Recruiting College of Engineering Students and Alumni
during the COVID-19 Pandemic

Limiting the spread of the COVID-19 virus and ensuring the safety of students and campus visitors is a priority of Iowa State University. Large in-person recruiting events will not be held during the fall 2020 semester due to the difficulty of ensuring adequate physical distancing. However, systems for virtual networking and interviewing are in place to facilitate the effective recruiting of ISU students. Engineering Career Services is eager to assist employers that have questions about recruiting effectively using virtual methods.

Important Dates
- Classes Start: August 17th
- Fall Recruiting Season Starts: September 8th
- Career Fair RSVP Resume Book Available: September 8th (Reach out and encourage students to connect with your recruiting team during the career fairs)
- Engineering Career Fairs (Virtual): September 15th & 16th
- Interviewing: September 15th to November 20th
- Post Career Fair Resume Books Available: October 12th (Employers with active job postings in CyHire will be granted access to resume books featuring students that opt-in to these resume books)
- Final Exams: November 21st - 25th
- Semester Ends: November 25th

Position Postings and Applicants Review
- Position postings are promoted to all ISU students, and any alum that requests access.
- CyHire makes it easy for job seekers to search for positions, and they can also set up job alerts to get email notifications of positions that match their search criteria.
- Resumes and other applicant materials can be collected in CyHire, via email, and/or company careers website.
- When CyHire is used, application materials can be easily collated into a pdf file for review. It is also possible to automatically generate an Excel file showing name, major, GPA, and graduation date.

Interview Scheduling
- CyHire includes a feature that makes it very convenient to schedule and arrange virtual interviews.
- Applicants apply to your posted position in CyHire and candidates can be invited to interview with a click of the mouse.
- Once invited, selected candidates can choose the time slot in your interview schedule that works best for them.
- A link to the video meeting platform or call-in instructions will be automatically provided to the interviewee and the information will appear in their CyHire account.

Information Sessions
- Virtual information sessions are strongly encouraged to market your organization to students and inform them of your employment opportunities. Name recognition is very important to effective college recruiting.
- Engineering Career Services will promote your information session to students through CyHire and our biweekly newsletters.
- To set up a virtual information session, use the video meeting platform of your choosing to schedule a group meeting or webinar. Engineering Career Services can arrange and host your virtual meeting using Zoom, WebEx or MS Teams if you don't have your own account with one of these platforms. (Note: Zoom offers free accounts but group meetings can last a maximum of 40 minutes.)
- On the Information Session Request Form in CyHire, enter the date, time and the link to your meeting or webinar if doing your own virtual meeting setup, or a note requesting ECS to make arrangements on one of our available platforms.

Career Fairs
- Virtual career fairs will be held on September 15th and 16th with employers setting their own hours during the timeframe of 10:00a to 6:00p.
- The easy-to-use and convenient virtual meeting platform within CyHire will facilitate many one-on-one video meetings between job seekers and employer representatives.
- Job seekers that are interested in your employment opportunities will enter a queue to speak with your representative(s).
- When ready, employer reps will initiate a video chat using your preferred video platform (e.g., Zoom, Webex, etc.) and have a short conversation to screen candidates.
- After speaking to a student, private comments/evaluations can be entered for later review, before a conversation is initiated with the next candidate in the queue.
- Before, during, and after the fair, employers will have easy access to the resumes of the candidates that expressed interest in their posted position(s).
- The virtual career fairs will be available to employers at an extremely discounted rate of $200.00 per day.
- Additional training and best-practices material will be available for registered employers.
- All students are encouraged to participate in the virtual fairs on both days, as their class schedules allow, and are coached on the importance of researching companies before the fair.

Resume Books
- Employers that participate in career fairs are provided access to a resume book of engineering students that RSVP to the career fairs so they can encourage students of interest to connect with them during the fairs.
- Additional books are prepared several weeks after the fairs with the resumes of students who are still seeking experiential education or full-time employment and opt-in to the books.
    - Employers with an engineering position posted in CyHire will receive access to this second set of resume books.
- Resume books can be filtered by students' majors, class levels, and through a keyword text search of their resumes to see only the resumes of candidates who might interest them.

Please do not hesitate to contact Engineering Career Services if you have any questions or need assistance in any way. We know that effective recruiting is important to you and that your employment opportunities are very important to our students. We are committed to making as many beneficial connections as possible while helping to ensure the health of our valued customers.