

Student Guide for On-Campus Interviews: Searching for All On-Campus Interview Opportunities

On-campus interviews are designed to allow employers access to a wealth of K-State talent while providing you with great interview opportunities, without ever leaving campus.

This guide contains information about on-campus interview terminology and specifics for requesting and signing up for interview via your CES account.

Preselect schedules follow a specific timeline

Timeline	
Preselections Due Date: 10/02/2007	
Current Signup Method: Request Period Open	
Scheduled Timeline Changes	
Date	Signup Method
9/17/2007	Request Period Open
9/27/2007	Request Period Closed
10/3/2007	Accepted Students Sign-up Open
10/8/2007	Alternate Students Sign-up Open
10/9/2007	Sign-up Closed

You cannot sign up for a specific time until the Accepted Students Sign-up opens

Timeslots						
Interview Time	Student	Submitted Documents	Change Documents	Reference	Schedule ID	Action
8:30 AM						
9:15 AM						
10:00 AM						
10:45 AM						
12:30 PM						
1:15 PM						
2:00 PM						
2:45 PM						
3:30 PM						
4:15 PM						

If you have been selected for an interview, you may sign up for a specific interview timeslot

Timeslots						
Interview Time	Student	Submitted Documents	Change Documents	Reference	Schedule ID	Action
10:00 AM						Sign-up
10:30 AM						Sign-up
11:00 AM						Sign-up
12:30 PM						Sign-up
1:00 PM						Sign-up
1:30 PM						Sign-up
2:00 PM						Sign-up
3:00 PM						Sign-up
3:30 PM						Sign-up

Terminology: Preselect Schedule

- Preselect schedules comprise the majority of interview opportunities at K-State.
 - Students have an equal opportunity to request an interview.
 - The request and signup follows a pre-determined schedule
- ▶ Request Period Open: You can submit your resume to *request an interview*.
- ▶ Request Period Closed: The employer is selecting candidates to interview so you can no longer request an interview.
- ▶ Accepted Student Sign-up Open: If you were accepted for the interview, you can *sign-up for a specific timeslot*.
- ▶ Alternate Student Sign-up Open: If you were accepted as an alternative interviewee, you can sign up for a specific timeslot.
- ▶ Sign-up Closed: You can no longer sign-up for specific interview timeslots.

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Requirements

Minimum GPA: 3.0000

***Position Type:** Full-time Entry Level

Job Category: Engineering/Engineering Technology

Work Authorization: Full work authorization (US Citizen/Perm Resident)

Graduation Start: 12/01/2007

Graduation End: 05/31/2008

Classification: Fifth Year
Graduate Student
Senior

***Degrees:** Bachelor
Master

***Majors:** College of Engineering

Terminology: Open Schedule

- Open schedules comprise very few interview opportunities at K-State.
 - You must meet specific criteria specified by the employer to sign up for open schedules (ie: major, GPA, etc).
 - You can sign up immediately for timeslots for these schedules.

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Schedules > Schedule

Viewing Schedule: 372/559 - Operations Management Leadership Program

Request Interview

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

Terminology: Request an Interview

- Requesting an interview refers to using your CES account to ask the employer to review your resume and grant you an interview.

Timeslots					
Interview Time	Student	Submitted Documents	Change Documents	Reference Schedule ID	Action
10:00 AM					Sign-up
10:30 AM					Sign-up
11:00 AM					Sign-up
12:30 PM					Sign-up
1:00 PM					Sign-up
1:30 PM					Sign-up
2:00 PM					Sign-up
3:00 PM					Sign-up
3:30 PM					Sign-up

Terminology: Sign up for a Timeslot

- Signing up for a timeslot refers to using your CES account to sign up for a specific interview time once you have been selected as an interview candidate (preselect) or if you meet the immediate criteria specified by the employer for an open interview schedule.

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My Interview Schedule Options (apply)

Welcome, Sophie Wall

Use the menu bar above to fully utilize your CES account

- **My Account:** Update your [profile](#), upload [resume documents](#), track job [referrals](#), and manage interview [schedules](#).
- **Employer Directory:** [Find employers](#) by name, industry or location.
- **Job Search:** [Search](#) for part-time jobs, internships, or full-time employment.
- **On-Campus Interviews:** [Search](#) for on-campus interview opportunities.
- **Career Fairs & Events:** Find information on [career fairs](#) and employers attending.
- **Resources:** Find information about additional job listings, resume and interview tips, career fair tips, university recognition program, and career advising.
- **Questions?** Contact K-State's Career and Employment Services at ces@ksu.edu or 785-532-6506.

- ▶ To search for companies conducting on-campus interviews, click "My Interview Schedule Options" on the menu bar.

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Schedules

Select applicable criteria and click **Search** below to search for future schedules that match your objectives.

- Keyword** - the keyword search option will allow you to enter words to be used to search through all available schedules. Keyword will search the job title and job description fields in the schedule. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Qualified Schedule Search

Keyword(s): Schedule ID:

Interview Date: - Work Authorization: Full work authorization (US Citizen/Perm Resident)
Restricted Work Authorization (F-1/J-1/H1B/Other)

Organization Name:

Classification: Senior Fifth Year Graduate Student Doctoral Student

Minimum GPA:

Graduation Range: From Month Year To Month Year

Major(s):

Position Type: Co-op Full-time Entry Level Full-time Experienced Internship

Job Category: Accounting

Search **Reset**

- ▶ Customize your search for interviews by entering specific criteria.
- ▶ Click the Search button.

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Schedules

Below is the list of available interview schedules for which you meet the minimum requirements.

- View schedule information** - click the schedule ID for the desired schedule.
- Sort the list of jobs** - click on any column heading.

NOTE: a black arrow next to a schedule denotes that you have already performed activity on that schedule. You can view Activity - Schedules.

Search Results: 176 schedules [Change Criteria]

Schedule ID	Job Title	Organization Name	Job Location City	Interview Date	Current Signup Method
53	4665 - GE Energy Spring Co-op Engineer (EID)	GENERAL ELECTRIC COMPANY (GE)	Various US Locations	10/11/2007	Request Period Open
372	559 - Operations Management Leadership Program	GENERAL ELECTRIC COMPANY (GE)	Various locations primarily in U.S.	10/11/2007	Request Period Open
52	76 - GE Transportation Summer Internship	GENERAL ELECTRIC COMPANY (GE)	Erie, PA and other	10/11/2007	Request Period

- ▶ On the schedules results screen, click on the job title of the on-campus interview for which you want to request an interview.

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
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Schedules > Schedule

Viewing Schedule: 372/559 - Operations Management Leadership Program

[Request Interview](#)

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

Posting Information
*Schedule ID: 372
*Job Title: 559 - Operations Management Leadership Program
Schedule Reference  :
Organization Name: GENERAL ELECTRIC COMPANY (GE)
Job Location City: Various locations primarily in U.S.
Job Location State:
Number of Openings:
Work Schedule:
Hours Per Week:

- Review the on-campus interview:
 - Posting Information
 - Job Description
 - Timeline
 - Requirements
 - Sessions

***Job Description:** PD#: 559
 Business/Program: Operations Management Leadership Program
 Position Title: 559 - Operations Management Leadership Program
 Job Type: Full-Time
 Minimum GPA: 3.0
 Function: Operations
 Degrees: Bachelors, Masters
 Graduation Dates: 12/07; 5/08
 Majors: Engineering, Operations Management, Supply Chain Management
 Current School Level: Senior, Masters

Summary:
 OMLP accelerates development of entry-level talent and produces leaders capable of meeting the challenges facing the Operations function at GE. OMLP is a 2-2 1/2 year program that allows members to build leadership and functional skills through challenging rotational assignments and world-class training. Through these job assignments and training, program members are involved in GE's strategic initiatives-including GE's drive for LEAN Six Sigma

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Requirements
Minimum GPA: 3.0000
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Job Category: Engineering/Engineering Technology
Work Authorization: Full work authorization (US Citizen/Perm Resident)
Graduation Start: 12/01/2007
Graduation End: 05/31/2008
Classification: Fifth Year Graduate Student Senior
*Degrees: Bachelor Master
*Majors: College of Engineering

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Schedules > Schedule

Viewing Schedule: 372/559 - Operations Management Leadership Program

Request Interview

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

- ▶ Click on the "Request Interview" button.

Document Selection

Select the documents below you wish to submit. Leave the category blank if you do not wish to select a document from that category.

Any category marked with * is required and must have a selection.

Select Documents for Schedule 372

Category	Document
* Resumes:	Ag TEST
Cover Letters:	
References:	
Other Application Documents:	

Save Close

- ▶ Select the appropriate resume from your CES account documents and click Save.

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Viewing Schedule: 372/559 - Operations Management Leadership Program

You have successfully submitted a request to interview.

[Cancel Request](#)

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

- ▶ You can cancel an interview request, if necessary.

Sessions					
Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
321	10/11/2007	129 Holtz Hall	Lisa Burns	Operations Management Leadership Program	Active
1					

- ▶ Click on the interview date within the Sessions section for session details and to sign-up for a specific interview time.

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Schedules > Schedule > Session

Viewing Session For Schedule: 372/559 - Operations Management Leadership Program

Session Information

Session ID: 321
 Linked To Schedules: 372 / 559 - Operations Management Leadership Program
 Organization Name: [GENERAL ELECTRIC COMPANY \(GE\)](#)
 *Interview Date: 10/11/2007
 *Interview Duration: 45
 Interview Location: 129 Holtz Hall
 Room Assignment: 129
 Session Information: Operations Management Leadership Program
 *Status: Active

Recruiters

Recruiter
Lisa Burns

Timeline For Schedule 372

Preselections Due Date: 10/02/2007
 Current Signup Method: Request Period Open

Scheduled Timeline Changes

Date	Signup Method
9/17/2007	Request Period Open
9/27/2007	Request Period Closed
10/3/2007	Accepted Students Sign-up Open
10/8/2007	Alternate Students Sign-up Open
10/9/2007	Sign-up Closed

- Sign up for an Interview Time:** If this schedule is currently available for sign-up, you will see options in the Action column below.
- Request an Interview:** If there are no options within the Action column, this session is not open for sign-up. To request an interview for this session, click the back button and choose "Request Interview" at the top of the screen.

Below are the Actions that may be available to you:

- Sign-up for an interview** - click on the [Sign-up](#) link to select an available timeslot. The system will automatically fill in your name.
- Cancel an existing interview** - click on the [Cancel](#) link to cancel an interview time slot you currently have reserved.
- Switch Times for an existing interview** - click on the [Switch Times](#) link to switch to another available time slot. Another window will appear listing the available time slots.

Timeslots

Interview Time	Student	Submitted Documents	Change Documents	Reference Schedule ID	Action
8:30 AM					
9:15 AM					
10:00 AM					
10:45 AM					
12:30 PM					
1:15 PM					
2:00 PM					
2:45 PM					
3:30 PM					
4:15 PM					

- ▶ A preselect schedule will not have a choice for action (far right side) in the Timeslots section until the *Sign-up Open date*, provided you have been selected for an interview.

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Schedules > Schedule

Viewing Schedule: 279/Management Trainee

Sign-up

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

- ▶ If you have been selected for an interview, you can click on the "Sign-up" button to sign up for a specific timeslot.


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Sessions					
Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
227	10/4/2007	Union 204	Ilia McQuillan 1	Management Trainee & Internship	Active

- ▶ Clicking on the "Sign-up" button will move your screen to the interview date in the Sessions section.
- ▶ Click on the interview date.

Timeslots						
Interview Time	Student	Submitted Documents	Change Documents	Reference	Schedule ID	Action
10:00 AM						Sign-up
10:30 AM						Sign-up
11:00 AM						Sign-up
12:30 PM						Sign-up
1:00 PM						Sign-up
1:30 PM						Sign-up
2:00 PM						Sign-up
3:00 PM						Sign-up
3:30 PM						Sign-up

- ▶ Click on the Sign-up link under the action column in the Timeslots section.



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Home

- My Profile
- My Documents
- My Activity

Welcome, Sophie Wall

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- **My Account:** Update your [profile](#), upload [resume documents](#), track job [referrals](#), and manage interview [schedules](#).
- **Employer Directory:** [Find employers](#) by name, industry or location.
- **Job Search:** [Search](#) for part-time jobs, internships, or full-time employment.
- **On-Campus Interviews:** [Search](#) for on-campus interview opportunities.
- **Career Fairs & Events:** Find information on [career fairs](#) and employers attending.
- **Resources:** Find information about additional job listings, resume and interview tips, career fair tips, university recognition program, and career advising.
- **Questions?** Contact K-State's Career and Employment Services at ces@ksu.edu or 785-532-6506.

- ▶ You can view the status of an application at any time.
- ▶ Click on My Account > My Activity.

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Activity
My Profile
My Documents
My Activity

Schedules for Student "Supine Wall"

Find information here about your activity. Click on the various tabs below for details.

- **Referrals** are recorded each time your resume is sent to or viewed by an employer.
- **Placements** are noted when you are hired for a job.
- **Schedules** show your sign-ups for interviews.
- **RSVPs** are recorded for an event if you submitted a RSVP.

Activity Information

Referrals: 9
Placements: 2
Schedules: 1
Event RSVPs: 1

Referrals Placements **Schedules** RSVPs

The following schedule activity has been recorded for you.

▶ Click on the Schedules tab.

Referrals Placements **Schedules** RSVPs

The following schedule activity has been recorded for you.

- **To view the corresponding schedule** - click on the Job Title for each activity record.

Interviews [Print Upcoming Interviews] [View All]

Job Title	Organization Name	Interview Date	Interview Location	Recruiter	Submitted Documents	Change Documents
1						

Information Sessions [View All]

Job Title	Organization Name	Info Session Date/Time	Description	Location
1				

Preselection Activity [View All]

Job Title	Organization Name	Interview Date	Current Signup Method	Preselect Status	Submitted Documents	Change Documents
Pre-Selection Test	CES TEST COMPANY		Sign-up Closed	Alternate		
1						

Waiting List Activity [View All]

Job Title	Organization Name	Interview Date	Current Signup Method	Submitted Documents	Change Documents
1					

General Activity [View All]

Job Title	Organization Name	Date	Description
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▶ Scroll down to Preselection Activity.