

LAFAYETTE COLLEGE CAREER SERVICES

Employer Resources: Frequently Asked Questions

How do I post a position for Lafayette students?

A. Career Services will post your position free of charge on line. All you need to do is click on the “job posting form” under “Employer Resources”; fill it out and return it by email or fax. Lafayette subscribes to the Experience e-recruiting network. If you are already part of the Experience network you can request to link to Lafayette.

How do I schedule an On Campus Interview Date?

A. Scheduling a date is as easy as picking up the phone and calling Rochelle at 610 330 5531. We recommend calling well in advance to secure your preferred date. Once your date is scheduled you will receive a confirmation email containing your deadline dates and further details regarding your on campus visit.

How do I arrange an Information Session?

A. To reserve a date for an Information Session, contact Rochelle by phone or email (crozierr@lafayette.edu). Information Sessions are held in “smart” classrooms containing AV equipment. Sessions are typically held during lunch or early evening. There are no fees involved with reserving space or equipment. Sessions can be scheduled independently or coordinated with an On Campus Interview date.

How do I arrange for food at my Information Session?

A. If you would like to offer food please contact the Career Services office one week prior to your Session date to make arrangements.

How can I promote my opportunities to students?

A. Career Services advertises all Information Sessions and On Campus Interviews to students and faculty through emails, but we welcome and encourage employers to send promotional materials which we will distribute throughout campus.

I have promotional materials for my Interview date and(or) my career fair table, where shall I send them?

A. Promotional materials can be addressed as follows:
Lafayette College, Career Services Office, Attn: Rochelle Crozier, Recruiting Coordinator, 201 Hogg Hall, 11 Quad Drive, Easton, PA 18042
Please notify Rochelle by phone or email when you are shipping materials.

Is there a way to determine if our starting salary is competitive?

A. Career Services participates in the NACE Salary Survey and encourages employers to utilize this information which can be found at http://www.naceweb.org/info_public/salaries.htm
You may also contact Nanette Cooley, Employer Relations Assistant Director by phone (610 330 5114) or email (cooleyn@lafayette.edu) regarding information specific to Lafayette graduates.

I am traveling from out of town, is there a place near the campus to stay?

A. Yes, there are a number of hotels within a short walking or driving distance from the campus. Please check our local area webpage at

http://www.lafayette.edu/community/parents/food_lodging.html

You mentioned other ways to connect with students, how can I volunteer?

A. Career Services offers a variety of ways to connect with students outside of the formal recruiting program:

1. Recruiters In Residence

This is a week of mock interviewing for students. We look for employer volunteers to conduct interviews and provide feedback. To find out dates and to volunteer contact Nanette Cooley, Employer Relations Assistant Director at cooleyn@lafayette.edu.

2. Host Programs & Workshops

We also encourage employers to participate in program and workshop presentations. You can volunteer to host or you can co-present with a Career Services professional. These programs are held over lunchtime or late afternoon/early evening. Some typical program topics include; “How to work the Career Fair”, “ Interviewing for Success”, and others. To volunteer or for more details, contact Nanette Cooley.

3. Hosting an On Site Visit.

We can bring interested students to you. If you are interested in hosting a small group of students at your organization location, contact Nanette Cooley to discuss possible dates.