

# On-Campus Interviews Policies

## Eligibility

- Employers may only recruit on campus for existing job vacancies or those which will exist by the time a candidate is available for employment with your organization
- Campus interviews must be directly scheduled and conducted by the organization's employees (not third party)
- Employers must adhere to Equal Employment Opportunity (EEO) guidelines

*CSUSB reserves the right to exercise its discretion to determine which employers may participate or to withdraw an offer to participate at any time.*

## Non-Discrimination Policy

Employers who participate in On-Campus Interviews are expected to maintain EEO compliance in congruence with the university policy of Equal Opportunity/Affirmative Action and do not discriminate on the basis of age, race, color, religion, sex, disability or national origin.

## Interview Time Schedule

You may choose from three types of interview schedules. Interviews begin at 9:00 AM and the last interview ends at 4:30 PM. Schedule options include full day and half day (morning or afternoon). Lunches are scheduled from 12:00 PM– 1 PM unless otherwise noted.

- 30-Minute Interviews
- 45-Minute Interviews
- 60-Minute Interviews

## Types of Interviews:

### Pre-Select:

Students who meet basic qualifications may apply for interviews. After the student application deadline, the interviewer will review the pool of candidates, and select students to interview, as well as alternates. After all selections have been made, the students are invited to fill interview timeslots on a first come-first served basis. Should invited students decline, the alternates selected will be able to fill in any gaps in the interview schedule.

### Open:

Students who meet basic qualifications may apply for interviews. After a student applies they can select an interview time slot without employer approval on a first come, first serve basis.

**Room Only:**

Interview schedules are created manually by the employer, after contacting candidates directly. Rooms are available for interviews beginning at 9:00 a.m. and concluding by 4:30 p.m.

**Multiple Recruiter Interviews**

Some employers prefer to bring two (or multiple) recruiters for each interview session. Please advise the Career Center in advance of scheduling rooms for logistical purposes. This should be indicated in your interview request.

**Cancellation:**

Career Services requires employers who cancel interview dates after student interview sign-ups begin, or who fail to attend scheduled interviews, to contact candidates directly in order to provide notification of the cancellation. Employers who fail to attend scheduled interviews, or who cancel interview dates at the last minute may be subject to future interview requests being declined.

**Parking**

Free parking is provided for employers conducting on-campus interviews and networking sessions coordinated by Career Services. A parking permit will be made available the day of your visit and can be picked up at the informational kiosk near the campus entrance. Invited Guest permits are valid in any unmarked parking spot but are not valid in 30 minute spaces, faculty/staff and carpool areas. Availability of parking on campus is very limited, and we encourage you to carpool to help alleviate delays and arrive early.