



Dear Friends of ILR:

Thank you for your support of ILR students [and our office] during the past academic year! As we prepare for the coming year, we look forward to your continued involvement, and invite you to engage with our talented and motivated students to help them prepare for a meaningful and impactful career in the workplace.

### **[On-Campus Recruiting 2018-2019](#)**

Join the many employers and alumni who visit campus annually to identify and interview prospective summer and full-time candidates.

#### **Key Dates**

August 27: First day to schedule information sessions

September 12: Full-time interviews begin

October 3: Intern interviews begin

#### **How to Request an Interview Date**

Please review the full [recruiting calendar](#), and then submit an online [interview date request](#) for interviews in fall 2018. Note that we do not use Handshake for this process. We will start accepting requests for spring 2019 in July.

#### **Recruiting and Hiring Policies**

Please ensure your entire team is familiar with our expectations, as stated in our [recruiting policies and offer guidelines](#).

#### **Hiring Report**

If you recruited last year, please complete our [hiring report form](#), or upload a spreadsheet that you have prepared for internal use. This will ensure your requests are expedited quickly.

### **INFORMATION SESSIONS**

Once your interview date is confirmed, contact our office at [ilrcareerrecruiting@cornell.edu](mailto:ilrcareerrecruiting@cornell.edu) to reserve a date for a presentation to familiarize students with your opportunities. We can review the schedule of info session activity and advise you on what dates/times work best. Thereafter, you will be connected to the ILR conference center staff to iron out details regarding AV needs, refreshments, and costs involved. We offer two time frames for your presentation: 5:00-6:30 p.m. or 6:30-8:00 p.m.

### **31<sup>st</sup> ANNUAL ILR CAREER FAIR**

Our signature fall event will be held on Thursday, October 11, 2018 from 10:00 am to 3:00 pm. A registration fee of \$400 is payable by credit card online when you [register](#) your organization (registration is now open). We have reserved a block of rooms at the Statler Hotel on campus. Please call (800) 541-2501 or visit [www.statlerhotel.cornell.edu](http://www.statlerhotel.cornell.edu) to reserve your rooms; cut-off date for room reservations under our block is September 19<sup>th</sup>.

### **SPECIAL PROGRAMS OVER WINTER BREAK**

Take advantage of our successful programs that introduce students to ILR fields and provide employers with an early pre-screening opportunity. The Freshman Extern Program ([FEX](#)) allows interested freshmen an opportunity to observe ILR professionals for a day in their workplaces. The Winter Intersession Program ([WISP](#)) offers ILR students a two to three-week project-based internship to gain relevant work experience during the winter break. Registration for these programs will open in August and we will send you an invitation to serve as sponsors. Please contact [ilrwisp@cornell.edu](mailto:ilrwisp@cornell.edu) or [ilrfex@cornell.edu](mailto:ilrfex@cornell.edu) for any questions over the summer months.

### **PARTNER WITH US**

We are currently mapping out our programs and workshops for the fall semester and welcome the opportunity to collaborate with any interested employers. Depending on our students' career needs and your interests, we can provide guidance on appropriate topics to consider. Please let us know.

Please let us know if we can assist you in any way as you develop your recruitment strategy. We look forward to working with you in 2018-2019! If you are no longer the contact person for on-campus recruiting, please email us at [ilrcareerrecruiting@cornell.edu](mailto:ilrcareerrecruiting@cornell.edu), or call us at 607-255-2724 and provide the name and email address of the current contact.

Sincerely,

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ILR School  
Cornell University  
[www.ilr.cornell.edu/career-path](http://www.ilr.cornell.edu/career-path)

**It takes work.**