



On Campus Recruitment

If you are interested in scheduling an on-campus recruitment event(s), please read and complete the **On-campus Recruitment Form** in its entirety.

Recruiting Event(s)

- What type of event(s) are you interested in scheduling (i.e., on site interviews, information sessions, information tables, etc.)?
- What are the 1st, 2nd and 3rd preference dates for this event?

Interviews

- How many interview schedules will you need?
- Would you like open or pre-selected schedules? (**open schedules** – allow students to automatically sign up for an interview slot, whereas **pre-selected schedules** are first reviewed by a company representative and he/she decides to accept or decline the student for an interview)
- Is (are) the interview schedule(s) open to undergraduates and/or graduate students?
- Identify the academic disciplines you are seeking?
- What classifications are you seeking (i.e., freshmen, sophomores, juniors, seniors, first-year graduate students and/or second-year graduate students)?
- Are there any specific requirements (i.e., G.P.A., U.S. citizen or permanent resident – no sponsorship, etc.?)
- Are you strictly interviewing for full-time opportunities, internships or both?

Schedules

- All interview schedules are from 9:00 a.m. – 4:00 p.m. with a noon – 1 p.m. lunch break.
- You may select a thirty (30)-minute interview schedule allowing for thirteen (13) interviews; or a forty-five (45)-minute interview schedule allowing for nine (9) interviews.

Information Sessions and Information Tables

- What are your 1st, 2nd, and 3rd preference dates?
- Will you need any special equipment (i.e., LCD projector, TV/DVD, microphone, podium, etc?)
- Will this event require food and/or refreshments? If so, please contact Sodexo Catering at 404-880-6989.

Workshops/Seminars

The Career Planning and Placement Center (CPPC) provides various informational workshops throughout the academic year in which many organizations host the events, such as:

- Organizational Information Session
- Effective Behavioral Base Interviewing Techniques
- Salary Negotiation
- Writing a Winning Resume
- Employer Expectation of a New Employee
- Making a Successful Transition from College to Work
- Other Career Topics of Interest

Please indicate your preference of workshop on the **On-campus Recruitment Form**.



223 James P. Brawley Drive, S.W.
 Atlanta, GA 30314
 404-880-6791
 404-880-6736 (fax)



E-mail: ehemmitt@cau.edu or smcdaniel@cau.edu

On-campus Recruitment Form

YES, I would like to meet with/interview **Clark Atlanta University** students.

Check Appropriate Response(s):

- | | |
|--|---|
| <input type="checkbox"/> Cooperative Education | <input type="checkbox"/> Internships |
| <input type="checkbox"/> Full-time Undergraduate positions | <input type="checkbox"/> Full-time Graduate positions |
| <input type="checkbox"/> Part-time positions | |
| <input type="checkbox"/> Clark Atlanta University Annual Career Fair (February 20, 2009) | |

Major(s) of Interest

Preferred Recruiting Date(s)

Would your organization be interested in providing an informational workshop regarding one or more of the following career areas? If **yes**, check interest(s):

- | | |
|--|-----------------------|
| <input type="checkbox"/> Organizational Information Session | Potential Date |
| <input type="checkbox"/> Effective Behavioral Base Interviewing Techniques | _____ |
| <input type="checkbox"/> Salary Negotiation | _____ |
| <input type="checkbox"/> Writing a Winning Resume | _____ |
| <input type="checkbox"/> Employer Expectation of a New Employee | _____ |
| <input type="checkbox"/> Making a Successful Transition from College to Work | _____ |
| <input type="checkbox"/> Other Career Topics of Interest | _____ |

If you require audio/visual equipment or tables for your information session/workshop, please circle your needs:

TV/DVD Overhead/LCD Projector Microphone/Podium Table/Chairs

**Please Contact CPPC Staff to Further Discuss the
 CLARK ATLANTA UNIVERSITY COLLEGE RECRUITMENT PROGRAM**

NAME		TITLE
COMPANY/ORGANIZATION		
STREET ADDRESS		SUITE
CITY	STATE	ZIP CODE
PHONE	ALTERNATE PHONE	FAX #
E-MAIL ADDRESS		

*** (Fax or e-mail completed sheets to the person(s) listed.) ***

eRecruiting Instructions

Thank you for expressing an interest in recruitment at Clark Atlanta University (CAU) and our wonderful students! Clark Atlanta University now uses eRecruiting for career events such as on- campus interviews, career seminars, career fairs and to list information sessions and information tables.

If you NEVER used eRecruiting, please follow these steps:

1. Go to <http://cau.erecruiting.com>
2. Select ***"Employer Log in Here"*** from the Employer box.
3. Select ***"Create an Account."***
4. Enter your e-mail address and click ***"Submit"***. This will assure that you do not already have an account with Experience.
5. Fill in all other required fills and agree to the ***"Terms of Service."***
6. Click the ***"Submit"*** button to complete the account creation process.
7. Finally, select the link to ***"Request Access"*** to Clark Atlanta University.

Once the Career Planning and Placement Center (CPPC) has accepted your request, we will notify you by e-mail. You will then have access to Clark Atlanta University and can start your recruiting activity online. The system will allow you to post jobs and/or internships, search resume books, review and select applicants, view a calendar of events, communicate with candidates and keep in touch with the Career Planning and Placement Center (CPPC).

If you already have an eRecruiting account, please follow these steps:

1. Go to <http://cau.erecruiting.com>
2. Select ***"Employer Log in Here"*** from the Employer box.
3. Enter your e-mail address/username and password from the ***"Employer Log In"*** box.

In the event you encounter any problems or have any questions, please feel free to contact Sheila McDaniel at 404-880-6791, Monday – Friday, from 9:00 a.m. – 5:00 p.m. or via e-mail at smcdaniel@cau.edu.

We look forward to a wonderful recruitment season!

Sincerely,

Sheila McDaniel
Career Planning and Placement Center

Hotels/Inns/Suites Within a 10 Mile Radius of Clark Atlanta University

Wingate Inn (Six Flags)

65 South Service Road
Austell, GA 30168
770-948-7877

<http://www.wingateinns.com>

Hampton Inn & Suites (Six Flags)

999 Bob Arnold Boulevard
Lithia Springs, GA 30122
770-745-9990

<http://hamptoninn.hilton.com>

Holiday Inn Select – Capitol Conference Center

450 Capitol Avenue
Atlanta, GA 30312
404-591-2000
888-465-4329

<http://www.holidayinn.com>

Omni Hotel @ CNN Center

100 CNN Center
Atlanta, GA 30303
404-659-0000

<http://www.omnihotels.com>

Embassy Suites @ Centennial Olympic Park

267 Marietta Street
Atlanta, GA 30313
404-223-2300

<http://embassysuites.hilton.com>

Holiday Inn @ World Congress Center

101 Andrew Young International Blvd
Atlanta, GA 30303
404-524-5555
888-465-4329

<http://www.holidayinn.com>

Marriott Courtyard

950 Bob Arnold Boulevard
Lithia Springs, GA 30122
678-945-4444

<http://marriott.com/courtyard>