

# Recruit-a-Rattler

## Post Internship, Job or Service Opportunities on Rattler Connect

Rattler Connect is the place for you to post internships, part-time or full-time jobs or service opportunities. Create an account for your organization and a profile for your lead recruiting contact. Students can search opportunities by industry, organization, position or specific qualifications, so a detailed posting is critical. We will consult with you to be sure your posting is complete and available to students. Access Rattler Connect at: [www.myinterfase.com/stmary/employer](http://www.myinterfase.com/stmary/employer).

## Information Tables

Reach students in a casual atmosphere, as they walk to class, at lunch or between meetings. We will help you determine the best campus location and time of year for your tabling event. Spaces must be reserved and approved in advance and advertising coordinated with Career Services.

## Information Sessions

Boost applications to posted positions by sharing details about your organization's culture, mission and hiring process. We will help determine the best campus location and time of year for your session. Information sessions can be requested using Rattler Connect. Spaces must be reserved and approved in advance and advertising coordinated with Career Services.

## Fairs

Career Services host multiple job, internship and volunteer fairs both general and industry-specific for students and alumni each year. You can register for fair participation using Rattler Connect.

## Résumé Books

Résumé books allow us to connect you to qualified candidates quickly. Once your available position is listed, our staff can retrieve résumés of students and alumni with active résumés in Rattler Connect. We will then send you a packet of résumés via email for review.

## Résumé Collections

Over a two week period after your position is listed and approved, we will send you a packet of potential candidates' résumés. During that two weeks, we will reach out to qualified students (and alumni, if applicable) to share information about the position(s) and the deadline. Interested applicants submit their résumé for review by Career Advisers before a packet of approved résumés is submitted to you for final selection.

## On-campus Interviews

You can reach talented Rattlers through on-campus interviews. Use Rattler Connect to request your preferred on-campus interview date(s), times and number of interview rooms. All on-campus interview requests are reviewed and finalized by Career Services for a date that is about three weeks after your position is approved. During that time, we will market the position, collect résumés from interested and prepared applicants, and further prepare selected candidates for their interview. After the on-campus interview, your hiring managers meet with us to review the experience.

## Presentations

Presentations to classes and Registered Student Organizations (RSOs) are coordinated through Career Services. Our staff reaches out to appropriate faculty and RSO leadership to coordinate dates, times, length and location of your presentations. Capture the attention of qualified and likely interested students in a structured environment, as well as that of the faculty/staff advisor.

## Student Site Visits

Career Services welcome the opportunity to partner with organizations to plan a site visit for students. During a site visit, our staff will accompany a group of students (size can be limited to organizational capacity) to your location for a tour and informational session. It is often beneficial for students to see firsthand what the organizational environment is like and to interact with professionals applying the skills the students are learning within their coursework. Organizations that host site visits often see an increase in interested applicants when internship or job opportunities become available.

