

DartBoard Recruiting “How To” Instructions

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How to View Jobs and Internships in the Recruiting Program

Recruiting occurs when an employer seeks assistance from the Center for Professional Development in finding Dartmouth candidates for entry-level or internship opportunities. Dartmouth's Recruiting Program is only available to current students; alumni do NOT have access to Recruiting Program job opportunities.

To search for a recruiting opportunity, go to:

- 1) The toolbars menu on the top left
- 2) Click *Recruiting Program Opportunities*
- 3) Then click *Available Opportunities*

You will then move to a search page where you may search by keyword, position type, term internship available, position function, industry, location, U.S. work eligibility, and application deadline.

Note: As you apply filters, your selections will not appear in the search boxes. To view which filters you have applied, click *My Filters* in the top right corner of the page.

How to Upload Documents to Participate in Recruiting

There are two different ways you can upload a document.

Option 1: Upload Documents Prior to Applying

- 1) Go to the toolbars menu on the top left
- 2) Click *My Profile*
- 3) Then click either *Cover Letters, Resumes, or Additional Documents* depending on what you would like to upload
- 4) Click *Upload New* in the top right corner

Option 2: Upload Documents While Applying

- 1) Go to the toolbars menu on the top left
- 2) Click *Recruiting Program Opportunities*
- 3) Click *Available Opportunities*
- 4) Search for and find the opportunity you plan to apply for
- 5) Click the Job Description Name
- 6) Click *Apply Now* or scroll down to the apply now section
- 7) Click the drop down of all required documents to upload New Resume/Cover Letter/Document

Cover Letter

It's best to name each cover letter by the name of the organization you are applying to. In addition, you should address each cover letter to the contact listed in the job description under *Job Contact Information*.

Resume

Name each resume to match the career field in which you plan to use it, such as "Marketing" or "Education".

Transcripts

To receive a copy of your transcript, log into BannerStudent and select "*Unofficial Transcript -- PDF version*" from the Banner menu to have a copy sent to your Dartmouth email. Then, save the document on your computer to be uploaded. Once saved, you can upload the document into DartBoard. **Remember to update your transcript after each term.**

Additional Documents - Writing Samples

Only upload this document if you see it as a required application material for a specific recruiting opportunity. Since you may use the same writing sample for more than one employer, name your writing sample to reflect the main skill you are trying to demonstrate in the piece. An example is "Analytical Writing Sample". Each sample should be 3-5 pages long and you can indicate that the sample is an excerpt from a longer piece.

Additional Documents - References

A list of references is rarely requested by an employer, so only upload this document if you see it as a required application material.

How to Update Existing Documents in DartBoard

Use of the Update function will update the document automatically for every recruiting program opportunity where that document has already been submitted, even if the application deadline has passed. NOTE: If you update your documents after the opportunity deadline has passed, there is no guarantee the employer will receive the updated documents.

- 1) Find the document you'd like to update
 - a. Go to the toolbars menu
 - b. Click *My Profile*
 - c. Find the document you'd like to *replace*
 - d. Make sure to *preview* the document to ensure the replacement was made
 - e. **DO NOT *delete* a document that you've submitted for an upcoming deadline**

How to Apply for Jobs or Internships in the Recruiting Program

- 1) Go to the toolbars menu
- 2) Click *Recruiting Program Opportunities*
- 3) Click *Available Opportunities*

- 4) Find the opportunity you would like to apply for and click the Job Title
- 5) Either click *Apply Now* at the top, or scroll down to the *Apply Now* section. Once you have uploaded the required documents, click *Apply Now* on the right hand side of the page.

By scrolling down, you can view this position's job description, eligibility, organization information, job contact info, job details, Pre-Interview Information, and deadlines.

Definitions:

- Job contact information - the person you should address your cover letter to.
- Pre-Interview information - a mandatory meeting for all confirmed candidates. Don't worry about this unless you are selected for an interview.
- Deadlines - the recruiting timeline for this specific position.
- Application Start – the date you may begin applying for the position.
- Application Deadline – deadline to apply for this position.
- Invites Due – the date the employer must submit their candidate decisions in the system.
- Invite Accept Start – the date the accepted students may begin signing up for interviews.
- Alternate Student Signup – the date the alternate candidates may take slots not claimed by accepts.
- Invitation Accept End and Final Student Deadline - the last possible time to sign up for an interview slot.
- Visit - the date the interview takes place at the CPD if the employer is conducting on-campus interviews.
- Swap Deadline – The deadline for students to swap slots with one another.

To confirm all the positions for which you've applied:

- 1) Go to the toolbars menu
- 2) Click *Recruiting Program Opportunities*
- 3) Click *My Applications*

Interview Notification Process in the Recruiting Program

In DartBoard, there are two types of recruiting opportunities: Resume Drops and On-Campus Interview schedules. While the application and notification process is the same for each type, the interview process is not.

Resume Drop employers conduct interviews via phone/video. They will enter their interview decisions in DartBoard within the timeline specified in each job/internship posting.

On-Campus interview employers conduct interviews in the CPD. They will enter their decisions within the timeline specified in each job/internship posting.

To determine your interview status, click *Recruiting Program Opportunities*, *My Applications*, and view your status under *My Status* for each opportunity.

Do NOT rely on receiving automatic emails for interview notifications, as spam filters and other factors often interfere with students receiving emails. You MUST check DartBoard to determine your status.

On-Campus Interview Sign-up Process

If you have been accepted for an interview, please check WHEN you may begin to sign up for an interview slot.

- 1) Click *Recruiting Program Opportunities*
- 2) Click *My Applications*
- 3) Click the Job/Internship title for the position
- 4) Scroll down to the bottom of the page to check the deadlines section

This will bring you to timeline. Here you will find the date and time that you can begin signing up for interviews , where it says *Invite Accept Start*.

To sign up for an Interview:

- 1) Click *Recruiting Program Opportunities*
- 2) Click *My Applications*
- 3) Under the position opportunity there will be a section called *Action*. Here it will say *Pick Time/Decline* if it is time to sign up for an opportunity.
 - a. Click *Pick Time/Decline*
- 4) Scroll down to *Pick Available Time*
- 5) Click *Pick Time* next to the time slot that fits your schedule
- 6) Once you have clicked a time, a pop up screen will appear saying "You are confirmed at X time". This means you have successfully signed up for a time slot.
- 7) Click *Ok*.

Login to DartBoard to sign up for a slot as SOON as POSSIBLE after that sign-up start time, in order to get the slot that best suits your academic schedule.

Be sure to also check the timeline for the date that alternates can start signing up listed under the Alternate Student Signup Start. You forfeit your interview if you fail to sign up before an alternate takes your slot.

Finally, check the "Final Student Deadline", under the "Visit Status". *This is the date and time that the schedule will freeze, meaning you cannot change or cancel your slot at that time.* You may see multiple slots available for the same time. **You may change or cancel your interview time slot in DartBoard up until 8:30am TWO BUSINESS DAYS PRIOR to your interview (e.g. 8:30am Thursday for a Monday interview).** Neither changes nor cancellations are accepted after that point. DO NOT contact employers directly to change or cancel on-campus interviews.

Be sure to leave at least 30 minutes between the end of one interview and the start of your next interview, if you are scheduling two different interviews for the same date.

If you fail to show up for a scheduled on-campus interview, you risk forfeiting your entire remaining 1st round interviews on campus. Keep track of your interviews and be sure to arrive 15 minutes early for each interview. All 1st round interviews scheduled by the Center for Professional Development take place in the Center for Professional Development's office.

Many employers hold mandatory Pre-Interview Meetings for candidates on their schedules, and these events usually occur the night before interviews take place. If you sign up for an interview, you need to check to see if a pre-interview meeting is scheduled. The Pre-Interview Meeting event will show up in the under the Mandatory Pre-Interview Meeting for all Confirmed Candidates on the job description page. If you do NOT see information here, there is NO pre-interview meeting for that employer.

Alternate Interview Sign-up Process

When employers submit their interview decisions, they can select students as Alternates. Alternates sign up at a specific time, after Accepted students have access to the schedule. Vacant slots are not guaranteed and are available on a first-come/first-served basis once the Alternate sign-up period begins.

If you have been designated as an Alternate, check to see when you can access the schedule:

- 1) Click *Recruiting Program Opportunities*
- 2) Click *My Applications*
- 3) Click the Job Title for the position
- 4) Scroll down to the bottom of the page to check the Deadlines section and look under *Alternate Student Signup Start*

To sign up for an interview, see instructions here: [On-Campus Interview Sign-up Process](#)

If no Pick Time button is visible, this means there are currently no vacant slots, and you should continue to check the schedule frequently until the freeze date. Do not call the Center for Professional Development or the employer to request an interview slot. If a slot becomes available, the "Pick Time" button will appear on the schedule in DartBoard. There is NO guarantee if or when an alternate will obtain a slot, but frequently checking the schedule will help.

How to Cancel, Switch or Swap On-Campus Interviews in DartBoard

The first thing you must do is check the schedule freeze date and time, which is the deadline for changing or cancelling your interview.

- 1) Click *Recruiting Program Opportunities*
- 2) Click *My Applications*
- 3) Click the Job Title for the position
- 4) Scroll down to the bottom of the page to check the Deadlines section
- 5) Check the Invitation Accept End date

Do NOT contact the Center for Professional Development OR the employer to cancel or change the time of an interview. Once that date and time has passed, you are expected to keep your interview, UNLESS you have ACCEPTED another offer. If you've accepted an offer, contact srs@dartmouth.edu immediately.

To CHANGE your slot:

- 1) Click *Recruiting Program Opportunities*
- 2) Click *Scheduled Interviews*
- 3) Next to the Action section, click *Swap/Cancel*
- 4) Scroll down to *Pick Available Times*
- 5) Click *Pick Time* for the time you would like to select for your new interview time
- 6) Once you have clicked a time, a pop up screen will appear saying "You are confirmed at X time". This means you have successfully signed up for a time slot.
- 7) Click *Ok*.

To CANCEL your slot:

- 1) Follow instructions above but click *Cancel Interview* at step 5.

To SWAP your slot:

If every time slot is full, and you can no longer make your scheduled interview time, you may request to swap your time with another student, as long as the deadline to change or cancel your interview has not passed!

- 1) Click *Recruiting Program Opportunities*
- 2) Click *Scheduled Interviews*
- 3) Next to the Action section, click *Swap/Cancel*
- 4) Scroll down to *Swap Scheduled Interviews*
- 5) Click *Request Swap*
 - a. **Swap Requested** will appear next to the student you have requested to swap with.
 - b. An email will be sent by the system to the student requesting to swap times.
- 6) You will receive an email from srs@dartmouth.edu informing you whether your request has been accepted or declined.

- 7) Your time slot will automatically be updated depending on the student's response. If you do not receive a response by the swap deadline listed in the opportunity, you **MUST CANCEL YOUR SLOT** in DartBoard or you are expected to take that interview.

To accept or decline a swap:

- 1) Click *Recruiting Program Opportunities*
- 2) Click *Scheduled Interviews*
- 3) Next to the Action section, click *Swap/Cancel*
- 4) Scroll down to *Pending Swap Requests*
- 5) Click *Accept Swap* or *Decline*
- 6) The student who initiated the swap will receive an email from srs@dartmouth.edu informing them whether the request has been accepted or declined.
- 7) Your time slot will automatically be updated if you accept the request.

If you do NOT cancel or swap an on-campus interview in DartBoard and fail to show up for that interview, you will no longer be able to continue participating in recruiting. Keep track of your interviews and be sure to arrive 15 minutes early for each.

How Off-Campus Candidates Participate in Recruiting

Off-campus students are eligible to participate in the Recruiting Program by *carefully* following the instructions in this tutorial. While off-campus students may apply for all recruiting opportunities, **ONLY** on-campus students can schedule on-campus interviews in DartBoard.

For all off-campus candidates, your status will appear as *Invited Off-Campus Interview* in DartBoard if you are invited for an interview. Employers will email *Invited Off-Campus Interview* applicants **DIRECTLY** to arrange an interview with you outside of DartBoard. There are no alternates designated for Phone/Video Interviews.

If you've been invited to an interview but the employer hasn't reached out to schedule this within a week of the notification, please email the linked contact directly, thanking them for the opportunity, and offering a few dates and times that you are available to interview.