

## Student Guide for On-Campus Interviews: Searching by Specific Employers

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	
<b>Preselections Due Date:</b> 10/02/2007	
<b>Current Signup Method:</b> 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 timeslot

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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.

Home My Account Employer Directory Job Search On-Campus Interview

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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Home

Welcome, Sophie Wall

Use the menu bar above to fully utilize your CES account

**K-State webmail user?** Ensure that you receive system emails by [configuring your eProfile to accept email from ces@ksu.edu](#).

- **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](mailto:ces@ksu.edu) or 785-532-6506.

- ▶ Login to your CES account.
- ▶ Click on the employer Directory on the menu bar.

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Employer Search

Select applicable criteria and click **Search** below to search our employer directory.

**NOTE:** You will only be able to view employers that allow students to contact them directly.

**Employer Search**

Search Reset

Organization Name:

Industry:

Search Reset

- ▶ Type the company name into the Organization Name and click the Search button.

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Employer Search

Search Results: 2 employers [Change Criteria] [Save Search]

Organization Name	Company Division / Affiliation	Industry	Jobs	Schedules	Events
<a href="#">CARGILL</a>		Agriculture/Farming/Agribusiness	0	6	1
<a href="#">CARGILL MEAT SOLUTIONS</a>		Agriculture/Farming/Agribusiness	0	0	0
1					

- ▶ At the search results screen, click on the number beneath Schedules.

- **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 Activity - Schedules.

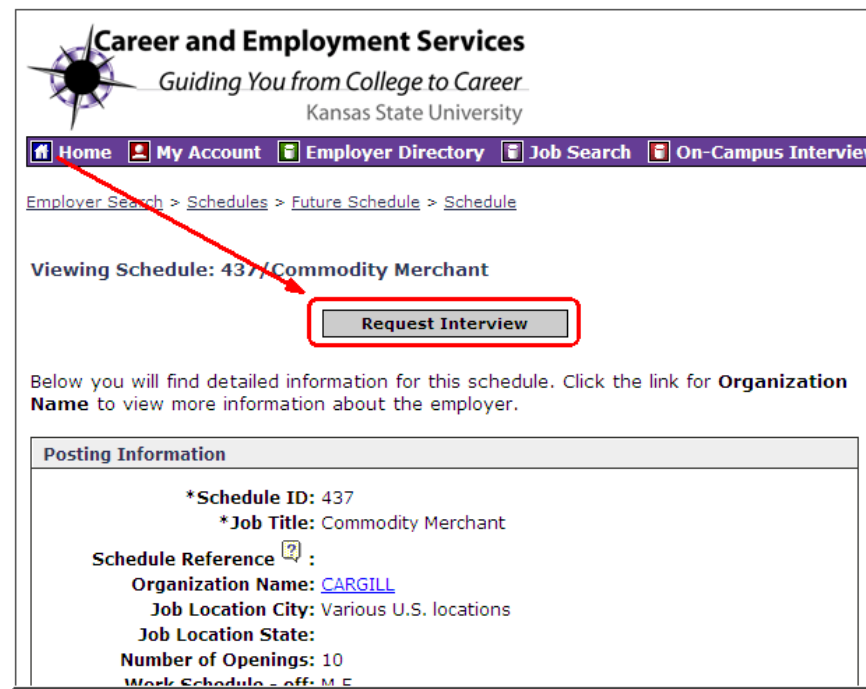
**K-State webmail user?** Ensure that you receive system emails by [configuring your eProfile to accept](#)

**6 Schedules**

ID	Job Title	Organization Name	Job Location City	Interview Date	Current Signup Method
<a href="#">121</a>	<a href="#">Farm Marketer Trainee</a>	CARGILL	Various U.S. locations	10/17/2007	Alternate Students Sign-up Open
<a href="#">122</a>	<a href="#">Farm Marketer Intern</a>	CARGILL	Various U.S. locations	10/17/2007	Alternate Students Sign-up Open
<a href="#">123</a>	<a href="#">Farm Service Center Operations Manager Trainee</a>	CARGILL	Various U.S. locations	10/17/2007	Alternate Students Sign-up Open
<a href="#">124</a>	<a href="#">Farm Service Center Operations Manager Intern</a>	CARGILL	Various U.S. locations	10/17/2007	Alternate Students Sign-up Open
<a href="#">437</a>	<a href="#">Commodity Merchant</a>	CARGILL	Various U.S. locations	11/06/2007	Request Period Open
<a href="#">438</a>	<a href="#">Commodity Merchant Intern</a>	CARGILL	Various U.S. locations	11/06/2007	Request Period Open
1					

- ▶ Click on the particular Job Title that you want to apply for.

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Employer Search > Schedules > Future Schedule > Schedule

Viewing Schedule: 437/Commodity Merchant

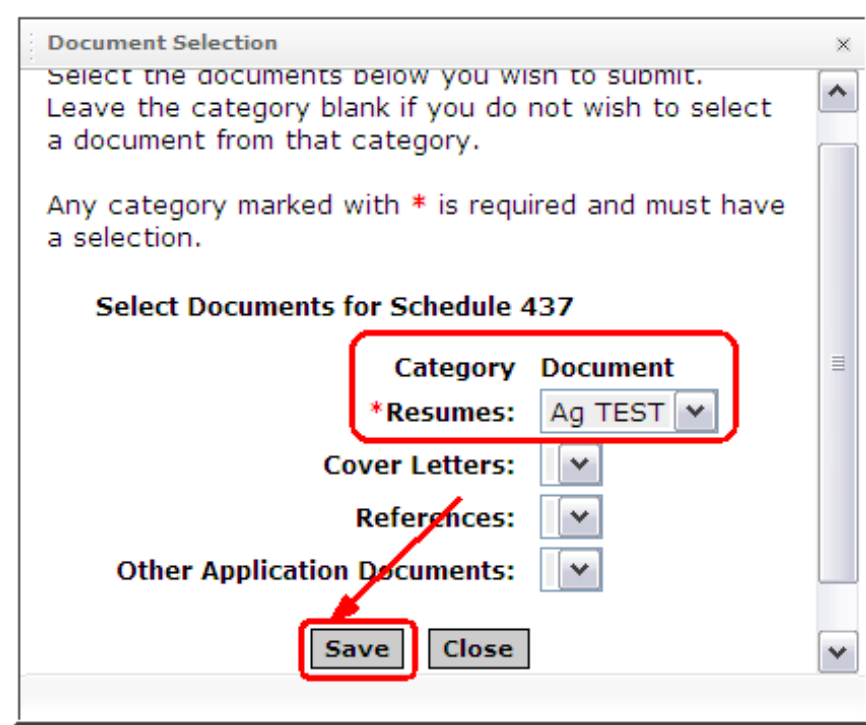
**Request Interview**

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: 437
- \*Job Title: Commodity Merchant
- Schedule Reference ? :
- Organization Name: [CARGILL](#)
- Job Location City: Various U.S. locations
- Job Location State:
- Number of Openings: 10
- Work Schedule: off: M-F

- ▶ 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 437**

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

**Save** **Close**

- ▶ Select the appropriate resume and cover letter that you wish to send and click Save.


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Sessions					
Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
<a href="#">391</a>	<a href="#">11/6/2007</a>	124 Holtz Hall	Roger Watchorn 1	Commodity Merchant FT & Intern	Active

- ▶ If you are accepted for an interview, you will receive an email telling you that you have been accepted to be interviewed and that you need to sign up for a timeslot.

Timeslots						
Interview Time	Student	Submitted Documents	Change Documents	Reference	Schedule ID	Action
10:00 AM						<a href="#">Sign-up</a>
10:30 AM						<a href="#">Sign-up</a>
11:00 AM						<a href="#">Sign-up</a>
12:30 PM						<a href="#">Sign-up</a>
1:00 PM						<a href="#">Sign-up</a>
1:30 PM						<a href="#">Sign-up</a>
2:00 PM						<a href="#">Sign-up</a>
3:00 PM						<a href="#">Sign-up</a>
3:30 PM						<a href="#">Sign-up</a>

- ▶ Scroll to the bottom of the page to Timeslots section and click on the Sign-Up hyperlink next to a timeslot that is open to schedule a specific interview time.



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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](#).
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- **Questions?** Contact K-State's Career and Employment Services at [ces@ksu.edu](mailto: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 "Sophie 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
<a href="#">Pre-Selection Test</a>	<a href="#">CES TEST COMPANY</a>		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
1			

▶ Scroll down to Preselection Activity.