University of St. Thomas On-Campus Interviewing Program

Frequently Asked Questions

Who do I call if I have questions or need to make changes?
Jennifer Rogers is the Employer Relations Specialist at the St. Thomas Career Development Center. She can help you with requests and date scheduling. If she is unavailable, you may call the Career Development Center at (651) 962-6761 and ask for Ipshita Chakrabarty.

What if I need to make changes to my interview schedule?
Please make any changes to your schedule before you make interview invitations. This is important because it prevents the shuffling of students on the schedule after they have signed up.

When should I make my selections?
The application deadline for students is 10-14 days before your scheduled interview date. This will give you, students, and us time to finalize schedules, notify candidates and alternates, and make any changes. It is requested that you make decisions by or before 7 days prior to your interview date so students have adequate time to adjust their schedules and prepare for the interview.

It is also very important that you make a decision (Invite/Not Invited) regarding all candidates; otherwise the student’s status will perpetually read “Pending.” If you wish to make any changes to your selections after your initial decision contact Jennifer and she can assist you.

What is an Alternate?
It is helpful to identify ‘B-level’ candidates and select them as “Alternate” so if any of your ‘A’ candidates decline or cannot make the campus interview, you will have someone to fill that open time slot.

Do I need to notify students after I accept them for an interview?
There is no need for you to notify students. After you have identified candidates to Invite, Symplicity will automatically send an E-mail to these students. These selected students will log in at the Sign-up Start date to select an interview time.

Please note: if a student has applied for more than one position and you will consider them for all, only invite them once, for one position. They only need to interview one time (unless you bring a different interviewer for each position).

Can I select students from the St. Thomas Resumé Books?
Most OCI employer contacts should be able to see Resume Books as a menu option within our Symplicity system. If you cannot see this, please notify Jennifer Rogers or Ipshita Chakrabarty. Know that Resumé Books are not limited to On-Campus Interviewing and may be used year-round. Resumé Books are an excellent source for candidates who may fit an immediate hiring need.

If you wish to interview a student that did not apply through the On-campus Interview Program:
You may receive a resumé directly from a student at a career fair, while hosting an information session or other event on campus. You may add applicants yourself by clicking on Edit Schedule within your OCI schedule after it has been established. If the system does not accept a name, please Email to Ipshita the student’s name, phone number, E-mail address and the appropriate Job Title.

How do I schedule an Information Session on campus?
If you wish to schedule an Information Session on campus, please contact Jennifer Rogers to establish a date and discuss other visibility activities. After a space on campus has been determined, you will be
contacted by other Career Development Center staff regarding confirmation of event details (space, catering, technical needs, etc.)

**St. Thomas Career Development Center Contacts:**

Jennifer Rogers, Employer Relations Specialist
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