

**POLICY/PROCEDURE MEMORANDUM**

**TO:**  
**FROM:**  
**SUBJECT:** Career Center Employer On-Campus Interviews  
**LAST REVISION:** July 10, 2017

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The Career Center provides the opportunity for employers to conduct interviews with USC students and alumni using on-campus facilities. If you wish to interview students virtually and/or remotely, please see our Remote Interview Policy.

**Eligibility**

Employers must meet the requirements of the Employer Eligibility to use Career Center Services policy and hold an active account in Handshake, the Career Center's online recruitment system in order to schedule an interview room with the Career Center.

**Location**

The Career Center coordinates on-campus interviews in three locations. These locations include the Main Career Center in the Thomas Cooper Library; the Satellite Engineering Center in the Swearingen Engineering Center and in the Office of Career Management in the Darla Moore School of Business Building. Employers are strongly encouraged to host interviews on-campus in these designated spaces.

Employers may interview students in a public space however; use of designated spaces will protect both the student and employer from potential liability issues.

**On-Campus Interview Season**

Each semester, the standard On-Campus Interview season begins with the Career Center's job fairs. Employers may make a reservation through the Recruiting Coordinator to hold On-Campus Interviews after that date. Pre-fair On-Campus Interviewing is reserved for accounting firms.

**Availability of Dates**

Interview schedules must be reserved and confirmed in advance with the Career Center Recruiting Coordinator. Interview rooms may be reserved with the Career Center Recruiting Coordinator Monday – Friday, except where blackout dates are noted on the Career Center's recruiting calendar, posted on their website.

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**Availability of Interview Time Slots**

8:30 am – Interviews may begin.

5:00 pm – Interviews & associated employer discussions must be completed and employers must vacate the interview rooms.

Interview time slots will vary depending on the needs of the employer, but typically run 30 minutes, 45 minutes, or 1 hour.

**Arrival Time**

Check-in will be available at 8:30 am. Keep in mind, our campus is located downtown Columbia and finding parking can be challenging. Be sure to allow ample time to find parking and to walk to our building.

**Parking**

Parking for the Thomas Cooper Library location is available in the Bull Street Garage, which is located on the corner of Blossom and Bull Streets at 611 Bull Street.

Parking for the Darla Moore School of Business is available in the Discovery Plaza Garage, which is located at 821 Park Street.

Parking in the Swearingen Engineering Center is located at reserved metered spaces on Catawba Street. The address is 300 Main Street.

The recruiting coordinator will provide detailed parking instruction upon confirmation of your interview date.

**On-Campus Interviews for Third Party Employers**

An employer designated in Handshake as a Third Party Recruiter may hold on-campus interviews in the Career Center, provided the open position is with their organization. On-campus interviews for Third Party Recruiters will operate as a Rooms Only schedule. This means the employer will contact the students directly and set the schedule.

**Invited or Accepted Students**

The Career Center strongly recommends that an employer who has invited or accepted a student for an on-campus interview continue to interview that student, even if there has been an employer error or change in the desired preselect student list. It is the view of the Career

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Center that any extra time involved with following through with the interview is considered damage control and assists the organization in maintaining a positive image on campus.

**Hazardous Weather and Emergencies**

In the event of hazardous weather, the Career Center will not host on-campus interviews, if the University of South Carolina has cancelled classes.

In the event of any emergency, the Career Center will not host on-campus interviews if conditions are deemed unsafe.

The Career Center will make the decision on whether to cancel on-campus interviews no less than 24 hours prior to the scheduled interview date.

The Career Center will make every reasonable attempt to post notification on the Career Center website [www.sc.edu/career](http://www.sc.edu/career) no less than two hours prior to the scheduled interview.

In the event the on-campus interview is cancelled, employers in conjunction with the Recruiting Coordinator are encouraged to contact the scheduled students and to host phone or Skype Interviews.

Questions about on-campus interviews that unanswered by this policy should be directed to the Career Center Recruiting Coordinator at 803-777-7560.