

RISD Career Center On-Campus Interviewing + Recruiting

The RISD Career Center, located on the 2nd floor at 123 Dyer Street in Providence, has private interview rooms that can be reserved in advance for on-campus interviewing and recruiting.

Each room can be reserved from 9am to 5pm for a \$50.00 non-refundable fee and includes:

- Staff assistance the day of your visit to help manage the flow of your appointments
- Wireless internet and electricity access
- Comfortable seating and ample table space for reviewing portfolios and or Skype calls
- Coffee, tea and water throughout the day

Interview rooms may be reserved with payment by credit card or check payable to the RISD Career Center.

Next steps:

1) To discuss your interest in an on-campus interview or recruiting day/s please contact the RISD Career Center at: risdcareers@risd.edu or by calling 401-454-6614.

Be prepared with the following information:

- Date/s you have in mind for your visit
- Internship or job description for the position/s you have to fill
- Application deadline for the position/s you want to interview/recruit for

2) Post the position you will be interviewing for in ArtWorks, the job and internship database managed by the RISD Career Center. Your posting must include an APPLICATION DEADLINE.

Select a deadline date that will give you enough time to review applicants, select students you want to meet with and schedule interviews. You can review applications on a rolling basis or wait until the deadline.

3) In the "How to apply" section of the ArtWorks posting, please copy and paste the text below:

To be considered, please apply through ArtWorks with your current resume by clicking on the "Submit Resume" button at the top of this page. Please be sure your contact information and a link to your portfolio online is included on your resume.

Interviews will be conducted on campus at the RISD Career Center located at 123 Dyer Street. Students will be notified in advance if selected for an interview.

RISD Career Center Reminder: Students, if you are selected and assigned an interview time that coincides with class, you will need permission from your professor for an excused absence. Please notify your professor and request time away from class before you schedule the interview.

4) Once the position is posted in ArtWorks, the Career Center will notify students about your visit and the opportunity you have.

5) Companies are responsible for selecting and reaching out to students to create their interview schedule for the day.

Interviews can start as early as 9am and should end by 5pm. Please plan to arrive at least 30 minutes prior to your first interview. In the event of company cancellation, the company is responsible for notifying students of the cancellation and making alternate arrangements.

6) Please include these instructions to students who you schedule for interviews:

Your interview will be held at the RISD Career Center at 123 Dyer Street, 2nd Floor. Please arrive 10 minutes in advance of your scheduled interview time. Be sure to bring a copy of your resume and your portfolio with you. If you need to cancel your appointment for any reason, please contact (Company contact's name) at (email address and/or phone number)

7) Please provide the Career Center with your schedule and names of students you will be interviewing.

The interview list can be emailed in advance to: risdcareers@risd.edu, or a printed copy of your schedule may be given to the Career Center staff on the interview day.

8) Lunch options:

The Career Center will be glad to suggest local restaurants that deliver for your convenience. There are also good places within walking distance that can quickly accommodate you if you have a 30-45 minute break for lunch.

9) The Career Center staff will check in with you a week prior to your visit to answer any questions and review details for the day.

Thank you for considering RISD students for opportunities with you and we look forward to supporting your visit on-campus! Please let us know if you have any questions.