2009-2010 Campus Recruiting Program

- **On Campus Interviews**: Organizations collect applications through Tufts Career Connect for full-time and internship positions. The organizations review the submitted applications and select students to interview on campus. Selected students sign up for interview times in Tufts Career Connect.

- **Resume Drops/Collections**: Organizations collect resumes through Tufts Career Connect for full-time and internship positions. As hiring needs arise, interviews are scheduled by the organization and held either on campus or at the organization’s site.

- **Information Sessions**: Some organizations hold information sessions prior to conducting on campus interviews. All students are welcome to attend information sessions to learn more about organizations and available positions. If you are selected to interview with an organization, the organization expects that you will attend the information session.

- **Job & Internship Fairs**: Employers attend the Career Fair in the fall (October 2, 2009) and the Sci-Tech Fair in the spring (February 2010) to speak with students about current and future opportunities. Many organizations build their recruiting calendars around these fairs.

- **Off Campus Recruiting Events in NYC and DC**: Students submit applications and are selected for interviews by organizations participating in recruiting days in New York City (January 2010) and Washington D.C. (February 2010)

**Tips for Submitting Applications and Interviewing**

- Always include both a *resume and cover letter* in your application. Some organizations also request writing samples or transcripts. *Transcripts* can be copied and pasted into Word from SIS Online.
- Apply early to minimize your stress and potential technical problems.
- On the *day of your interview*, arrive 10 minutes early; dress professionally; bring pen, portfolio, extra resumes and prepared questions. Be confident and relax.
- Follow up. Ask for the interviewer’s business card. Send a thank you note or email within 48 hours.
- Campus Interviews are held regardless of weather. Call 617-627-2427 in case of snow emergencies.

**Tips for Using Tufts Career Connect**

Tufts Career Connect is the online resource students and organizations use to participate in the Campus Recruiting Program.

- **To view and apply for Campus Recruiting Jobs in Tufts Career Connect**:
  2. At the top of the page, under “Campus Interviews & Resume Drops” click “Search all” to view all Campus Recruiting jobs.
  3. Once you have verified you qualify to apply for a job, upload all required documents in the “My Activity – My Documents” section.
  4. To apply, mouse over “Campus Interviews & Resume Drops” and click “Apply”. Click “Submit resume/request interview” to choose documents to submit and complete your application.

- **To verify successful application or view/change documents submitted**:
  Under the “My Account” menu at the top of the page, choose “My Activity” to view details on your applications. The “Schedules” tab allows you to see all of your activity under the Campus Recruiting Program. You may also view and change your submitted documents here as long as the application deadline has not passed.

Tufts Career Services  [http://careers.tufts.edu](http://careers.tufts.edu)  tuftscareerconnect@ase.tufts.edu  617.627.3299