

## ISCPA Campus Interviewing Guidelines for Employers

Contact an ISCPA-member school or a member of the Campus Interviewing Committee with your Campus Interviewing request.

### RECOMMENDED TIMELINE

- A committee member will coordinate the scheduling with the host school.
- Please **allow for a four-week window** from request to interview date.
- All résumé deadlines will be on a Friday, at least **10 days before the interview date**.

### CONFIRMATION AND POSTING PROCESS

- Please email the following details to the Campus Interviewing Committee Chair ([lkoriath@ben.edu](mailto:lkoriath@ben.edu)) who will post on College Central Network ([www.collegecentral.com/iscpa](http://www.collegecentral.com/iscpa)) as “**On-Campus Interviewing Jobs.**”
- Posted information should include:
  - Interview date
  - Employer and job/internship locations
  - Position(s), position description(s), and company profile
  - Résumé submission deadline
  - Location (host college)
  - Host contact name and email
  - Requested major(s), and other selection criteria

### APPLYING TO POSITIONS

- Students interested in interviewing may apply through the online system.
- You may log in to download the résumés, or the host school can do the same and forward the résumés on to you. After selecting interviewees, please notify the host school with the names of selected students.
- Those students will be directed to sign up for an interview timeslot online.

### CAMPUS INTERVIEW DAY

- ISCPA will cover lunch!
- Following the interviews, a brief questionnaire will be provided to complete.