

Dear EID 2020 Employer Partner,

I hope this email finds you well during this ever changing time. I first want to recognize the huge shift in education recently and share that TCNJ is here to support your recruitment needs as we have in the past. Our focus is on providing support via virtual/at distance modes and we are moving quickly to adapt/adjust to the current situation.

As some of you know, the March 13th EID event moved to a virtual event. We moved the 908 in person scheduled interviews to take place via virtual mode of the schools choice. The day was not void of technical glitches or last minute cancellations due to emergency meetings for the schools, however we were happy to be able to provide an alternative mode of connecting schools with students in such a short time period. If your school participated in the interviews or had to cancel and you have reached out to the students to reschedule, please see the updated participation agreement information regarding offers and updated deadline date.

We are asking our school partners for flexibility and patience with us as we navigate the process to move to virtual only resources for the next several weeks. We also ask for support and flexibility for our TCNJ students. Students are also navigating this ever changing situation and we want to be sure they are supported as well. Students are currently "on spring break" and are being provided virtual instruction for the 2 weeks following spring break. With the rapid changes, we do not know if they will be returning to face to face instructions after April 5th-a decision has not yet been made/announced. I ask that as we move forward with these changes, that you keep in mind how much is changing for TCNJ students and that they may need time to make decisions as they are processing.

I write to you now to provide an update on how we are moving forward in light of the cancellation of the in person EID events scheduled for March 27th and April 3rd. To support connecting students and schools with employment opportunities, I have developed 3 Handshake options for schools who would like to move forward with the interview process.

Please see below for an overview:

- Resume Collect via Handshake-this option is listed under a specific interview type in our Handshake system. Schools can select this option if they would like students to see their postings/interviews in the EID "interview season" on Handshake. It is very similar to a job posting but it is for employers who plan to create an interview schedule and manage that schedule outside of the Handshake system. (There will be a specific time period the posting is open and selections are made in the Handshake system). This allows EID specific students to have quick access to the opportunity.

- EID Virtual Interview Schedule via Handshake-this option is similar to the “Resume Collect” as it is listed within the EID interview season in Handshake but is for employers who want to create and manage their interview schedule through the Handshake system. The school selects the day they want to virtually interview and students apply to the posting and the specific interview day selected (this allows the school to set aside a date for interviewing and students only apply if they would be available to interview that day virtually). This also allows EID specific students to have quick access to the opportunity.
- Job Posting via Handshake-this option is open to all TCNJ students/alumni based on the criteria you select in your postings. It is not listed in the EID interview season on Handshake. The school will post and manage their jobs through Handshake.
- If schools choose to not use Handshake-Postings on your own website/career page managed outside of EID

All of the above options are managed by the contact listed through your school. I will not be entering the positions, scheduling the interviews or sending reminders for deadlines etc. There is no charge for the above options. We do however have criteria and policies in place for your participation. Schools wanting to participate in this program should review the participation requirements before completing the EID Virtual Event Registration Link (located at the bottom of the email). I am working on a “How to” for each type of Handshake option for EID. Once you complete the link, I will generate an email to the contact listed and provide a “How to” for your specified option. Once you post via Handshake, I will be reviewing the resume collects, interview schedule requests and job postings and approving them on a daily basis. If there are questions regarding the information you provided, I will be in contact via email.

If you were registered for the March 27th or April 3rd EID, the individual postings will be cancelled via the Handshake system. We are doing this so the automated emails stop for both you and the students to reduce confusion. If you want to just move forward with the resumes that you already received and schedule the interviews on your own, we ask that you inform us via the EID Virtual Registration link for tracking purposes (If you want to use Handshake to create your schedule-select the “EID Virtual Interview” option on the registration form and I will send information on steps).

Participation requirements for schools/employers for EID 2020 Virtual programs

- Schools will manage the recruitment process for this program-including entering the information in Handshake, managing the interview schedule(s) and selecting students through the Handshake system.
- Schools will allow students to consider all opportunities until at least April 17, 2020, by not requiring commitments to offers prior to April 17, 2020. This will ensure that

students have the ability to make informed commitments to job offers. If the position is posted via TCNJ Handshake after April 17th, the school may create their own timeline. We do still recommend an adequate amount of time be provided for informed decisions to be made (we recommend at least 1 week but offering flexibility if the student requests). The original date for offer acceptance was April 6th but due to the cancellation of the March 27th and April 3rd in person events, I need to allow more time for the schools from those events to work through the process of posting, interviewing etc.

- Schools will provide flexibility for students participating in the EID Virtual program and applying to school postings via TCNJ Handshake. Although in person instruction is not currently taking place at TCNJ, students still are responsible for virtual instruction requirements, assignments, exams, attending class times virtually, etc. Our expectation from our participating schools is for a high degree of understanding and being flexible in scheduling, follow up and decision making for students at this time.

Thank you for reading this very long email and understanding that we are creating new ways to address the connection between students and employers. As you can probably imagine, the number of specific emails with questions coming in from over 200 EID employers and 230 EID students in the past week has my email a bit backlogged. I am working to respond and also putting these new programs in place. My focus is to get these virtual programs and support material up and running so there might be a delay in responding to individual questions. I encourage you to utilize the eid@tcnj.edu email since I have assistance from a student staff member working remotely in responding to those emails.

Again, thank you for your support and flexibility during this unique time. We look forward to our continued partnership!

Virtual Education Interview Program 2020 Registration link:

<https://forms.gle/EFkrJdWxijTpYUHg9>

Warm regards,
Audrey Cooper