



For Employers and Graduate Schools

Recruiting Students:

The mission of The Citadel Career Center is to provide the training, information, and resources that enable Citadel students to make informed decisions about their career goals. Ultimately, they are responsible for selecting and applying for the positions which interest them.

Our student population is comprised of the Corps of Cadets (undergraduate day) and the Citadel Graduate College (undergraduate and graduate evening). We have found that the best way to reach our students is through self-selection recruiting methods. By presenting them with available opportunities, students may help streamline the process by making known their individual interests and qualifications to employers and graduate schools vs. The Citadel Career Center forwarding numerous resumes of unqualified and/or uninterested candidates. Additionally, the self-selection methods are valued for privacy and information protection of our students.

Please Note: The Citadel Career Center does not arrange Information Sessions. Given the extensive demands of the cadet schedule, such sessions are typically not well-attended as they conflict with other obligations. Our students need information quickly and on their own schedule. To disseminate information prior to interviews, we recommend you use a web page specific to college students regarding your organization and your hiring process. Include a link to this site in the postings you submit (see #1 below) and instruct candidates to review the information you provide. Also provide an email address to which they may send questions (designating a specific individual in your firm, if possible, as the contact).

Please consider participating in one of the Recruitment Methods available to employers and graduate schools who are interested in connecting with Citadel students. Corresponding forms and information documents may be found via www.citadel.edu/career_services/info-employers.htm.

Available Recruitment Methods:

1. **Posting Positions.** (Employers)

The Gate is the online job/internship posting and resume database system. Our employment services involve a cooperative effort with College Central Network, Inc. Employers seeking current Citadel students (or alumni candidates) may register, post jobs to the Job Board, and search resumes FOR FREE through *The Gate*.

Employer Registration Instructions, Posting Information & Tips, and On-Campus Interviewing Information are combined into a single Frequently Asked Questions (FAQ) document for Employers. www.citadel.edu/career_services/TheGate.htm.

Please Note: Individuals /Families seeking tutors/childcare please refer to the preceding link for a separate form designed for your use.

2. **On-Campus Interviewing.** (Employers)

Arrange an interview date at The Citadel Career Center to meet with current Students to discuss Full-time Positions or Internships, as appropriate to your recruiting needs. On-Campus Interviews (OCIs) may be arranged by either Posting a Position to *The Gate* (see #1 above) or through Career Fair participation. Please contact Jennifer.Wells@Citadel.edu for details; initial information may be found in The Gate FAQ for Employers.

3. **Career Fairs.** (Employers [Fall & Spring] & Graduate Schools [Fall only])

The Citadel Career Center holds an annual Fall Career Fair in October. The Citadel Fall 2007 Career Fair was held on Wednesday, October 17. For further details, including our Fall Career Fair Policy, please visit www.citadel.edu/career_services/fair_list.htm. The fair provides an opportunity to discuss your organization's opportunities (full-time, part-time [CGPS only], internship, seasonal jobs, and graduate study) with Cadets and CGPS Students from freshmen through graduate level.

The *FutureQuest* 2008 Spring Career Fair (www.citadel.edu/career_services/FutureQuestFair.htm) was held on February 20 for the students (and alumni as appropriate) of the College of Charleston, Charleston Southern University, and The Citadel. *FutureQuest* 2008 will be the last *FutureQuest* in which the College of Charleston, The Citadel, and Charleston Southern University will mutually participate. We will notify you of plans for future recruitment opportunities.

4. **Information Tables.** (Graduate Schools)

Arrange a date to hold an Information Table at The Citadel through the Career Center to meet with current Students to discuss your graduate programs of study. Please contact Jennifer.Wells@Citadel.edu to make arrangements.

Recruiting Alumni:

We have found the best way to reach alumni who seek our assistance is through posting jobs on *The Gate*, so that they may expedite their searches. With their schedules being more flexible than those of students, both in terms of readiness to start employment and ease of travel to employer locations, *The Gate* offers the best means for alumni and employers to connect and move forward in the company's selection process. As appropriate to your recruiting needs, alumni are invited to attend our Career Fairs. We advise that the Career Fairs are arranged with current students in mind, while alumni with 1-3 years of experience, at most, may find appropriate opportunities available to them.

Thank you for recruiting at The Citadel! We look forward to working with you! ■ Brent A. Stewart, Director ■ Jennifer S. Wells, Associate Director