On-Campus Interviewing & Job Posting at Purdue

Posting your job opportunities on Purdue’s Center for Career Opportunities (CCO) website should be considered an essential part of your recruiting strategy.

- It’s accessible to all Purdue students and alumni.
- Students can be directed to your website to apply.
- It’s FREE!

Option #1 – On-Campus Interviews (OCI)

*Let the system work for you!* You upload your job description(s) and add screening criteria (majors, grad dates, degree level and work authorization). Students apply online, you review their resumes and select your top candidates and alternates. Students will be notified to login and select an interview time.

Option #2 - Resume Collection (General Job Posting with Screening Criteria)

A Resume Collection is the same as a General Job Posting but it adds screening criteria (majors, grad dates, degree level, work authorization) to help you target the population you are seeking. 

This is our recommended format if you are not using an OCI.

- **Added Visibility:** Students find these postings by a standard search or by a 1-click search that shows the positions where they meet the basic criteria.
- Eligible **students are contacted** by the CCO (a few days before close) if the number of applicants is low.
- It can be **converted to an OCI** if you decide to interview on campus.

Option #3 – General Job Posting

Any Purdue student or alumni can apply. After you login click “Post (non OCI) jobs to Purdue only (free listing)”, upload or copy your position and fill in the required fields. You can login to view applicants, have their resumes emailed to you or you can direct them to apply on your website.

Effective Job Postings

- A descriptive title
- A brief overview of your company
- Job Description and Key Responsibilities
- Position Requirements (i.e. major, GPA etc...)
- Critical Skills or Abilities
- Location

Job Posting Recommendations:

- Set the posting date (visible to students) for on or after January 11th, the first day of the semester. Leave the posting(s) open for at least a few weeks, preferably longer, and close it by the end of the semester. If recruiting is on-going, post the positions(s) at the beginning of each semester.
- At the beginning of the description, list any Purdue career fairs or on-campus events you are attending.
- Include a link (**in the description AND the additional instructions**) if students need to apply on your website.
- Create a separate posting for each position. Individual postings are more effective than general postings.
- Do not post the same position using more than one option because it will create a duplicate posting.
- Seeking Full-Time hires? Consider including recent graduates in your grad date range.
- Do you have global operations? Please post info/links to your global positions.

How to Post Your Position(s) or Setup On-Campus Interviews

- Login to your NACElink @ Purdue account (or create an account) at [www.cco.purdue.edu/nacelink.aspx](http://www.cco.purdue.edu/nacelink.aspx).
- Refer to [Purdue – OCI & Resume Collection](https://cci.purdue.edu/OCIAndResumeCollection.pdf) for detailed posting instructions.

Contact the CCO (hire@purdue.edu; 765.494.3981) if you have any questions about posting job opportunities.