 585-475-2301 or by email to ocest2@rit.edu before your visit with any questions or concerns.

Providing Food for Students

College students are always hungry! Providing food is a known incentive for students to attend on-campus events! RIT is happy to allow employers to provide food to students at their on-campus events.

Please note that all ordering and payment of food items are the employer's responsibility. To keep our Campus clean, we ask that employers choosing to provide food be responsible for cleaning and removing all food items at the close of their event.

Popular food items for events include packaged cookies or chips, granola bars, gummies, candy, and of course, pizza!

Dining on Campus

On-Campus

We have over 21 dining locations! Payment options are by Tiger Bucks, Debit/Credit, Apple Pay, Google Pay, or Pay Range. Our credit card processing allows chip, contactless, and swipe methods. RIT no longer accepts cash at our on-campus dining locations.

Many on-campus locations now offer [online ordering](#). Visitors can find online ordering locations at <https://ondemand.rit.edu/>. Online orders are restricted to Dining Dollars, Tiger Bucks, or Debit/Credit cards (Visa/Mastercard/Discover).

For a full list of on-campus dining locations and menus, visit the RIT Dining web page at <https://www.rit.edu/fa/diningservices/places-eat>

RIT Dining

Places to Eat ▾ Meal Plans ▾ Payments ▾ Catering ▾ Nutrition/Allergen ▾ News & Events

In this section: [Places to Eat](#) | [Locations](#) | [Hours](#) | [Menus](#) | [Online Ordering](#)



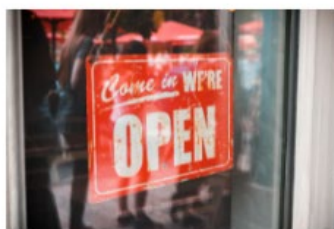
RIT Dining operates twenty-one campus locations including six restaurants and dining halls, five markets and convenience stores, six express dining locations, a full service catering department, three venues that offer full concessions and all campus dining. Our talented, personable and dedicated staff are available at any time to answer questions to help you achieve consistent positive experiences.



LOCATIONS

View all dining locations.

[VIEW LOCATIONS](#)



HOURS

Regular, break and holiday hours of operation.

[VIEW HOURS](#)



MENUS

Daily menus, specials and visiting chefs.

[VIEW MENUS](#)

Off-Campus

The following off-campus dining locations are located within .5 miles from the RIT campus:

- Lovin Cup – <https://www.lovincup.com/>
- Royal Of India - orderroyalofindia.com
- Texas BBQ Joint - <https://www.bbqrochester.com/>
- Salvatore's Old Fashioned Pizzeria - <https://www.salvatores.com/locations/scottsville>
- MicGinny's on the River - <https://www.micginnys.com/>

The above list is just an example of a few local eating locations near Campus. We suggest a google search for the most accurate and up-to-date list of off-campus dining locations.

Frequently Asked Questions

Can I add a second day to my OCR Schedule?

Yes, there are ways to link OCR Schedules so the employer can interview the same pool of candidates in more than one day. This is particularly helpful if the employer has more candidates than interview time slots in one day.

Linking schedules can only be done by a Career Connect/Symplicity Manager. If you wish to add a day to your requested OCR Schedule, please contact the Sr. Staff Specialist for Recruiting in the Office of Career Services and Cooperative Education at 585-475-2301 or by email to ocest2@rit.edu

How do I volunteer to speak at a Career Workshop?

We are always looking for experienced professionals to share their experiences with our students. If you are interested in participating in a Career Workshop, please contact the RIT Career Services Account Manager associated with your company. If you are unsure who to speak with, please call our front desk at 585-475-2301.

When can my company register for RIT's University Wide Career Fair?

All current information on registration for our University Wide Career Fairs can be found on the Career Services and Cooperative Education website at <https://www.rit.edu/careerservices/university-wide-career-fair>. Typical registration dates begin the first week of July for the fall career fair and the first week of December for the spring career fair.