

Employer Guidelines for ISCPA On-Campus Interviews

Step 1. Employer contacts the most convenient ISCPA member when interested in interviewing ISCPA students at any ISCPA college or university.

- Employment opportunities **must:**
 - Require a degree
 - Be salaried
 - Be full-time
 - Be direct hires

- Internship opportunities **must:**
 - Be supervised learning opportunities
 - Meet generally accepted experiential learning guidelines

Step 2. Employer will request date, time, location and details through the ISCPA host school.

- Employer should allow a 3-week window from the request to interview date.
- Employer will receive resumes 10 days before the interview date.
- Employer must contact the host college with selection of students to interview at least 5 days prior to interview date.
- The employer will notify selected students to have them schedule a time on the ISCPA On-Line Career Center to interview with the employer.

Step 3. Employer must get job description and requirements to the host college immediately after arranging the interview date. The host school will then disseminate the information to all participating ISCPA institutions, electronically, by way of the On-Line Career Center. Each participating ISCPA institution will promote the interview opportunity to their students and direct them to the Interview Schedule located on the On-Line Career Center.

Step 4. Students interested in interviewing will submit their resume on the ISCPA On-Line Career Center by the deadline date. Resumes will be sent electronically to the employer the day following the resume deadline date.

Step 5: Employer will contact the selected students (at least 5 days prior to interview the date) indicating they have been chosen to interview and that they need to schedule an interview time on the ISCPA On-Line Career Center. **The employer should also notify the host school with the names of the students to be interviewed** (again, at least 5 days prior to interview date).

Step 6. Employer conducts on-campus interviews. **Following the interviews, a short questionnaire will be given to the employer who will complete it prior to leaving.**