



SPRING 2009 RECRUITING GUIDE FOR STUDENTS

(More companies may be added; check your e-mail)

CAREER DEVELOPMENT CENTER
ALBRIGHT COLLEGE
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Web page: www.albright.edu/resources/careercenter

WHAT RECRUITING OPTIONS ARE AVAILABLE TO STUDENTS?

On-Campus Interviewing

An initial schedule of recruiters interviewing on campus for full-time positions can be found at the end of this guide. To view updates to the attached schedule, please visit our web site at www.albright.edu/resources/careercenter. Information will be updated frequently.

ASK JIM (Jobs, Internships, Mentors) Better than Monster and Career Builder, Albright has its own on line job search tool. You can search for jobs, internships and mentors as well as post your resume on line – go to www.myinterfase.com/albright/student

National Association of Colleges and Employers (NACE)

We are members of NACE, which is another on-line job search tool. You can search for jobs and internship opportunities as well as post your resume on line via the Albright College web page, <http://www.albright.edu/resources/careercenter.html>.

Job Binders

The Career Development Center receives hundreds of full and part-time job opportunities that are sorted and posted in our Job Binders in the Center. Many are also posted on **ASK JIM**.

Recruiting A La Carte

Employers set up an information table outside the cafeteria during lunch time hours to talk with students about employment opportunities and provide information. The following organizations will be hosting tables in the Campus Center.

U.S. Army	2/4/09	Kaplan Testing	2/16/09
Marines	2/5/09	PA State Police	2/18/09

JOB FAIRS

“HOW TO BE SUCCESSFUL AT A JOB FAIR” WORKSHOP (Career Development Center, Selwyn Hall South, 2nd floor)

Wednesday, February 11, 2009 3:00pm, 5:00pm, or 7:00pm
Tuesday, February 24, 2009 4:00pm, 5:00pm, or 7:00pm

*Lehigh Valley Collegiate Career Expo – February 18, 2009 12:00pm-5:00pm

This job and internship fair is hosted by a consortium of Berks and Lehigh Valley Colleges. Held at the Holiday Inn, Fogelsville, a short 35 minute drive from Albright; this fair will attract local, regional and national employers for all majors. Register for the fair by calling the Center 610-921-7630 or emailing careercenter@alb.edu. You will be encouraged to attend a short Job Fair Preparation Session (above). For directions and more information, go to www.LVCCE.org. Transportation can be arranged if needed.

*Horizons 2009 Job and Internship Fair - March 4, 2009

Held on the Albright Campus in the Main Lounge from 11:00 am – 3:00 pm.
Please attend a job fair preparation session as noted on the previous page.

***Teacher Recruitment Day – April 1, 2009**

Albright co-sponsors a regional teacher job fair for teacher candidates. Hosted at Millersville University, this is a must for aspiring teachers. Contact the Career Development Center for more information.

ON-CAMPUS INTERVIEWING PROCEDURES AND POLICIES

Attend a Resume Writing Workshop and an Interview Skills Workshop as a prerequisite for registering for On-Campus Interviewing. For workshop schedules check our website at www.albright.edu/services/careercenter.

Meet with a counselor in the Career Development Center to discuss your career goals and your job search options.

Make an appointment to meet with a counselor to review and revise your resume. After all revisions to your resume are completed, and your resume has been approved by a counselor, submit a copy to the Career Development Center for each employer with whom you wish to interview.

Sign up for an interview time at the Career Development Center.

Research the organization with whom you will be interviewing. The Career Development Center will have some information on the organization, as well as access to the Internet for further research.

On the day of your interview arrive at the Career Development Center, **in professional business attire**, 5-10 minutes before your scheduled appointment.

Cancel ***ONLY*** if it is an emergency. Notify the Career Development Center immediately and contact the employer in writing to offer an apology. Failure to notify the Career Development Center may result in termination from further participation in the On-Campus Interviewing program.

Check the college web site frequently for updated information www.albright.edu/services/careercenter.



PROFESSIONAL BUSINESS ATTIRE INFORMATION

For Women:

- ◆ Blazers and skirts or suits are appropriate, in a dark color, with a knee length (or below) skirt.

- ◆ Shoes should be polished and in good condition, with a closed toe and heel. Heel should be a conservative height.
- ◆ Jewelry and accessories should be kept to a minimum.
- ◆ All body piercing(s) should be removed, other than earrings (ONE set).
- ◆ All tattoos should be covered.
- ◆ Do not wear cologne or perfume (the interviewer may be allergic). Your personal hygiene products will provide enough fragrance.

For Men:

- ◆ Traditional 2-piece suits, or sport jackets with dress trousers (NO KHAKIS), in a dark color, along with a freshly pressed shirt.
- ◆ Ties should be a conservative print or solid. Theme ties, such as Disney or other character ties, no matter how subdued the print, should be avoided.
- ◆ Shoes should be dress shoes, preferably with a hard bottom, and should be polished and in good condition.
- ◆ Jewelry should be kept to a minimum.
- ◆ All body piercing(s) should be removed.
- ◆ All tattoos should be covered.
- ◆ Do not wear cologne or aftershave (your interviewer may be allergic). Your personal hygiene products will provide enough fragrance.
- ◆ Beards or mustaches should be neatly trimmed.

ON-CAMPUS INTERVIEWS – SPRING 2009

The interviewing schedule for the SPRING 2009 semester is listed below. Please check the Career Development Center website (www.albright.edu/services) for additions to this list.

To participate in the On-campus Interviewing process, please attend a Resume Writing Workshop and an Interview Skills Workshop and then schedule an appointment for a resume review by calling 610.921.7630. Only finalized versions of resumes will be accepted by the deadline listed for each organization.

If you have an interest in any of the organizations listed below, and your major is not indicated, please consult with the Career Development Center regarding availability to interview with these organizations.

Not all career fields participate in On-campus Interviewing programs. If your career interest or major is not represented by this interviewing schedule, please make an appointment to meet with the Career Development staff to discuss your individual needs.

MARCH

3/5 Maxim Healthcare Services, Inc. (www.maxhealth.com)
Hiring **Sales and Management Staff** for Reading, PA
Seeking Business (all tracks) and Marketing Majors
RESUME DEADLINE: February 26

3/10 Prudential Financial (www.prudential.com)
Hiring **Sales Representatives** for Berks County, PA
Seeking All Majors
RESUME DEADLINE: March 3

3/13 Capital Health System (www.capitalhealth.org)
Hiring **Medical Technologists** for Trenton, NJ
Seeking Biochemistry, Biology, & Chemistry Majors
RESUME DROP ONLY, NO INTERVIEW
RESUMES DUE March 13

3/24 Merrill Lynch (www.ml.com)
Hiring **Interns** for Summer, Wyomissing, PA
Seeking Business Majors (all tracks)
RESUME DEADLINE: March 13

3/30 Threshold
Hiring **Aides** for Berks County, PA
Seeking All Majors
RESUME DEADLINE: March 23

APRIL

4/6 Pfizer Inc (www.pfizer.com)
Hiring **Pharmaceutical Sales Representatives** for U.S.
Seeking All Majors
RESUME DEADLINE: March 31

4/8 Waddell and Reed (www.waddell.com)
Hiring **Financial Advisors** for Wyomissing, PA
Seeking Business Administration, Marketing and Finance Majors
RESUME DEADLINE: April 1

4/15 Keystone Financial Management (www.keystonefinancialmanagement.com)
Hiring **Financial Advisors** for Allentown, Harrisburg and Wilkes-Barre
Seeking Business Administration, Finance, Management, Marketing and
International Business Majors
RESUME DEADLINE: April 8