ISCPA On-Campus Recruitment Guidelines

What is the process and general timeline for arranging a Campus Interview?

Step 1: INITIAL INQUIRY AND REQUEST
- ➢ Employer may contact an ISCPA-member school, or a member of the Campus Interviewing Committee, with the interview request.

Step 2: RECOMMENDED TIMELINE
- ➢ After location, date, and time are requested, a Campus Interviewing Committee member will coordinate the scheduling with the host school.
- ➢ Please *allow for a four-week window* from employer request to interview date.
- ➢ All resume deadlines will be on a Friday, at least *10 days before the interview* date.

Step 3: CONFIRMATION AND POSTING PROCESS
- ➢ Once verified that there is no conflict with the requested location and date, email the following details to the Campus Interviewing Committee Chair (Cori Wagner, cori.wagner@ic.edu) who will update the schedule and post on College Central Network (www.collegecentral.com/iscpa) as an "**OCR Job"**.
- ➢ Posted information will include:
    - o Interview date and resume submission deadline
    - o Employer and job/internship locations
    - o Position(s), position description(s), and company profile
    - o Location (host college) and host contact name and email
    - o Requested major(s), and other selection criteria

Step 4: COMMUNICATIONS TO STUDENTS
- ➢ Position description and requirements will be disseminated electronically by the host after confirmation. This may be facilitated through the ISCPA listserv from College Central Network.
- ➢ Individual schools may promote the interviews to their own institutions as they see fit.

Step 5: APPLYING TO CAMPUS INTERVIEWING POSITIONS
- ➢ Students interested in interviewing may follow instructions posted on College Central Network and apply through the online system.
- ➢ The employer may log in to download the resumes, or the host school can do the same and forward the resumes to the employer. After selecting interviewees, the company will notify the host school with the names of selected students.
- ➢ The host school will contact the ISCPA schools whose students have been selected to interview; students will be notified via an email generated through the CCN system, and their online status will change. The selected students will be directed to sign up for an interview time slot online.

Step 6: CAMPUS INTERVIEW DAY
- ➢ Students will visit the selected campus to meet with employers and ISCPA will coordinate and cover lunch expenses for the visiting employer.
- ➢ Following the interviews, the hiring company will update the ISCPA contact with the results of their interview process.