



University of  
Lethbridge

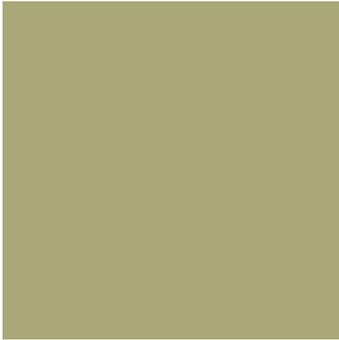
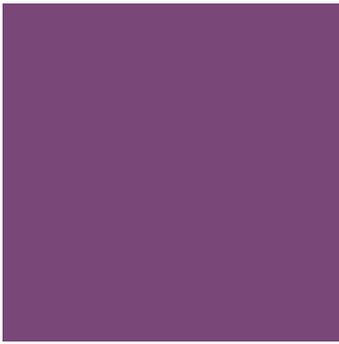


**University of Lethbridge**

## **On Campus Recruitment (OCR) Guide**

Your guide to employer recruitment activities at the University of Lethbridge

**Career & Employment Services**  
[www.uleth.ca/ross/ces](http://www.uleth.ca/ross/ces)



## + What's OCR All About?

Starting in September, a number of employers begin recruiting students to work in co-op, summer, and full-time positions beginning the following spring. The great thing about this is that it gives you the opportunity to have a position all lined up for when you are done classes – imagine how good it will feel to already know this fall that you have a position secured for the spring! The difficult thing about this is that it means you have a lot to juggle in the fall – in addition to classes, assignments, and exams, you also need to prepare your resume, look for work, and go on job interviews.

That's where Career & Employment Services (CES) comes in! We're here to help you navigate and prepare for this process. The On Campus Recruitment Guide will provide you with concrete steps you can take to get ready and build your confidence. This guide will show you procedures to follow, explain the services CES offers, provide you with information

on events and programs, and give you ideas to help make you a more competitive candidate for the positions you want.

Career and Employment Services is here to assist all students, regardless of faculty, discipline, or campus location. We even help alumni (typically up to two years after graduation). We're here for YOU and we want to facilitate your success. If you have questions or concerns, feel free to contact our office by dropping by Anderson Hall (AH154), calling our front desk at 403-329-2000, or emailing [ces.students@uleth.ca](mailto:ces.students@uleth.ca). For more information, see our website at <https://www.uleth.ca/ross/ces/>.



# On Campus Recruitment (OCR) Procedures

On campus recruitment (OCR) is the process by which employers recruit students for full-time and summer (non co-op) positions that start in the future. CES may facilitate their recruitment by posting positions, collecting resumes, booking interview rooms, scheduling interviews, and arranging information sessions at the request of the employer. Following these steps for success will better prepare you to understand and coordinate your search.

*Be informed, stay organized, and put your best self forward!*



## STEP 1: SIGN UP WITH CAREER & EMPLOYMENT SERVICES

Sign up for our [Contact List](#) online. Signing up on the list will allow us to provide you with information about job opportunities, on campus recruitment activities, interviews, and other job search or career activities tailored to your major and areas of interest.



## STEP 2: LEARN ABOUT THE JOB SEARCH & OCR PROCESS

Attend a CES [Job Search & Networking Workshop](#) as early as September. If you are unable to attend a workshop in person, we encourage you to carefully read the information contained in this guide, review the [job search information on the CES website](#), and contact us at [ces.students@uleth.ca](mailto:ces.students@uleth.ca) if you have questions.



## STEP 3: VIEW THE CES JOB BOARD FOR POSTINGS

View the most up to date postings by going to the [CES Online Job Board](#). Carefully read and follow all instructions found on the job postings regarding application processes. Employers have different requirements and applications procedures, so ensure that you are following the specific procedures indicated by each employer.

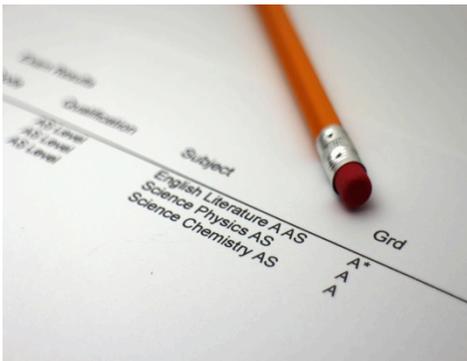
You can find additional general & discipline-specific job search resources [here](#).



## STEP 4: ATTEND CAREER EVENTS AND INFORMATION SESSIONS

**Information Sessions:** Learn about different companies and organizations recruiting students in specific majors or across all disciplines. (e.g. oil & gas companies, accounting firms, government departments, international work opportunities, etc.).

**Career Fair (Lethbridge campus):** Attend local career fairs, including the U of L Career Fair, held annually in September or October. Check the [CES website](#) for a schedule of events.



### STEP 5: ORDER TRANSCRIPTS

Many employers request a copy of your transcripts as part of your application. To order transcripts go to:

<http://www.uleth.ca/ross/transcripts>.

Need transcripts immediately? You can print or attach an electronic copy of your unofficial transcript from your account on [The Bridge](#). Just let the employer know that you have ordered an official copy and will provide it as soon as possible.



### STEP 6: DEVELOP A TARGETED RESUME & COVER LETTER

To be competitive, it is important to target your resume and cover letter to specifically address the needs of each position you seek.

Sign up for a [Resume & Cover Letter Writing](#) workshop online. CES Advisors may provide you with personalized feedback after you have attended a workshop.

Not on the Lethbridge campus? We can arrange to help you by email or by phone (contact [ces.students@uleth.ca](mailto:ces.students@uleth.ca)) for further instruction.



### STEP 7: SUBMIT APPLICATIONS BEFORE THE DEADLINE DATE AND TIME

It is your responsibility to ensure all requested information and documents are submitted to the employer by the application deadline, in the proper format, and to the specified location/office. Make sure that you carefully follow the instructions provided on each job posting. If a posting calls for a reference number or competition number, make sure that you include it.



### STEP 8: PREPARE FOR JOB INTERVIEWS

Interviews may begin as early as late September and continue through the academic year. If you are shortlisted, you will be contacted either by the employer or CES. If CES is setting the interview schedule we will email you at your 'uleth' email address so don't forget to check it during this timeframe.

If you are selected for an interview, respond quickly to schedule a time that works for you. Withdrawing from or declining interviews should only be done under extenuating circumstances. If you must cancel an interview, contact the person who scheduled your interview as soon as possible.

It is your responsibility to check your email and voicemail often, as employers may attempt to contact you these ways to arrange interviews. Ensure your messages are professional. Be sure to verify the date, time, and location of the interview. Plan on arriving for your interview approximately 10 minutes early. Be prepared to communicate your strengths to employers with confidence.

Sign up to attend an [Interview Workshop](#) & see additional tips [here](#).

# + CES Workshops

## Resume & Cover-Letter Writing:

- Target your resume to specific jobs
- Organize your information appropriately
- Brainstorm your skills, strengths, & experience
- Add in concrete and relevant details
- Write a business format cover letter

## Job Search & Networking:

- Self-assess your needs & goals
- Target your job search
- Identify relevant sources of job leads and ways to research different sectors and employers
- Strategies for marketing yourself in person & on paper

## Interview Tips & Techniques:

- Learn what to expect in job interviews
- Understand the different types of interview questions, including behavioural descriptive questions
- Preparation and recall techniques
- Tips for making a good impression

## Career Portfolios for Interviews:

- Discover the purpose and use of a career portfolio
- Brainstorm, collect, and create relevant work, study, skill, and achievement documents
- Organize and present your information to employers in meaningful ways

## Career Exploration:

- Understand the career planning process
- Resource connections to help you assess your personal traits and goals
- Strategies to help you research occupations
- Ideas for organizing and evaluating your options
- Plan action steps to help move you forward

## Specialized Workshops:

- Offered occasionally – watch the CES website for dates and topics
- Topics might include:
  - Accounting On Campus Recruitment
  - Combined Workshops
  - New Grad Seminars

# + Other Services

## One on One Appointments:

Offered on the Lethbridge campus as a follow up to workshops, depending upon availability. Individual support may also be offered at a distance through email and telephone consultations or through coordination with the resources offered through our Calgary and Edmonton campuses.

To make an appointment, drop by AH154, call 403-329-2000, or email [ces.students@uleth.ca](mailto:ces.students@uleth.ca).

## Resources:

CES offers a variety of resources for students, including the [CES website](#), the Resource Library located in Anderson Hall (AH154), and in-depth information packages on topics including Resume Writing, Cover Letter Writing, Job Search & Networking, and Interview Tips and Techniques. We can also help you to research and learn about specific topics of interest.

## Career Counselling:

Offered in collaboration with Counselling Services. Professional counselors can assist students who are confused or unsure of their career goals. They can help you to identify your goals, examine your motivators, and determine your needs so you can better focus on your future path.

Appointments must be booked through Counselling Services in Turcotte Hall (TH218) or 403-317-2845, but they may take place in the CES office (AH154).

# + Career Events

Check the [CES Events Calendar](#) regularly for current info & news!  
[www.uleth.ca/ross/ces](http://www.uleth.ca/ross/ces)



## Career Fair:

Every fall, Career & Employment Services organizes the annual all-discipline Career Fair featuring up to 100 exhibitors from a variety of industries, fields, and geographical locations. Check out the participating companies to learn about career paths, qualifications, and job opportunities.

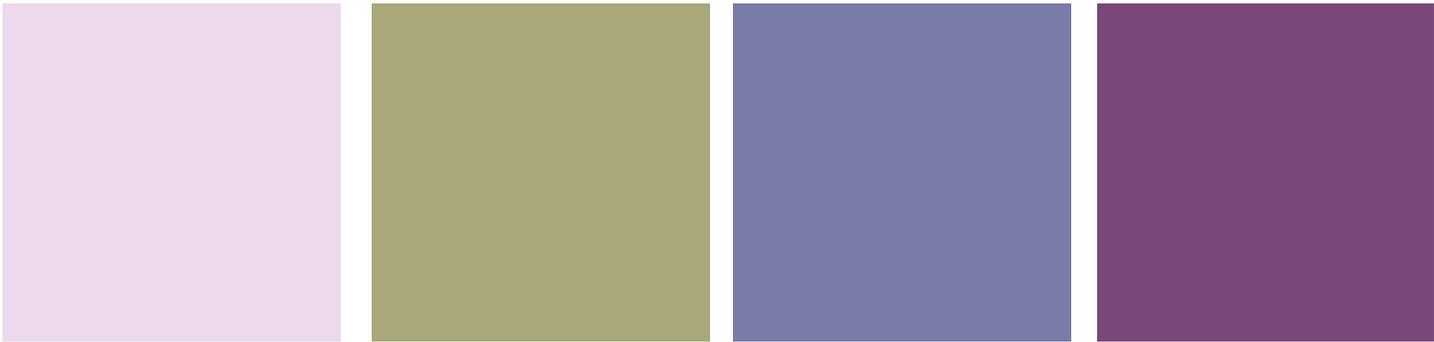
See more information [here](#).

## Information Sessions and Booths:

Throughout the academic year, a number of companies come to campus to provide students with information about their organizations and their current positions. These might include co-op, summer, and new graduate positions. Attending information sessions and stopping by employer booths are excellent ways to learn about the different opportunities and career paths available to you, and to meet recruiters in person. Employer events will be posted on the [CES website](#), CES bulletin boards, the [UofL Notice Board](#), and the CES Office.

## Preparing to Attend Career Events:

To put your best foot forward, dress professionally and think about what you want to communicate to recruiters. If available, attend a [Networking workshop](#), view CES's [Tips to Succeed at Career Fair](#), and conduct online research to ensure you make the most of every opportunity. You can bring a resume but you will want to further target your resume and cover letter for applications after the event. Prepare questions you would like to ask the recruiters, like: "What information do you need from applicants?" and "What's important to you when making a decision about the right fit?"



# + Annual Recruitment Programs

## Federal Government Recruitment Campaigns

### **Post-Secondary Recruitment (PSR)**

This campaign is designed for new graduates and provides opportunities for entry-level officer positions within the federal government. Applicants can apply for specific job opportunities or for career stream inventories based upon program of study. PSR typically recruits through September and the beginning of October of each year. If you would like to start a PSR position as soon as you graduate, you will need to apply while you are completing your final year of study. Find more information [here](#).

### **Federal Student Work Experience Program (FSWEP)**

This program is designed for students who have not completed their programs of study. FSWEP runs annually from October of one year to October of the following year. It provides students with short-term positions that allow them to gain experience related to their program of study in a variety of government departments. Find more information [here](#).

## Provincial Government Internship Programs

The government of Alberta offers annual internships in the following areas: culture, infrastructure and transportation, public service human resources, public service policy, ministerial government, information technology, municipal affairs, and public affairs. Other provincial government departments may also offer internships on an ad-hoc basis. Most internships are from 6-24 months long, and are geared towards students who have graduated from relevant programs within the last two years. Find more information [here](#). Other provincial governments may offer similar programs.

## New Graduate Development Programs, Internships, and Other Recruitment Programs

September and October are busy times for employers looking to recruit students and new graduates. Make sure to regularly check the [CES Job Board](#) and [Events Calendar](#) to keep up to date with all of the opportunities available to you. Many large organizations (including the energy, agriculture, and banking/finance sectors) offer internships or hiring programs specifically designed to provide entry-level positions to new graduates. Some offer new graduate development programs, which may include specialized training, the opportunity to experience different aspects of the business, and mentorship relationships. These positions are usually posted in the fall, with start dates following the academic year.

# + Get Involved!

There are many opportunities to participate in activities to help make you a more competitive candidate. Getting involved allows you to apply your classroom knowledge to workplace environments. You can strengthen your hands-on skills, gain valuable insight into your field/industry, and build relationships with people who may become your future colleagues or employers. Getting involved can also give you relevant information to add to the 'Volunteer Experience' and "Professional Development' sections of your resume.

## **Volunteer with CES:**

Career Fair volunteers get to interact with employers in a variety of areas including registration, hospitality, set-up, etc. CES also offers volunteer positions for our year-round activities, like promoting on-campus events & workshops and hosting CES information booths to raise awareness about our services for students. If you are interested in volunteering, please contact CES at [ces.volunteers@uleth.ca](mailto:ces.volunteers@uleth.ca).

## **Join a Professional Association:**

Learn about your field and gain experience by joining a professional association or society. These groups may offer volunteer opportunities, networking events, workshops and seminars, targeted job boards, and many other benefits. Most offer discounted membership fees to students. Contact CES for help finding professional associations in your field.

## **Do a Co-op Term:**

Co-operative Education allows students to gain paid hands-on experience and build relationships with employers. Co-op placements are available for undergraduate and graduate students.

Learn more about Management co-op opportunities by visiting the [Management Co-op website](#). Learn more about all other co-op opportunities by visiting the [Arts & Science Co-op website](#).

## **Join a Student Club:**

Student Clubs provide ways to get involved and create networks of friends and support. They may also offer opportunities to act as a member of a committee, network with professors and employers, do volunteer work related to your major, and participate in case competitions or other special events. CES often sends exciting opportunities to these groups to help students stay informed.

Find the club list on the [Students Union Website](#).

## **Complete an Applied Study:**

Applied Studies allow undergraduate students to earn course credit for learning gained through paid or volunteer employment related to their field of study. These opportunities allow students to integrate principles learned in the classroom with practical situations in placements.

Learn more by visiting the [Applied Studies website](#).

## **Volunteer in the Community:**

Volunteering shows that you are generous with your time and want to contribute to your community. It's a great way to gain transferable skills and build relationships. You can search for volunteer opportunities on the [CES Job Board](#) by selecting 'Volunteer' in the 'Job Type' field, or by contacting community groups like [Volunteer Lethbridge](#).



# We're Here to Help!

Call, email, or drop in anytime!



## Career & Employment Services

Office Location: Anderson Hall, AH154

Phone: 403-329-2187

Email: [ces.students@uleth.ca](mailto:ces.students@uleth.ca); [ces.graduates@uleth.ca](mailto:ces.graduates@uleth.ca)

[www.uleth.ca/ross/ces](http://www.uleth.ca/ross/ces)