



These tips can help ensure your team develops effective relationships with our students.

ESTABLISH YOUR BRAND

- Share branding materials early in the recruitment process
- Send links to videos, virtual tours, employee testimonials in advance of recruiting
- Creative and short videos could be shared on our social media sites
- Make branding fun by including activities with branded give-a-ways—contact Jennifer Tasneem (jtasneem@illinois.edu)
- For information about partnerships, (<https://ler.illinois.edu/employers/partnership-opportunities/>) contact Gayle Nelsen (gln@illinois.edu)

USE TECHNOLOGY EFFECTIVELY

- Post jobs and schedule virtual sessions and interviews on Handshake (<http://handshake.illinois.edu/>). Handshake is the primary online recruitment system used by SCS, and the best way to connect your opportunities to students
- Test your technology before events and interviews
- Practice using new virtual technology before any event to trouble shoot issues that may arise
- Test with a colleague to ensure lighting, sound, and camera are optimal
- Join your event 10 minutes before start
- For group sessions, mute all participants as they enter the session

OVER-COMMUNICATE BEFORE AND AFTER THE INTERVIEW

- Prepare candidates for the interview
- Confirm time, time zone, and length of interview at least two days prior
- Inform on the tech platform to be used and provide links to download, if necessary
- Provide a phone number and contact to call in case of issues
- Technology issues can be out of our control, inform candidate that poor video quality or internet issues will not influence outcomes
- Prepare candidates and build branding by using your SCS alumni to connect with candidates before the interview

CONTACT OUR TEAM

- SCS Career Services is here to help ensure your recruitment needs are met when delivered through virtual platforms
- We will continue to book “visits” for the Fall semester to ensure students aren’t double booked for info sessions, workshops or interviews
- We will have students use Handshake to organize and coordinate their interview schedules through SCS recruiting to ensure a smooth process
- Contact Gayle Nelsen (gln@illinois.edu) for reservations or assistance