

Quick Guide to
RIT's Recruitment
Options –
Including Fees
and How to
Submit a Request

RIT Recruitment Options

Information Sessions

Information sessions are an excellent opportunity for employers to promote their organization's job opportunities, employee benefits, work culture, and recruit new talent. Information sessions can be held in a variety of ways and in multiple settings, including sessions held on-campus or through a virtual setting. Information Session options include:

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.

Networking 1-on-1 events are a great way for employers to speak directly with interested students in an informal setting. 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.

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 Recruitment will request tabling for employers in college buildings that best represent the student population they are recruiting. 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.

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 before our University-Wide Career Fair, 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 RIT Career Services Account Manager assigned to their company or the Sr. Staff Specialist for Recruitment at ocest2@rit.edu to discuss their options.

Career Fairs and Special Events

RIT supports our employer partners recruitment needs through career fairs and special events. We are happy to provide the following special events:

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 both the spring and fall semesters.

Interview Days are held the day after the spring and fall University-Wide Career Fairs. 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 Networking Reception is held the evening before 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.

Registration for our semester career fairs and special events opens on July 1st (fall semester) and December 1st (spring semester).

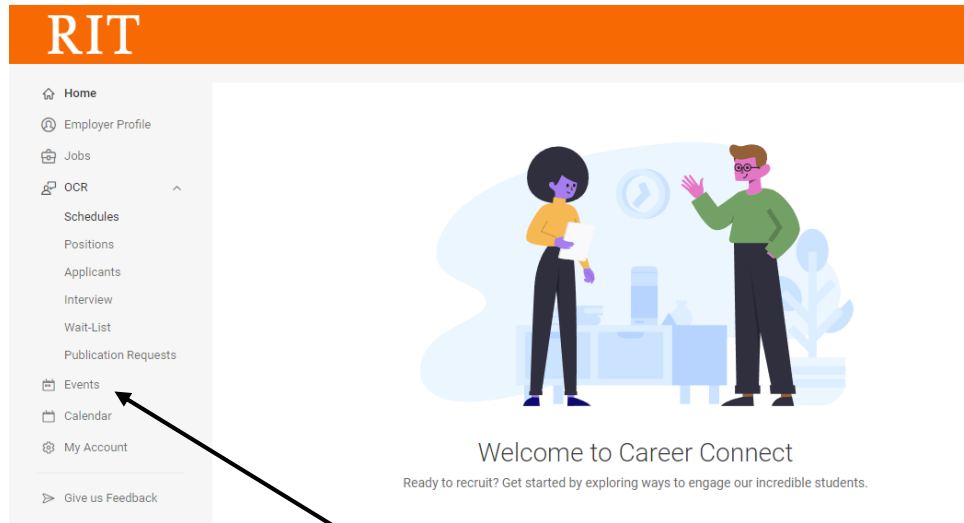
Fees

Fees for 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 through the **University Events Calendar**, **Career Services Weekly Newsletter**, and on pertinent **college electronic display boards**.

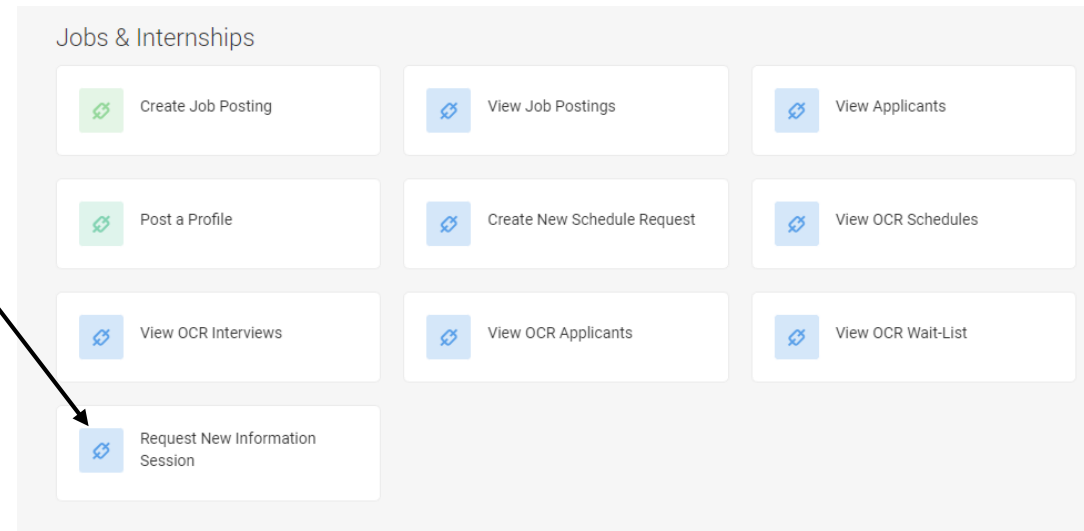
Recruitment Event	Fee
On-Campus Information Sessions	\$75
Virtual Information Sessions	No Fee
Networking 1:1 (on-campus)	\$75
Networking 1:1 (virtually)	No Fee
Recruitment Tabling	\$75
University-Wide Career Fair	\$650
Affinity Reception	\$100
Mini Company Day	\$650
Boutique Fairs	<i>Fees vary. Contact our office at careerservices@rit.edu for more information</i>

Requesting your Info Session



Log into Career Connect, click **Events** > **Information Sessions** > **Request an Information Session** (orange button in the middle of page)

Or use the **Quick Link** on the bottom of the home page



Complete the Information Session Request Form

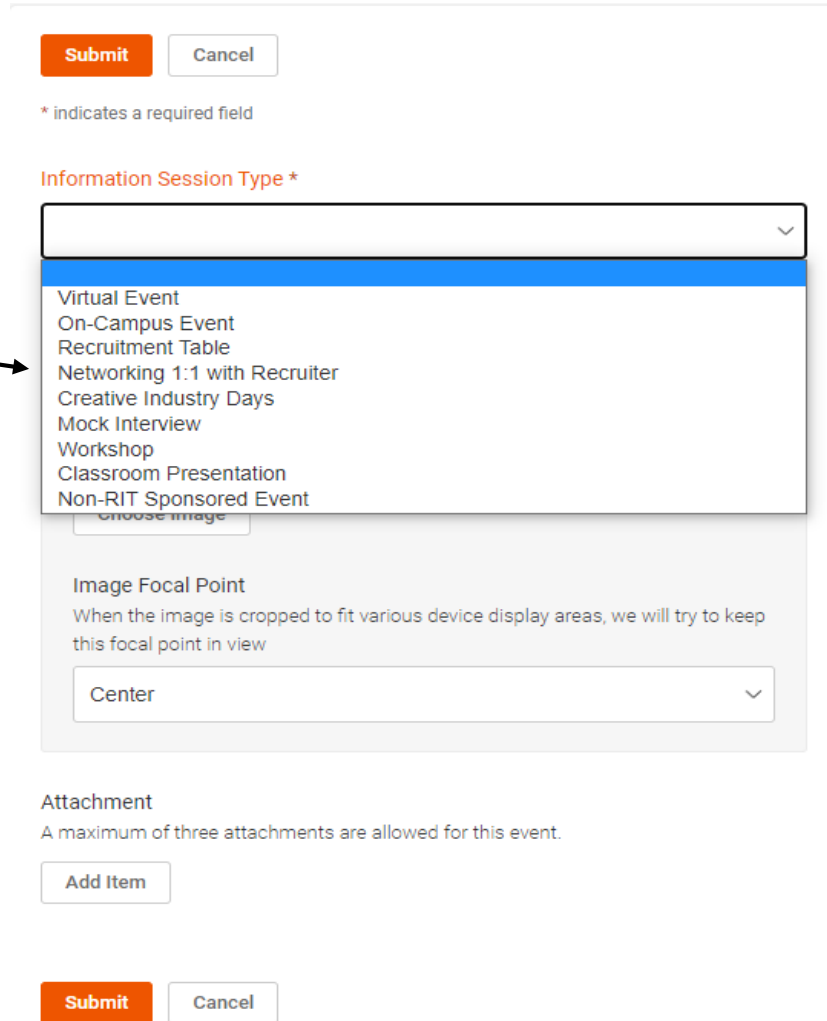
Complete required fields marked with a red asterisk (*).

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.

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?

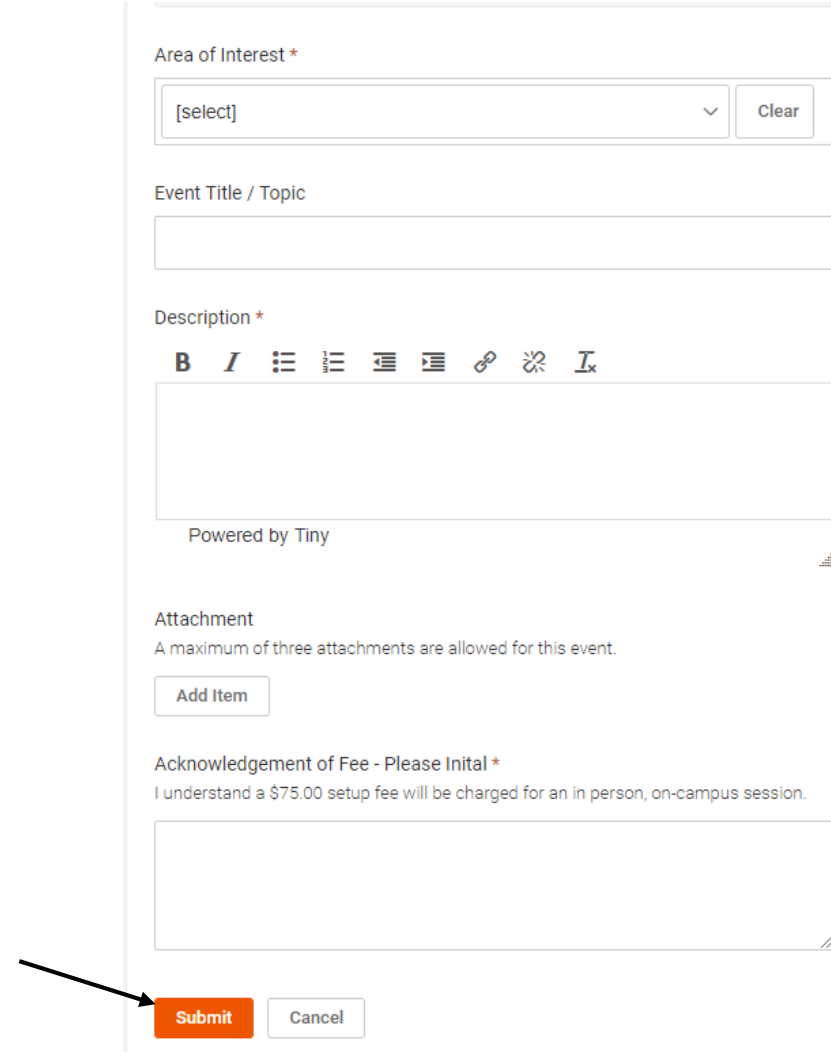


The screenshot shows a web form for requesting an information session. At the top are 'Submit' and 'Cancel' buttons. Below them is a note: '* indicates a required field'. The 'Information Session Type *' section features a dropdown menu with the following options: Virtual Event, On-Campus Event, Recruitment Table, Networking 1:1 with Recruiter, Creative Industry Days, Mock Interview, Workshop, Classroom Presentation, and Non-RIT Sponsored Event. The 'Virtual Event' option is currently selected. Below the dropdown is a 'Choose Image' button. The 'Image Focal Point' section includes a text box with the instruction: 'When the image is cropped to fit various device display areas, we will try to keep this focal point in view'. A dropdown menu below this text box has 'Center' selected. The 'Attachment' section states: 'A maximum of three attachments are allowed for this event.' and includes an 'Add Item' button. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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 contact requesting the event to follow up on needs and finalize the details of your event, including time slot length and location availability. The contact requesting the event will receive an automated email notification when their session is approved.









Area of Interest *

[select] Clear

Event Title / Topic

Description *

B *I*      

Powered by Tiny

Attachment

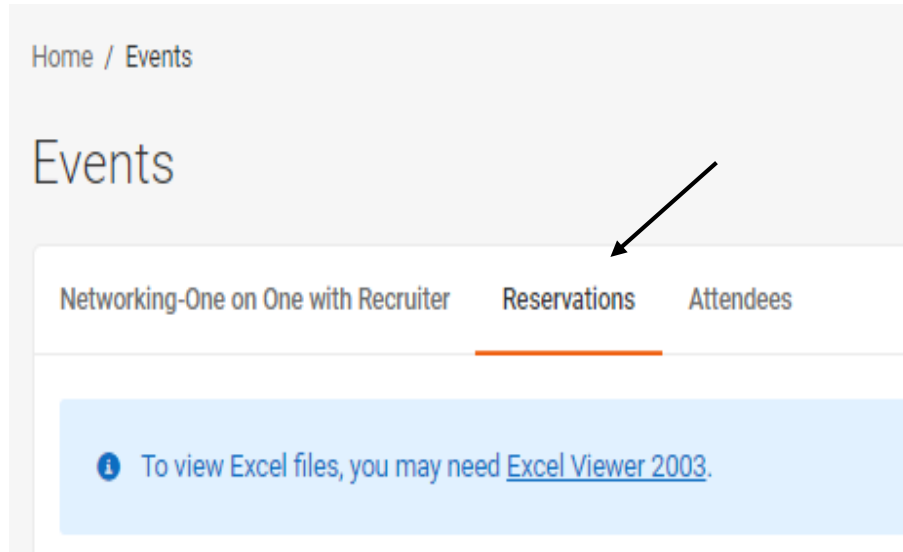
A maximum of three attachments are allowed for this event.

Add Item

Acknowledgement of Fee - Please Initial *

I understand a \$75.00 setup fee will be charged for an in person, on-campus session.

Submit Cancel



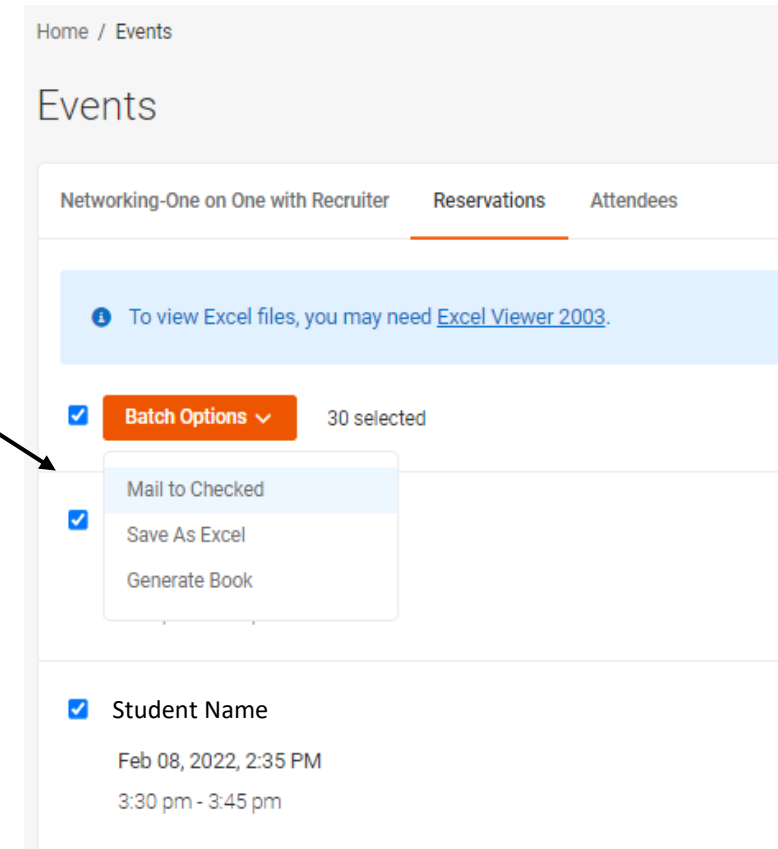
Retrieving Reservations from Information Sessions

To view or download the names of those who RSVP'ed for your information session, log into your Career Connect account and follow the directions below:

Go to **Events** > **Information Sessions** > click on the approved event > click on **Reservations** (located along the top navigation bar)

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.



Questions?

Contact your Career Services contact or email
us at careerservices@rit.edu