

The Gate FAQ FOR EMPLOYERS

Formerly 3 separate documents for "Registration Instructions", "Posting Information & Tips", and "On-Campus Interviewing Guide"

23 April 2008



We appreciate your interest in employing students and alumni of The Citadel. To help you connect to them, please use *The Citadel Career Center Gate (The Gate)*, the online job/internship posting board and resume database system. Employers may register to create their own **Account Page** with *The Gate* from which they may post/re-post/expire jobs and search resumes FOR FREE. *The Gate* is powered by the **College Central Network, Inc. (CCN)**.

GETTING STARTED:

Q: Who is eligible to use *The Gate*?

1. **A:** *Any employer who would like to post full-time, part-time, seasonal, or internship positions for current students and/or alumni of The Citadel. All employer registrations will pass through The Citadel Career Center for approval. Third Party Recruiters / Staffing Agencies are asked to identify their clients when posting or searching the resume database (per NACE Guidelines at www.naceweb.org/committee/whitepapers/ethicsguide/thirdparty5.htm). Additionally, we are prohibited from advertising "business opportunities" to our students on our job board).

Please refer to our Information for Recruiters' page for resources and information regarding all available recruitment methods at www.citadel.edu/career_services/info-employers.htm, including the "Recruiter Guide".

*Individuals /Families seeking tutors/childcare: Please refer to the Information for Recruiters' page for a separate form designed for your use.

Q: How do I create an Account Page with *The Gate*?

1. Please go to www.citadel.edu/career_services/TheGate.htm and Click **The Gate** icon for employers.
2. Click **Register Now**. Enter registration information with an email address so that we may contact you.
3. Once processed by our office (usually within a business day), you will receive an immediate email notification confirming your **Access ID** and informing you of your **Password** to access your **Account Page** with **The Gate**.

Please Note:

- a. Check your "Junk Folder" if the automated email notification does not appear in your "In Box".
- b. If you do not receive the notification, your internet server may be set up to not accept messages from CCN's IP addresses. Please let us know and we will send you the IP addresses to "whitelist" or place you in contact with a representative from CCN.

Q: How do I use *The Gate*?

1. Go to www.citadel.edu/career_services/TheGate.htm and Click *The Gate* icon for employers.
2. Scroll down and Click **Online Services**, then **Enter** your Access ID and Password.
 - Please keep your **Registration** information current. **Update** when a new staff member takes over.
 - Refer to the tips in this document to best use the system.
 - Regularly access your **Account Page** to **Post** New Jobs, **Update/Expire/Repost** Jobs, and ****Search** Student and Alumni Resumes.
 - Submit postings specifically for **On-Campus Interviews** (current students *only*). Please review the **On-Campus Interview** information below for details.

****NOTE:** As with any database search, the more criteria you choose, the more limited your results will be. Modifying your criteria may be useful for yielding many qualified candidates.

ON-CAMPUS INTERVIEWS:

Q: How do I set up an **On-Campus Interview**?

A:

1. If you are interested in arranging an On-Campus Interview (OCI) date (to meet with current students only), please email Jennifer.Wells@Citadel.edu to obtain available dates so that a room may be reserved at the Career Center.

With the exception of Career Center events, office closings, and student/holiday breaks, OCIs for Fall 2007 – Spring 2008 may be held Sept 17 – Dec 3, 2007 and Jan 23 – Apr 21, 2008. (We do not hold OCIs during final exams).

2. On-Campus Interviews must be tied to either your participation in a Career Center sponsored Career Fair or a Job Posting on *The Gate*.
 - a. **Career Fair.** Schedule interview times with candidates while you are at the Career Fair. This is the best way to connect with the students while they are in your presence at the fair.
 - b. **OCI Job Posting.** Complete a Job Posting within *The Gate* and use the **Application Instructions'** section to indicate that the posting is tied to an On-Campus Interview. Suggested information to include within the Application Instructions will be provided while confirming your requested OCI date.
3. Once your date is determined, **you will be provided with the office hours for that date so that you may schedule interview times with your selected candidates.** Your final schedule may be emailed ahead if possible or a copy will be made for our records the day of your interviews.

The Career Center cannot excuse students from class or other obligations to participate in an interview. Please consider their availability when scheduling interview times vs. randomly assigning a time.

If candidates are to complete additional paperwork before or immediately after their OCI, please either let them know this upfront on your Job Posting OR be sure to tell them when scheduling their interview time. Most students will schedule an interview based on the timeframe you indicate for an interview and will not allow for any other business to be addressed. Their schedules are not typically flexible enough to stick around after an interview unless they planned for it in advance. They will also plan to arrive just a few minutes prior to their interview time.

4. **Interview Follow Up:** Before you leave our campus or via email, please let us know how our students performed overall regarding their interviews, as well as how they may contact you with questions or other follow-up.

When the time is appropriate, please complete our **Job Offer Reporting Form for the Class of 2008** (12/07, 4-5/08, 8/08 graduates only) found at www.citadel.edu/career_services/info-employers.htm.

POSTING POLICIES:

Q: What are the posting policies of *The Gate*?

A:

1. The Citadel Career Center is a member of the National Association of Colleges & Employers (NACE) and we follow their Professional Guidelines found at www.naceweb.org/committee/whitepapers/ethicsguide/about.htm.
2. **Third Party Recruiters** are asked to identify their clients when posting and when working with students and alumni through our office per NACE Guide #5 at www.naceweb.org/committee/whitepapers/ethicsguide/thirdparty5.htm. We believe that students and alumni need this information to make an informed decision regarding their application; this policy is shared with them.
3. As candidates must sell themselves to employers, employers must sell their opportunities to candidates. The Citadel Career Center cannot compel interest by candidates. Consider all aspects of the posted position (description, company information, salary, benefits) and provide as much information as possible regarding your opportunity. Review your posting as if you were a candidate. What would you want/need to know before applying?
4. The Citadel Career Center does not act as an employment agency and therefore cannot assist with writing job descriptions or determining appropriate salary levels. We provide the information and resources that enable Citadel students to make informed decisions about their career goals and ***The Gate*** is the main tool available for connecting employers to students and alumni (who are ultimately responsible for selecting and applying for the positions which interest them).

5. Review any **General Announcements** posted by the Career Center at the bottom of www.collegecentral.com/citadel/Employer.cfm.
6. Please review **Internship Information** at www.citadel.edu/career_services/Recruiting/Employers/InternshipInfo.pdf for details regarding the definition of an internship and how to post them to **The Gate**.
7. **Please Note:** **The Citadel Career Center does not arrange Information Sessions.** We have found that they are not well-attended; especially for the effort and time both employers and our office puts into them. More importantly, they are not the desired means by which today's college student wishes to acquire such knowledge. They want information quickly and on their own schedule. Even though time management efficiencies would indicate that an information session disseminates desired material at one time, students want individualized instruction. (Similarly, we as an office prefer group presentations to save on repetition, but have found that we need to reach students with individualized methods). Students strongly indicate they do not want to sit through another presentation after a day of classes and other structured events which they must attend.

If you regularly recruit college students, consider (if you do not already have one) developing a web page specific to them regarding your organization and your hiring process. Provide an email address to which they may send questions (or a specific individual[s] if you are able). Also include an MS PowerPoint, streaming video, or other media link(s) regarding material you may cover in an information session. Provide a link to this site within your posting.

GENERAL INFORMATION & TIPS:

Q: **My organization posts its vacancies to our website. How can I avoid duplicating our efforts when using *The Gate* to connect with Citadel students and alumni?**

A: If your position openings are listed on your website, you may register to use *The Gate* and submit one posting that directs interested candidates to your website for current vacancies vs. posting each individual position. Include any general information you wish candidates to know about your company, employment, and/or the application process. If there are specific positions you wish to highlight, consider posting them individually.

Each submitted posting requires an application deadline. For a posting directing candidates to your website for current vacancies, consider a deadline that is 6-12 months from the time submitted to avoid having to re-post too often while keeping the information current and accessible to our students and/or alumni.

Q: **My organization is interested in recruiting Citadel candidates. However, we do not have any current vacancies. How may we connect with Citadel students and alumni in anticipation of future openings?**

A: **Consider keeping an active "Informational Posting" on *The Gate*.** As an employer, you only have access to the resumes of students and alumni who have authorized employers to view them. (We encourage this option, especially with current undergraduate students, while cautioning graduate students and alumni who may be concerned about specific employers being able to view their resumes online; most still make their resume available to employers). Employers may also view resumes without posting positions and thus determine a possible candidate pool for anticipated openings.

Students and Alumni, however, only have access to employers who have active postings on *The Gate*. **Registered employers without active postings are invisible to them.** Thus, they cannot "anticipate" openings with companies and prepare in advance for possible opportunities that may evolve.

We suggest that employers keep an *Informational Posting* activated on *The Gate* to advertise their company as a possible employer so that when positions do become available, students and alumni will already be familiar with them and/or they may search employer websites for current postings on their own. And when you are ready to actively accept applications for a specific position, please post it separately.

Tips on using the Job Posting Entry form to set up a *Informational Posting*:

The job form may be completed to include as much information as you are willing to provide regarding typical employment opportunities. There are, however, several required fields that need to be completed by virtue of the intended purpose of the format (to post available jobs). **Below are some tips on how you may use the form to advertise your company vs. announcing a specific position opening.**

- a. In the “**Job Title**” section, list “Various” if appropriate or a specific position that you typically recruit.
- b. In the “**Job Description**” section, open with “**Informational Posting**” and continue to describe the types of jobs typically available. You may also note that positions are not currently available to confirm this if you prefer. Include a link to your website if such information is provided there. Also direct potential candidates to your website if your company posts current openings to it. And **when you are ready to actively accept applications for a specific position**, please submit a separate (and standard) posting.
- c. Use the “**Other Job Requirements**” section to provide any additional information. **If you are willing to be contacted** with questions about the company, etc., note this here along with how you may be contacted. If Citadel alumni are employed by the company and you want to note this, please do so here.
- d. Under the “**Contact**” section, at least one method is required. For an **Informational Posting**, do not provide an email address or your web address. If an email address is provided here, it automatically creates a “resume submission” button and thus gives the impression that a position is available. If your web address is provided here, it automatically becomes a link that reads “Apply Online” and thus also will give the impression that a position is available. Instead, provide your mailing address. AND if you wish to provide a general email address or a phone number to allow questions or contact by potential candidates, list the information in the “Other Job Requirements” section (see “C” above).
- e. For the “**Resume Submission Deadline**”, it will appear to students and alumni as an “**Expiration Date**”. Provide a deadline that is 6-12 months from the time submitted to avoid having to re-post too often while keeping the information current and accessible to students/alumni. **You may update any posting at any time, expire it, and extend or decrease the deadline by returning to your Account Page.**
- f. For the “**Application Instructions**”, include a message similar to the following: “This posting is ONLY for informational purposes about our organization and the type(s) of position(s) we typically hire for; a position is not currently available. We will submit a separate posting when we are actively seeking candidates.”

Q: What “behind the scenes” information should I be aware of when using *The Gate*?

A:

1. Candidates may only post 1 resume for employer access through *The Gate*. Thus, objectives may be broad to maximize their use of the system.
2. If more space is needed to list job locations than provided in this section of the online posting form, please reference the information within the Job Description box.
3. **Posting Information section.** Your posting will expire at 11:59 pm on the “Resume Submission Deadline” that you enter. After this time, your posting is no longer viewable by students/alumni. You may re-post from within your Account Page as appropriate to extend the deadline.
 - a. The “Resume Submission Deadline” will read as an “Expiration Date” at the students and alumni end.
4. **The Gate** does not have a “holding bin” for student/alumni resumes. When applying to your posting, students/alumni must use the information supplied by you within the Contact Information and Application Instruction sections. Thus, resumes will go to you: to your provided email address, mailing address, or fax; or students will complete online applications on your website. While you may search the resume database of *The Gate* through your Account Page, applications to your postings are sent directly to you; they are not viewed through your Account with *The Gate*.
 - a. **When you provide your web address in the Contact Information section**, it will be displayed to students as a link that reads “Apply Online”. Thus, if you do not want students to apply online to your web, do not include your web link here. If you would like to provide them with your web address for their research, please list it elsewhere in the posting.

And if you do want them to apply online to your web, provide the address within the Contact Information section AND specify the need to apply online within the Application Instructions. (Some employers provide a college code here for students to use on their online application).
 - b. **When you provide your email address in the Contact Information section**, it will be displayed as a “Submit to Posting” button whereby students may click “submit” to apply for the position. Their resumes are sent as a link to our database and they are given space to paste in a Cover Letter. This email cannot be formatted, nor can attachments be included, and the subject line is pre-filled.

Some employers are providing their email address in the Application Instructions' section instead of the Contact Information section. This allows them to further instruct Citadel students/alumni to note their college name in the subject line of the email, attach their resume (and a cover letter), and thus assist the employer in sorting their received email.

5. **Postings submitted for upcoming graduates.** When posting, you have the option of selecting current Students or Alumni or both as your potential candidates. Graduating seniors and graduate students will be moved from the Student section to the Alumni section at the end of May, mid-August, and early January as appropriate. Thus, when submitting a posting for such candidates in the months of April/May/August/December, please select both candidate groups to ensure that upcoming graduates are reached.

Q: Response to our posting(s) is not very significant. What may be the reason?

A:

1. **Avoid asking for salary history, if at all possible.** No one wants to under or over bid when it comes to salaries. If an exact amount is not part of your process, include a salary range within which a qualified candidate may expect to be paid. For assistance with salary information, please refer to the National Association of Colleges & Employers (NACE) regarding their quarterly salary surveys via www.naceweb.org/info_public/salaries.htm.
2. Search our website for the **majors offered at The Citadel** via <http://citadel.edu/r3/academics/majors/index.shtml> (undergraduate students) and <http://www.citadel.edu/graduatecollege/> (graduate students).

To view the current semester's Student Enrollment Profile, please go to www.citadel.edu/instresearch/index.html and click the semester's link. From there you may view the Enrollment by Major for the Cadets and for The Citadel Graduate College. Our largest undergraduate Cadet major is business and our next largest is criminal justice/political science. On average, each year about 33-35% of Cadets take a military contract, 12-15% pursue graduate study, and the remainder seek civilian employment. Thus, interest in your opportunities may seem low due to the number of students available to graduate in the major you seek *after* subtracting those taking military contracts and pursuing graduate study. The top largest undergraduate Evening Student majors are electrical and civil engineering. Our largest graduate major is business and our next largest is education. A number of our evening students, both undergraduate and graduate, expect to stay with their current employer upon completion of their degrees.

Q: What other Suggestions do you have for using *The Gate*?

A:

1. If a complete job description is available on your website, consider referencing the appropriate page on your posting in addition to providing initial details.
2. If you are a Citadel Alumnus or have Alumni employed within your organization, consider including a note on your posting form(s) that includes the name(s) of Alumni, graduation year, which company if in the Corps of Cadets, and how they may be contacted for questions/information.
3. When you return to ***The Gate***, please be sure to review the **General Announcements** and **Upcoming Events & Programs** found on the Employer page at www.collegecentral.com/citadel/Employer.cfm.
4. **Account Management.** Please return to your Account with ***The Gate*** to manage your postings. You may extend posting deadlines, update information within a posting, expire a posting that has been filled before the original deadline you had set, re-post a position that previously expired, etc. You may also complete the Offer/Hire Report Form to let us know about offers and hires you have extended to Citadel students and alumni. Should someone else take over as the contact for your organization, please return to the Registration portion of your Account to update the information.

Thank You for using The Gate!

Many thanks for your interest in reaching our students and alumni with opportunities via *The Citadel Career Center Gate*.