

## **CAREERKNIGHT FAQs**

### **A. OVERVIEW OF CAREERKNIGHT**

#### **1. What is the CareerKnight system?**

CareerKnight is your one-stop Rutgers job-search system. It consists of two primary components:

- Job and internship listings (see Section B)
- On-Campus Interviews (see Section C)

#### **2. What other job-search services are available through CareerKnight?**

You can also access Rutgers career fairs, employer information sessions, and "Suggest Jobs for me" powered by Monster.

#### **3. Do I need to register for the career days?**

There is no registration process for career days with three exceptions:

- New Jersey Collegiate Career Day (January)
- Big East Career Fair (March)
- New Jersey Collegiate Career Day (May)

#### **4. What is an employer information session? What if I can't attend? Should I contact the employer?**

Employer information sessions are typically held the night before the employer's on-campus interview. We strongly recommend that you attend these events because they are great opportunities to learn about the employer. If you can't attend, it is not necessary to contact the employer unless they specifically require you to RSVP. Explain to the recruiter at your interview why you were unable to attend. Recommended attire at information sessions is business casual.

### **B. JOB AND INTERNSHIP LISTINGS**

#### **1. How do I access full-time job and internship listings?**

Visit the Career Services website and click on "Full-time Jobs" or "Internships." Many different job-search options and services are available for your review, including full-time, internship, co-op, and part-time jobs. We also recommend that you meet with a career counselor to review your unique job-search needs.

#### **2. How many jobs and internships are posted each year on CareerKnight?**

Over 20,000 jobs and internships from over 5,000 employers are posted each year on CareerKnight. Positions cover a wide range of opportunities, primarily in New Jersey and adjacent states. Employers specifically target these jobs to Rutgers University and selected other state and regional colleges.

**3. How should I apply if I see a job or internship that interests me?**

Apply directly to the employer, usually by email. In most cases, interviews will be held at the employer site.

**4. Some of the listings are old—is it still worth applying?**

Yes! Perhaps the employer has not yet filled the position or is seeking more than one candidate. Some positions, particularly internships, remain on the system for several months. If you have questions about a specific listing, please contact us.

**5. Are all of these positions paid?**

A significant majority of the positions listed on CareerKnight are paid. However, there are some internship listings that are unpaid or for credit only. This information is usually included in the job description.

**C. ON-CAMPUS INTERVIEWS (OCI)**

***Getting Started***

**1. What is the On-Campus Interview (OCI) Program?**

The On-Campus Interview (OCI) Program brings about 300 employers to campus each year to interview students for full-time jobs, summer internships, and co-op positions.

**2. How do I register for OCI?**

Visit [careerservices.rutgers.edu](http://careerservices.rutgers.edu) and click on "Student Login to CareerKnight."  
*Registered Users:* Enter your username and password and click "Login."  
*New Users:* Click "Click here to register" and create a new account.

**3. How do I upload my resume?**

Upload your resume from Microsoft Word or other software. This resume will be used for the CareerKnight system.

**4. How do I submit my resume?**

Follow these steps:

- (a) Log in to "CareerKnight"
- (b) Under the "On-Campus Interviews" tab, click on "Interviews I Qualify For"
- (c) Click on the schedule ID number you are interested in
- (d) Click on "Apply Now" after you have read the job description to make note of any special instructions provided by the employer

**5. How do I sign up for on-campus interviews?**

Follow these steps:

- (a) Log in to "CareerKnight"
- (b) Go to "My Account" and click on "My Activity"
- (c) Click on "Schedules" and "Preselect"
- (d) Click on the job title of the position you would like to sign up for
- (e) Click on "Sign Up"
- (f) Click on the interview date and scroll down to review available time slots

**6. How do I update my user profile and resume?**

You should review your profile and resume on a regular basis (2-3 times per year) to make sure the information is up-to-date and accurate. Simply log on to CareerKnight, type in your username and password, and then go to "My Account" to update your information.

**7. How many resumes can I have on the system?**

You can have up to 10 resumes on the system, but you should need no more than two or three versions, depending on your career objectives. In many cases, one version will suffice.

**8. What if I forget my password?**

From the CareerKnight screen, click on "Forgot Your Password." Send an email message stating that you have forgotten your password. You will receive it shortly.

***Eligibility***

**8. As a senior pursuing graduate school, am I eligible to submit resumes for internship events on CareerKnight?**

All students graduating in October 2011 and later can view internship recruiting events and submit resumes. For seniors to become internship eligible, please contact Career Services at 732-932-7287.

**9. What is meant by "You do not qualify for this schedule?"**

Each employer has its own set of selection criteria used when selecting candidates. The criteria may include GPA, academic major, citizenship requirements, or graduation date. If the recruiting event has specific requirements, they will be listed beneath the "Requirements" section.

**10. Will I have access to OCI as a graduate student?**

Yes. You will have access to full-time OCI opportunities as a graduate student if you are registered as a full-time student completing your master's degree in October 2010, December 2010, or May 2011.

**11. Will I have access to OCI as an alumnus?**

You are not eligible to participate in OCI. However, you have access to all job postings on the CareerKnight system. Contact one of our three offices to obtain your username and password. Call 56 College Avenue (732-932-7287), 46 College Avenue (732-932-7997), or the Busch Campus Center (732-445-6127 Ext. 0). You will also have access to all career day events and employer information sessions.

***Using the System*****12. How do I find out which employers are coming to campus to recruit?**

From the "On-campus Interviews" tab, select the tab for "Search (VIEW ONLY) all upcoming interviews." And enter the dates for the recruiting period in which you are interested. Be sure to note the "Current signup method" and sort by "request period open" in order to view all upcoming schedules. To see the "request period closed" (resume submission deadline), click on the schedule ID number and scroll down to the timeline.

**13. How do I check which employers I have submitted my resume to?**

From the CareerKnight main screen under "My Account," click on "My Activity" and click on the "General" tab to see all activity recorded including "Submitted Interview Request" (resumes submitted). Also, you can sort your activity by clicking on the "Description Tab."

**14. When are the "event" listings, including cancellations, updated? Do I need to keep checking?**

Event listings are updated daily, so it is important that you keep checking the CareerKnight system on a regular basis. The students who have the greatest success in OCI are using the system daily.

**15. When do internship recruiting "events" begin?**

Typically, internship events first appear on OCI in early November for spring recruiting, though some organizations recruit in the fall.

**16. How do I know if I am selected for an interview?**

To see your preselect status, go to CareerKnight, "My Account", click on "My Activity", the "Schedule" tab, and on the "Preselect" tab. For each on-campus interview on CareerKnight, there is a sign-up period noted in the timeline. To see the timeline click on the job title and scroll to "Scheduled Timeline Changes." Scheduling in most cases takes place from Monday through Thursday for accepted (pre-selected) candidates and Wednesday through Thursday for alternate candidates.

**17. How will I be notified for on-campus interviews?**

You will receive an automatic email for each interview you have been selected for through the CareerKnight system. You should also be very proactive and check the system frequently to see if you have been selected.

**18. What is an alternate?**

Many employers choose two lists of candidates, an "accepted" list and an "alternate" list. If the accepted candidates do not fill up all of the interview time slots, the alternate candidates can take the available slots. This is on a first-come, first-served basis. Alternates are not guaranteed a time slot.

**19. Will I be notified if I'm accepted or if I'm an alternate?**

Yes, you will be notified by email if you are accepted or an alternate for an interview. In most cases you will also be notified by email if you are not accepted for an interview.

**20. What if I missed the sign-up period?**

If you have been selected for an interview but have missed the sign-up period, contact the Career Services Administrative Office at 56 College Avenue at 732-932-7287.

**21. How do I cancel an interview?**

If you are canceling an interview during the regular sign-up period, you can do it on the CareerKnight system. When canceling after the sign-up period, you must contact the Career Services Administrative Office at 732-932-7287.

**22. What if I missed the resume submission deadline? Can I contact the employer on my own?**

Try emailing or faxing a copy of your resume directly to the employer, using the contact information in the CareerKnight employer directory, if made available by employer.

## **D. INTERNSHIPS**

### **1. How do I find an internship or co-op?**

Visit the Career Services website and click on "Internships." You will find many services and programs for you to utilize in your internship search. It is also recommended that you meet with a career counselor to discuss your unique internship needs.

### **2. How do I find out about getting credit for an internship or co-op?**

You can receive credit for an internship from two sources:

(a) Your academic department; internships will need to be related to your field of study

(b) School of Arts & Sciences through the Rutgers Internship and Co-op Program; positions do not need to be related to your field of study

In both cases, arrangements must be made before beginning the internship or co-op.

### **3. Is it ever too late to find an internship?**

Career Services receives internship listings every day throughout the year. It is important to start your internship search several months in advance to increase your chances of finding the right opportunity. Most students begin actively searching between November and February to secure the most competitive summer internship opportunities. However, it's almost never too late.

### **4. As a first-year student, can I use the internship service?**

Students obtain internships throughout their college careers. Many employers are looking for juniors, seniors, or graduate students only, but some will consider candidates in all years and all majors.

### **5. Do you have any internship listings in my field?**

Each year Career Services receives over 2,000 internship listings for all majors in over 30 job categories. To maximize your chances of finding an internship, it is important to be flexible in your internship search and consider a variety of opportunities both related and unrelated to your major.

**6. I am an F-1 international student looking for an internship. How can I identify companies that will hire me?**

First, you need to visit the Center for International Faculty and Students at 180 College Avenue. A counselor will explain the types of positions for which you can apply. This information will help you market yourself to appropriate employers.

Second, whether or not employers can hire students with F-1 visas will vary depending on the employer and its specific hiring policy. Many employers do not want to hire F-1 students for internships because they are looking to identify potential full-time hires, and they cannot hire an F-1 visa candidate for full-time employment because they cannot validate the need. Due to the increased unemployment rate, there may be a sufficient candidate pool of permanent residents and U.S. citizens to fill jobs.

You can also explore "Goinglobal.com." Career Services has partnered with this site to provide career information from around the world. Career Services also provides the H1B Visa Employers Database for international students. In addition, you may want to schedule a counseling appointment at one of our offices to discuss your situation in more detail. This will give you an opportunity to identify additional resources or avenues to pursue your internship search aside from the on-campus interviewing program and online listings for which you may not meet the requirements. Finally, you may want to consider looking for an internship abroad if this option works for you.

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