Answers to Commonly Asked Questions About On-Campus Recruiting

1. What is CareerBridge?

CareerBridge is an on-line database which allows you to maintain on-line profiles, resumes and documents for employer review. CareerBridge also allows you to search for full and part-time employment opportunities as well as internships. Career Events, including on-campus recruiting and resume drops, are advertised and facilitated through CareerBridge. You must register and complete a user profile on CareerBridge in order to view the job database.

2. What is on-campus recruiting and how do I participate?

On-campus recruiting occurs when employers visit the University of Hartford campus to interview students for available full-time and internship positions. These visits happen in both the Fall and Spring semesters.

If you have registered and completed a user profile on CareerBridge, you can view the employers who are scheduled to visit campus by clicking on On-Campus Recruiting in the menu bar on CareerBridge.

If you meet the candidate criteria, designated by the company, and have uploaded your resume and selected “Yes” to “Allow Employer Viewing” in your CareerBridge profile, then the recruiting schedule will be listed under Future On-Campus Recruiting Schedules for which you are qualified and you can click Request Interview to submit your resume and cover letter, by the submission deadline, for consideration.

3. How will I know if I am selected for an on-campus interview?

If you are selected by the employer for an on-campus interview, you will be notified via CareerBridge and invited to select an interview timeslot by the selection deadline. In some cases, you are also expected to attend a mandatory Information Session usually hosted by the employer before the interviews.

4. What is a resume drop?

A resume drop occurs when an employer posts a full-time or internship position for which they are seeking candidates on CareerBridge. Search for resume drops on CareerBridge by answering "Yes" to "Is this a resume drop?" in the job search function.

If you meet the candidate criteria, designated by the company, and have uploaded your resume and selected “Yes” to “Allow Employer Viewing” in your CareerBridge profile, you can click Submit Resume to submit your resume and cover letter, by the submission deadline, for consideration.

If you are selected for an interview, you will be contacted directly by the employer.
PLEASE NOTE: For both On-campus Recruiting and Resume Drops, some employers may also require that you apply on their website as well. All application instructions will be listed in the Application Instructions section of the job posting in CareerBridge.

5. What are Information Sessions?

Information Sessions occur for one of two reasons. Some employers visit campus to speak to students about their companies and about future full-time employment opportunities. These Information Sessions are advertised via email and on the Career Services website.

Information Sessions may also occur before an employer visits the University of Hartford for on-campus interviews to speak to the candidates who have been selected for interviews. You are strongly encouraged to attend these Information Sessions – remember you want to make a great first impression and not showing up may give the employer the wrong impression about your interest in their company. These Information Sessions will be listed under the company’s Recruiting Schedules.

6. What is an RSVP?

Some Information Sessions will require that you RSVP, which if you don't know, comes from the French expression "repondez s'il vous plait", meaning please respond.

To view current Recruiting Events, visit: