The Recruiting Process

The Office of Student Services (OSS) manages the on-campus recruiting efforts between School of Hotel Administration employers and students through Cornell CareerNet. Cornell CareerNet is a web-based program used for posting jobs, student resumes, career interest profiles and alumni mentor information specifically for Cornellians. OSS also facilitates company visits, events, presentations and posts permanent and summer jobs.

On–Campus Interviewing

The on–campus interviewing process runs from September through early December and from early February through mid April. Companies will coordinate with the career management staff the interviews they are interested in arranging on campus. Typically, much of the planning and student participation in the process happens weeks prior to the actual interview date.

Companies have complete discretion regarding details of their visit (i.e., length and number of interviews, degree level, requiring U.S. work authorization, etc.). Logistical changes occur frequently and are posted in Cornell CareerNet. It is the students’ responsibility to check for changes.

Typically, interviews are closed (prescreened). Closed interviews occur when companies select the candidates they would like to interview. The selections are most often made from resume submissions, and in some instances, from personal interactions that the company has previously had with a student.

Companies may conduct back–to–back interviews where students will have two or more interviews with different, and sometimes multiple, company representatives. These interviews are usually, but not always, conducted one after another and normally take up a block of time longer than the traditional single interview (upwards of 1-1½ hours).

Most interviews with companies participating in Cornell CareerNet are face-to-face, in person interviews. Occasionally they are telephone interviews.

Cornell CareerNet

Cornell CareerNet is available to all enrolled students who want to participate in on-campus interviews. It allows students 24-hour on–line access to job descriptions and recruiting information. Cornell CareerNet provides on–line resume submission, interview selection notification, and on–line interview sign-ups. Instructions for accessing Cornell CareerNet are on the reverse side.

Company Events

Many companies interested in hiring School of Hotel Administration students will come to campus to participate in various events or programs. The formats vary, and include Real
Estate Career Fair, Career Day, atrium company showcases, company presentations, mock interviews and question and answer sessions. Company presentations are held the evening before interviews, and interview candidates are usually required to attend. These serve two main purposes: as an opportunity for the company representatives to see the candidates in another, more social venue, and for students to have a chance to ask questions about the company that will benefit all interviewees and enable the next-day interview to be more focused on a candidate’s skills. To maximize the opportunity to meet and network with recruiters, students should research companies prior to attending company events, and have thoughtful questions prepared.

Students are expected to act professionally at all company events, including arriving on time, dressing appropriately, being respectful, etc. Keep in mind that many companies are ‘pre-screening’ candidates at company events and students’ interactions will contribute to their overall opinion of applicants as well as of School of Hotel Administration students in aggregate. For Cornell recruiting policies, please refer to: www.career.cornell.edu/jobsandinternships/onCampusRecruiting/policy.html

On-line Permanent Job Listings
Each year, we post hundreds of jobs where companies are seeking School of Hotel Administration students, but don’t come on campus to interview. Students contact the companies directly to apply. These opportunities are specifically targeted towards our students and alumni and are often referred by alumni, established company contacts, or the result of corporate relations outreach. You can find these lists here: www.hotelsschool.cornell.edu/students/careers/ugrad/findjobs/
Check out the Career Management website for additional independent job search resources.

Cornell CareerNet Instructions

Registration
- Access Cornell CareerNet here: www.career.cornell.edu/cuTrak.html
- Click on the On-Campus Recruiting Policy link to become familiar with Cornell recruiting policies
- After reading the policies, return to www.career.cornell.edu/cuTrak.html, scroll down and click on ‘log in now’
- Enter your Cornell Net ID – the entire Net ID including @cornell.edu – and your password to validate that you are a student at Cornell University. If you have difficulties logging in, contact CCS at (607) 255–6922.
- You will now be prompted to complete a profile by filling in information to pre-set questions. It is important to complete all the information accurately. (Note: This profile can not be viewed by employers.)

Using the Cornell CareerNet System
- Successful completion of the on-line tutorial or attendance at an on-campus recruiting session is required for you to become eligible to use the On-Campus Recruiting system.
Once you have registered by completing a profile and completing the required tutorial, you can upload resumes, cover letters, and an unofficial transcript by clicking on the ‘Documents’ tab and going to ‘Upload a Document.’

You can view the listed job descriptions of organizations that will be visiting campus and submit your resume and cover letter to those you are interested in and for which you meet the qualifications.

You can also view a listing of Presentations/Info sessions that are being held by employers by clicking on the ‘Calendar’ tab and selecting an option.

You can access and keep track of your status by reviewing the ‘Applications’ tab. This will provide you with a listing of the organizations you have applied to, and your status for each position.

**Uploading and/or Replacing Resumes**
- Access Cornell CareerNet here: www.career.cornell.edu/cuTrak.html
- Enter your Cornell Net ID – the entire Net ID including @cornell.edu – and your password
- Once you’ve successfully logged in, click on the ‘Documents’ tab along the top of the page
- Click on ‘Upload a Document’ and select ‘Resume’
- Browse for your document and click ‘Upload’
- To replace or rename your resume, click on the ‘Document’ tab and go to ‘Your Resumes’
- Just above the list of your resumes, click on the ‘Select and Action’ drop down menu and select ‘Delete’ or ‘Rename’

**Uploading and/or Replacing Cover Letters**
- Access Cornell CareerNet here: www.career.cornell.edu/cuTrak.html
- Enter your Cornell Net ID – the entire Net ID including @cornell.edu – and your password
- Once you’ve successfully logged in, click on the ‘Documents’ tab along the top of the page
- Click on ‘Upload a Document’ and select ‘Cover Letter’
- Browse for your document and click ‘Upload’
- To replace or rename a cover letter, click on the ‘Document’ tab and go to ‘Your Cover Letters’
- Just above the list of your cover letters, click on the ‘Select and Action’ drop down menu and select ‘Delete’ or ‘Rename’

**Uploading a Transcript**
- Log into Just the Facts at http://jtf.cornell.edu
- Click on the ‘Other Academic…’ drop down arrow on the left side and select ‘Official Transcript’
- Copy and past each semester’s grades and GPA chronologically into a Word document with a title that includes your name
- Reformat as necessary to fit on the page properly and so it looks organized
• Save the document and then upload this document into Cornell CareerNet through the ‘Documents’ tab, selecting ‘Upload a Document,’ and clicking ‘Other’

Trouble-Shooting

• Why can’t I log on?
  o Your Net ID is not valid (inactive registration status)
  o You never completed a profile on the system
  o You haven’t completed the required tutorial or attended an orientation to on-campus recruiting session
  o Your log-in is case sensitive

• How do I get my password?
  o If you are newly registering, you can choose a password you desire. If you continue to have difficulties, contact Cornell Career Services at (607) 255–6922.
  o If you are a returning student, you can receive your password by going to the log-in page of Cornell CareerNet and click on ‘Forgot your password?’ link.

• Why can’t I submit my resume?
  o Your graduation date doesn’t match what the employer is seeking.
  o Your citizenship doesn’t match the employer’s requirements.
  o You are not enrolled in the required school/college.
  o The employer is seeking a different level of education.
  o The deadline has passed.