



On-Campus Recruitment 101

Each year, over 1,000 organizations travel to Kingston or post in MyCareer, hoping to find students and new graduates to hire to their organizations for the upcoming year.

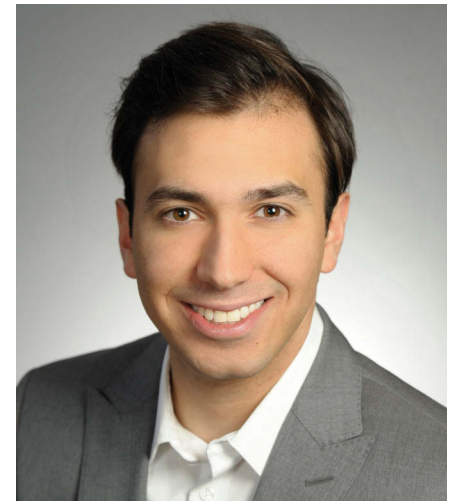
TYPES OF ORGANIZATIONS

Organizations involved in On-Campus Recruiting (OCR) can range in sector from management consulting to government, insurance to oil and gas or food production companies. But, not all organizations recruit in this way and OCR, while a great opportunity, is not for everyone, since not every student will want to work at these types of organizations. OCR recruiters come to Queen's and other post-secondary institutions looking for future full-time employees as well as summer or internship candidates. These summer and internship roles are also great gateway positions for getting a full-time position with that company or sector later on.

INFORMATION SESSIONS

Some organizations will hold **information sessions** to speak about their company, explain the positions they are hiring for and to go over the hiring process and important deadlines. Info sessions always require registration beforehand, as there are often refreshments served. Find out times and locations as well as register through the MyCareer Events and Workshops calendar through the Career Services website. Be aware that organizations use these registration lists to plan their events, so registering and not showing up (without cancelling in the system) could be detrimental to your future application to that company.

We spoke to two different students who went through the on-campus recruitment (OCR) process to get their take on what they learned from their experiences.



Rico Garcia, BAH'14

Rico Garcia, BAH'14 (Economics), secured an after graduation job as a Business Analyst at McKinsey & Company, a global management consulting firm. He found this job through on-campus recruitment and was hired in the fall of his final year at Queen's.

When asked about his experience, Rico spoke to three key things that he believes helped him be successful in this process: 1) having a consulting-focused resume, 2) networking with Queen's alumni to learn more about the process and each firm and 3) preparing for the interviews with other students and alumni.

"I strongly believe that my success came from being ready for recruiting prior to the info sessions. The info session became an opportunity to clarify any questions I had and meet more people rather than a starting point."

To that end, Rico encourages third year students who may be interested in participating in on-campus recruiting during their fourth year to begin attending info sessions while still in third year to learn more about the process so that they could have a targeted approach by the time they get to fourth year.

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Kate Thompson, BSc Eng'15 (Civil Engineering), was hired through OCR by Newton North American Limited and echoed Rico's words of wisdom, "I had attended many information sessions and practiced my interview skills in advance, so I felt prepared." Kate mentioned that some of her preparation came from participating in the Interview and Resume workshops provided by Career Services.

Recruitment processes can vary from organization to organization, however many of those participating in OCR will conduct a series of interviews with candidates. Often, the first interview takes place on campus. Sometimes, subsequent interviews take place at the company's offices (often in Toronto or outside Kingston).

Kate noted that her interview process started on campus with a series of basic tests, followed by an on-campus interview and was concluded by two days of case study interviews in Toronto at the company's headquarters. While each organization is unique, you can expect the process in this type of recruiting to follow a similar format and timeline to this.

Information sessions are a great opportunity to ask more questions about the company. Rico found info sessions to be "a great way to get a feel for the company and see whether I could imagine myself working there." Kate found that she stood out to recruiters when they "could tell that I had done my homework and was seriously interested in the projects."

When asked about the most challenging part of this process Rico and Kate spoke to different experiences. For Kate the most challenging part was the constant "rejection without feedback." She noted that "Online applications have very low success rates and this can be hard to handle." Rico said, "The most challenging part about this process is that it happens quickly." Rico said that by starting early and developing a clear strategy during the summer he was able to get his resume ready to go. This allowed him to start practicing interviews prior to attending the info sessions.

Looking back on the experience, Rico said that he had wished he had known how early the recruiting process began in the fall (sometimes on or before the first day of classes!) and about the resources available to him through different on-campus organizations. "I had no idea that there was a Queen's Consulting Association. Had I known about these kinds of resources I would have taken advantage of them to be better prepared come September."

Kate echoed these sentiments and said that she wished she had done more practice before. "It is critical to have practiced similar questions. Career Services runs excellent workshops, can do coaching on interviews and I would also recommend getting together with a friend or mentor and conducting some mock interviews."

It is important to note that while on-campus recruitment can be a great way to get your career started it is a process that is used by specific sectors and therefore will not be relevant for everybody. While it is convenient because much of the events happen right on campus, they represent only a fraction of the work available. If these are not industries or roles that you wish to pursue, remember that there are many other ways of finding work

Career Services can help you tailor a job search strategy that will work for you. If you have questions about the OCR process, be sure to come to drop-in career advising to get help with this and other types of summer or post-graduation job search.

OCR 101 Types of Organizations

- Usually mid-size to large
- Often corporate head offices
- New grad/internship/summer positions
- Often located in large urban centres or in the field (e.g. Oil and Gas)
- Government

Information Sessions

- Information Sessions are primarily concentrated in September, October, and November, with a smaller number in January and February. In most cases, they are for full-time opportunities but some are also for summer employment or internships through QUIP.
- All of the information sessions are put on the Events Calendar in MyCareer (all students) and Quest (Commerce students).
- Check MyCareer/Quest for location and signup details.
- Unless otherwise stated, dress code for information sessions tends to be Business.

OCR Applications

- If a resume is requested it is assumed that you will also provide a cover letter with it.
- If the organization requests a transcript, follow the instructions in MyCareer.
- OCR applications are collected in September and October by most organizations. Follow the directions given for submission as they are sometimes requested for submission through MyCareer or directly to the organization's website.

OCR Interviews

- Interviews happen year-round but are most heavily concentrated in the fall.
- Interviews may take place at Career Services, in classrooms around campus or off campus.

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