



## RECRUITING OPPORTUNITIES AND GUIDELINES

The Office of Career Services at Asbury College welcomes recruiters to campus to promote employment, volunteer, internship, and educational opportunities among the student body. The following recruiting options are available.

**Informal Recruiting in the Cafeteria Lobby:** A table is reserved in the lobby of the cafeteria for lunch and/or dinner hours to serve as an information booth. Students are able to informally obtain information and speak with recruiters. At Asbury, most all of the students eat in the cafeteria on a daily basis. Lunch hours are from 11:00-1:15 and dinner hours are from 4:45-6:30. Meal tickets are provided for each recruiter during the corresponding meal hours. Career Services advertises these recruiting visits.

**Information Sessions:** An informational meeting may be scheduled in order to share details and promote discussion regarding opportunities. Career Services coordinates the advertising and registration for the sessions. A variety of settings are available including Career Services, classrooms, or a private dining room in the cafeteria. Information sessions can be scheduled during the following hours: Monday and Tuesdays between 8:00 a.m. – 8:00 p.m. and Wednesdays through Fridays 8:00 a.m. – 5:00 p.m.

**On-Campus Interviews:** Interviews may be scheduled for groups or individuals. Interviews may take place during the following hours: Monday and Tuesdays between 8:00 a.m. – 8:00 p.m. and Wednesdays through Fridays 8:00 a.m. – 5:00 p.m. An interview schedule is set up on <http://asbury.erecruiting.com>. Students select time slots and submit their resumes for the interview on the website. The interviewer can view the schedule and corresponding resumes on the website prior to the interview date. Instructions regarding the web system are given upon the confirmation of the interview.

**Fairs:** The Office of Career Services coordinates several on-campus fairs during the school year. Each fall a **graduate school fair** is held in October. A **summer camp fair** is held each February. Each of the fairs involves a minimal fee (no more than \$25). Contact Career Services for additional details.

Employers interested in recruiting for internships and full-time positions are encouraged to attend **Spotlight Job and Internship Fair**. This is a **large job fair** attended by students from all the private Kentucky colleges. This year, it is scheduled for Tuesday, February 27 from 2:00 pm – 6:00 pm at the Lexington Center in downtown Lexington. Many of our students take advantage of this opportunity. The fee structure for *Spotlight* is as follows: \$200 for-profit organizations, \$100 non-profit organizations. To find out additional details and/or to register, go to <https://asp.symlicity.com/spotlight/>. Contact Career Services with any additional questions.

**Job Posting Service:** To post positions with Asbury College, send a brief job description/announcement along with contact information (including contact person, address, phone, and email) to [careerservices@asbury.edu](mailto:careerservices@asbury.edu). Postings can also be faxed to 859-858-0391. Keep in mind that all postings must meet Equal Opportunity Employment guidelines.

The job openings we receive are posted on our *asbury.erecruiting.com* website where students and alumni access our job listing service. Employers can also obtain access to the website in order to post and edit jobs, review the applications submitted to their posting, and review the public resume books.

**Other recruiting guidelines to keep in mind include the following:**

- At least two weeks notice is needed to appropriately advertise recruiting events.
- Career Services handles the advertising for each recruiting visit. Flyers and emails are distributed to students and related faculty. The information is also included in a weekly campus newsletter. Any advertising materials from the recruiter must be given to Career Services to disperse according to campus posting policies.
- All initial recruiting contacts with students must come through Career Services or another scheduled campus program. Recruiters are not permitted to initiate contact with students at random. For example, recruiters are not permitted to utilize the campus phone directory to call students or visit the dorms to solicit interest in their opportunities. Of course, once a student makes contact with a recruiter, the recruiter may follow-up with the student appropriately.

**To schedule a recruiting activity, please contact The Office of Career Services at 859-858-3511 ext. 2401. We look forward to assisting you!**