



## PERC (Period of Employers Recruiting on Campus) FAQs

### Questions

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### Answers

#### **Do I have to conduct my event during PERC?**

The PERC weeks are dedicated times during the semester when employers can come on campus. PERC is heavily advertised as a major event, starting at Orientation in August, so students know this is the key time during the semester to meet many employers. Therefore, it is strongly preferred that employers conduct recruiting during PERC as they get the most visibility among students. Individual events at random times may not get as much attention with all the other activities at HGSE.

#### **What kinds of events can I do during PERC?**

Employers can conduct information sessions, interviews or more informal office hours.

**Information sessions** - Conduct a one-hour presentation to students about your organization. Usually employers present for about 20-25 minutes and have Q&A with students the remainder of the time.

**Informal office hours** - Offer availability on campus for 1:1 or small group informal drop-in conversations with students to discuss your organization's work and career paths, give advice on applying to jobs and advise students on where their skills and interest might fit.

**Interviews** - Set up a schedule for formal job interviews for open positions at your organization. Schedules can either be open (any student can submit their resume and sign up for a time slot) or preselect (students submit resumes by a deadline for employer selection; invited students will be able to sign up for a time slot).

#### **How do I request an event?**

You can enter a request via [Hired](#). Upon logging in, look for "Request New Information Session" under Shortcuts on the right side of the screen to request an information session or office hours. To request an interview schedule, select "Create New Schedule Request." Be sure to request these during the PERC time periods. CSO will then be in touch to confirm details and make any changes.



Hired is the main location where our events are advertised. Once we confirm details with you, your event will be live in Hired and students will be able to sign up.

**Do I need to reserve space for my event?**

No, CSO handles this.

**Will I get tech support for my event?**

Yes, we always request tech support for our events so you can show a PowerPoint, video or a website.

**Can I offer food at my recruiting event?**

Yes. If your event is in one of HGSE's event spaces (Eliot Lyman room, Gutman Conference Center, etc.), you must use [HGSE's caterer](#). Popular options include pizzas, cookies, coffee/tea, cheese and crackers, and more. All catering orders should be placed at least **two business days before** your event. If your event is in a classroom or small meeting room, you may use outside vendors if the retail value of the product is less than \$100. Ask CSO what kind of space your event will be in.

Some nearby restaurants include:

[The Just Crust Pizzeria](#) (closest to HGSE) – pizza, pasta, salads

[OTTO Pizza](#) – pizza, salads

**How can I view RSVPs/interview schedules?**

On your Hired homepage, you will see an Alert informing you that students have signed up for your event. Click that link to be taken to the event and student sign ups and/or scheduled interviews.

**How can I increase attendance at my event?**

We suggest you reach out to students through our resume books to invite them to attend. Many students may not have heard of your organization. They also might be more inclined to attend a PERC event if they are contacted personally by an employer.

**When can I get the student resume books?**

We email the resume books to employers participating in PERC about 1-1 ½ weeks prior to the start of PERC. However, you can also access the books at any time directly on the Hired website. If you access the books on Hired before we send them to employers, please check them again after we've sent them as students continue to submit resumes until we send them out.

**How can I email students from the resume books?**

Access the books on the Hired site under the Resume Books tab in the bar across the top of your homepage. When you click into a book, you'll see the list of student names. You can email specific students by checking the box in the left column next to their names. Once you've checked all the students you wish to email, hit the "Mail to Checked" button at the top of the student list.



**HARVARD**  
**GRADUATE SCHOOL OF EDUCATION**

*Career Services Office*

**How does CSO advertise events?**

Through various means:

- Events listing on our Hired system
- CSO office website front page
- HGSE's school-wide online events calendar
- Bi-weekly email to students
- CSO's Student Advisory Board which sends events to individual program cohorts
- Posters in the library

For special events, we email students directly who indicated interest in functions/sectors related to the event. For major events, we also advertise to the other career centers at the various Harvard schools.