

Four Step Recruiting Process

cmu.edu/career

Carnegie Mellon University (CMU) is recognized as one of the top universities in the country and has recently been ranked by top corporate recruiters as the **#1 private university for recruiting** according to a recent Wall Street Journal survey.

We have found that the employers who are most effective recruiting CMU students follow these **four specific steps**. Please follow this step-by-step guide in order to ensure the best possible recruiting experience.

STEP 1: GETTING STARTED WITH HANDSHAKE



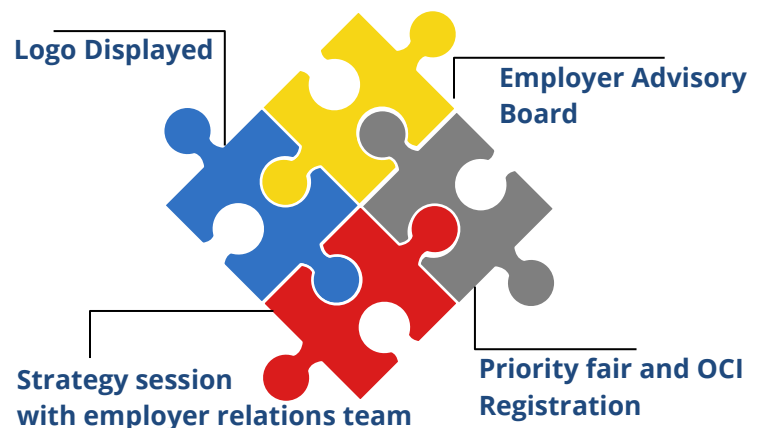
STEP 2: ESTABLISH A PRESENCE ON CAMPUS



STEP 3: ENHANCE YOUR RECRUITING STRATEGY



STEP 4: ELEVATE YOUR BRAND BECOME A PARTNER



Step 1: Getting Started with handshake

Handshake is CMU's online recruiting system, and we've created this guide to help walk you through the process of getting started. From signing up to posting jobs, this guide will assist you and provide troubleshooting tips for each step of the way.

1. Create a user account

You will need a user account in order to log in and use Handshake. If you've received an invite from CMU, you can follow the link to take you to the account creation process. If you're signing up without an invite, go to:

https://app.joinhandshake.com/employer_registration/new

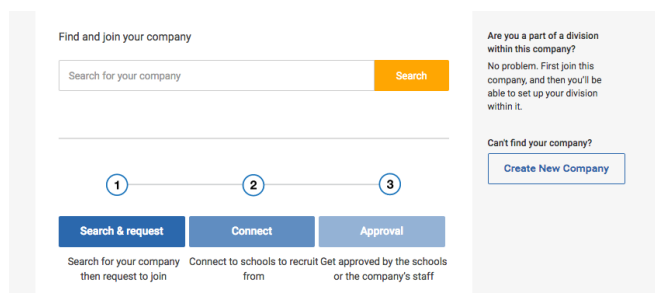
To create an employer account. You can view the details of this process, with screenshots, by checking out [How Do I Create a User Account?](#)

Troubleshooting Tip #1

If you're having difficulties receiving the confirmation email, try checking your spam and junk folders to ensure emails are not being filtered out. Add handshake@m.joinhandshake.com to your email contacts or address book, and lastly, check with your IT department and ask them to whitelist Handshake or check for quarantined emails. Ask Handshake to resend the confirmation email once you've taken these steps.

2. Join your existing company on Handshake, or create a new one

You will need to be connected to your company profile on Handshake prior to taking any actions with schools. Your company should appear based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile. You can learn more about the new company creation process [here](#).



Troubleshooting Tip #2

Use your corporate email address if you have one. This will ensure that your company profile is shown to you if it is in Handshake, and can expedite the process of connecting to your company. Schools also tend to decline users with generic email addresses.

The goal of this step is to connect you with your company, not schools you'd like to recruit from (that comes later). If you want to recruit from CMU, do not list CMU as your company. On-campus employers are obviously the exception to this rule.

Step 1: Getting Started with handshake

3. Request to connect with schools (Carnegie Mellon University)

You must request and receive approval from CMU prior to posting jobs there. You can also choose schools during your sign-up process.

Check out this article: [How do I find and request schools?](#)

Troubleshooting Tip #3

Only request a select few schools initially. This will allow you to build positive relationships with schools while also growing your Trust Score. You can request additional schools as you become approved at your initial schools. More information can be found on the [Employer Trust Score](#).

4. Take action!

Once you've connected to CMU, you will be able to post jobs, request on-campus interview schedules, manage your applicants, and more. Here are some quick links to more detailed articles on these topics:

Handshake Related Questions?

Visit the [Help Center!](#)

[Posting a job](#)

[Requesting an on-campus interview](#)

[Managing Interview Schedule Candidates](#)

[Try our video tutorials!](#)

The Power of Handshake



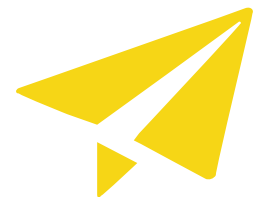
**Post Jobs &
Opportunities**



**Register for
OCI & Career
Events**



**Search &
Download Public
Resumes**



**Directly
Message
students**

Step 2: Establish a Presence on Campus

Signature Recruiting Events

Each year, we host many opportunities for employers to take part in one or multiple events on campus. We plan our events to ensure they are timely and well-attended. This can be a great opportunity to promote your brand with our students and to fully immerse yourself into the CMU environment.

Fall Semester

August: Fall Classes Begin

September: Technical Opportunities Conference (TOC), Campus Engagement Day, Student Athlete & Employer Networking Reception, EncompassCMU, On-Campus Interviewing (OCI) Begins, Information Sessions Begin

October: WestPACS, SPARK, IEA Global Opportunities Career Fair

November: Offer Policy Deadline for Fall Recruiting

December: Classes End, Take a Tartan to Work

Spring Semester

January: Spring Classes Begin, Information Sessions Begin, OCI Begins

February: Jumpstart, EncompassCMU, Creative Arts Opportunities Conference (CAOC)

March: Spring Break, Take a Tartan to Work, WestPACS, Energy Industry Career Fair

April: Spring Carnival

May: Classes End

Technical Opportunities Conference (TOC)

The TOC is our largest fair of the year and is hosted by the college of engineering.

Campus Engagement Day

Provides employers opportunities to exchange ideas and build partnerships with faculty and student organizations. Offered every-other year

Tartan 2 Professional: Student Athlete Event

Links employers with CMU Varsity Athletes. The event is open to all employers on behalf of the CPDC and the Athletic Department.

EncompassCMU

This exciting career fair is open to all majors and schools offered in the fall and spring and is truly a career fair for everyone!

Energy Industry Career Fair

This fair is in conjunction with CMU's Energy Week and is tailored to employers in the energy sector interested in recruiting for internships and full-time employment.

Tepper Meetup

A networking event for employers and Tepper Undergraduates. Open to employers interested in networking with Tepper students in a casual setting.

SPARK

This is an innovative career event designed to provide a platform for small business and early stage start-ups.

Jumpstart

An early engagement event that allows recruiters to connect with freshman and sophomores to discuss available internships at their company.

Creative Arts Opportunities Conference (CAOC)

CAOC combines 4 events revolving around the creative industries; the Creative Arts Career Fair, Design Confluence, HCI Connect, and Architecture Interchange.

Visit our [Event webpage](#) to learn more about each event and view our calendar.

Step 2: Establish a Presence on Campus

On-Campus Interviewing (OCI)

On-campus interviewing (OCI) is open to all employers seeking candidates for internship and full-time positions. There is no fee to participate.

Note: The Interview Center opens at 8:30am and closes at 5pm. Interviews can take place between 8:30am and 4:30pm.

Types of Interview Schedules

Preselect

Specify an application period and a signup period. Primary and alternate student choices are selected after the application period. Primary candidates are allowed to sign up before alternate candidates.

Room Only

A room will be reserved in Handshake but the slots will be managed by the employer outside of Handshake. You can select students for this interview schedule but they will not be able to take slots in Handshake.

Open

Specify an application period where if students meet the qualifications set on the application they can take slots. The students will be able to take a slot immediately after applying.

Steps to Participating in On-Campus Recruiting

Preselect Interview Schedule Example:

1. Request available dates and the number of rooms needed for interviews via [Handshake](#).
2. Once you receive confirmation, return to [Handshake](#) to attach job descriptions.
3. You will receive an email when it is time to log back into the system and select the students you want to interview. After your preselect deadline passes, candidates will be notified and will sign up for available openings.

Interview Candidates without Visiting Campus

Phone/Video Interviews

The CPDC provides the opportunity to interview candidates via phone or video. Employers should set a date at least one month in advance.

Note: We do not provide phones or computers for interviewing.

Questions?

Please contact Julie Puglisi, Recruiting & Data Analyst, at juliepuglisi@cmu.edu or call 412-268-3994.

Visit our [On-Campus Recruiting Webpage](#) for more details and to see our [Recruiting Timeline](#).

Step 3: Enhance Your Recruiting Strategy

Host an Information Session

Employers at CMU are provided the opportunity to connect with students on a personal level through our information sessions program. **Employers are able to:**

- Meet and network with interested students
- Showcase available internships and full-time positions
- Highlight company culture and other unique aspects of your organization

CMU understands that each employer culture is different, so our employers are given the freedom to think creatively about the event they would like to host on campus. **Here are a few examples:**

Intern Panel

Case Interview Workshop

Networking Dinner

Office Hours

Product Demonstration

Coffee Chats

Requesting an Information Session

Information sessions are requested in [Handshake](#) and scheduled Monday through Thursday from 6:00pm through 9:30pm. Session requests are only approved during the semester when classes are in session. We avoid scheduling sessions during class breaks and finals week. Please see the [Academic Calendar](#) for class schedules.

Fees and Logistics

Coordination of all information sessions is handled by our Conference & Event Services department. To reserve only a room (with no additional services) **the fee is \$75.00**. There is an additional **\$200.00 coordination fee** for programs with additional needs such as catering, internet access, audio-visual equipment, etc. in addition to the specific fees for those services. To get started with your reservation, please complete a request in [Handshake](#). Once received, a member of the Conference & Event Services team will contact you.

All questions about fees and logistics for information sessions should be directed to the Conference & Event Services team at 412-268-1125 or confserv@andrew.cmu.edu.

Connect with Student Organizations

CMU is home to some of the most intelligent and passionate student leaders in the world. Connecting with student organizations on campus can help you further promote your brand as well ensure that attendance for information sessions is high. There are many clubs and organizations at CMU spanning all types of interests and disciplines, everything from Society of Women Engineers to Phi Kappa Phi.



The CPDC does not directly connect employers with specific student organizations, but you have the opportunity to contact a specific organization through a platform known as [THE BRIDGE](#).

Step 3: Enhance Your Recruiting Strategy

Early Engagement

Job Shadowing Program



Timeframe

Employers may host students:
Winter Break
and/or
Spring Break

The Take a Tartan to Work program allows employers and alumni to provide students hands-on exposure to assess their “fit” in different work environments, clarify career goals and better understand the connection between academics and the professional world. As a volunteer, you will be expected to host a student and help them experience a typical day at your work. You can learn more by visiting our [webpage](#) or please feel free to [register here!](#)

Do you have any CMU Alumni?



Timeframe

Tartan Talks can take place throughout the academic year.

Tartan Talks is another way to connect with current CMU students is by signing up to participate in the Career and Professional Development Center’s new series Tartan Talks. These informational interviews take place year round, and are designed to help students navigate the networking world while connecting them with experienced alumni in their field of interest. By signing up to conduct one of these thirty minute informational interviews over the phone or Skype, you will receive the satisfaction of sharing your professional experience with future fellow alumni. Register to take part in this program [here](#).

Questions about Early Engagement?

Visit our [webpage](#) or please contact Pati Kravetz at 412-268-7052 | email pk13@andrew.cmu.edu

Step 4: Elevate your Brand

Become a Career Partner

Help our students reach their life potential; become a Carnegie Mellon Career Partner!

You can help our students reach their life potential by becoming a Carnegie Mellon Career Partner. We established the Carnegie Mellon Career Partner program to recognize employers who support our innovative programs and initiatives and invest in the professional development of our students and alumni. Your generous contribution is appreciated and recognized by students, faculty, staff and parents within the university community throughout the academic year. As a Carnegie Mellon Career Partner, your contribution will help us assist students with each phase of their career and professional development. You will also receive benefits associated with being a partner. Varying partnership levels are available.

Platinum Level



Gold Level



Silver Level



Bronze Level



2019 Career Partners

A Special Thanks

...to the following employers who have joined the CPDC in financially supporting programs and initiatives for CMU students.

Become a Partner!

As a Carnegie Mellon Career Partner, your contribution will help us assist students with each phase of their career and professional development. Varying partnership levels are available.

For additional information or to become a **Carnegie Mellon Career Partner**, please contact:

Jeff Jeffries

Director, Employer Relations

412-268-5491

jjeffrie@andrew.cmu.edu

**See next page for partner benefits*

Career Partner Program	Platinum	Gold	Silver	Bronze
Benefits *Effective 7/1/2018	\$9,500	\$5,500	\$3,500	\$1,500
One complimentary career fair registration and up to two additional reps at no extra cost (excludes TOC)	x			
Two year membership on the Employer Advisory Board	x			
Opportunity to display artwork/logo in CPDC office	x			
Pin 5 events per year to Handshake's student page	x			
Facilitate introductions with student organizations for sponsorship opportunities	x			
Opportunity to display digitally on our TV in the Interview center	x			
Take over the interview center for a day (dependent upon availability)	x			
Dedicated Career Concierge staff member to ensure full utilization of Career Partners benefits	x	x		
Fee waiver for information session room reservation up to \$200	x	x		
Luncheon with CPDC staff member(s)	x	x		
Official recognition of Career Partner sponsorship at all career events (excludes TOC)	x	x	x	
Preferred booth location at CPDC career fairs (excludes TOC)	x	x	x	
Priority use of conference room during on campus interviews and campus visits (subject to room availability)	x	x	x	
Recognition in social media outlets-Facebook, LinkedIn, Twitter	x	x	x	x
Priority registration to participate in a professional development career program	x	x	x	x
Strategy session with Career Consultants, Employer Relations, and Campus Partners	x	x	x	x
Early registration for OCI (Platinum 14 days, Gold 10 days, Silver 7 days, Bronze 3 days)	x	x	x	x
Recognition in annual campus publications – career guide, employer brochure, alumni brochure	x	x	x	x
Recognition on the Career Partner plaque in the CPDC office suite	x	x	x	x
Company logo on the CPDC website	x	x	x	x



Career and Professional Development Center

5000 Forbes Ave, Pittsburgh PA, 15213

cmu.edu/career/employers/

erelate@andrew.cmu.edu

412-268.2066