The on-campus recruiting program gives students the opportunity to interview for full-time and internship positions with organizations visiting The Claremont Colleges.

Our web-based system, Route 47, provides you access to:

- View the Claremont Colleges list of employers (continually updated)
- Research presentations given by employers, graduate schools and fellowship organizations
- Submit your resume, cover letter, transcript, and other application materials as needed
- Sign up for interview schedules or check your interviewing status
- Change and cancel an interview time

By entering the Claremont Colleges Online Recruiting System, Route 47, you agree to adhere to the rules, regulations and policies. Any abridgement of the rules, regulations and/or policies will result in revoking your job and internship campus recruiting privileges at the Claremont Colleges.

How to Participate

1. Read the instructions and policies to understand how the program works.
2. Log in to Route 47 through the CDO Web: http://pomona-csm.symplicity.com/students
3. Update your Profile, as it affects what opportunities to which you can apply. In the “Documents” section upload your resume(s), cover letter(s), and other application materials. In “Opportunities/Resources” search for submission deadlines. In, “Events” and “Calendar” search for upcoming presentations or events.
4. Prepare for your interview: research the organization, attend the organization’s information session (if available), and complete a practice interview.

Types of On-Campus Interviews

Pre-select interview schedules allow employers to choose the students they wish to interview. Students submit application materials to employers on-line before a specified deadline. You can check to see if you have been selected for an interview by checking your “Interviews” section. If you are selected as an “Alternate” that means if any of the pre-selected students don’t sign-up, then you can take an open interview slot. The Alternate slots are first-come, first-serve and not all Alternates will get interviews.

Open interview schedules are filled on a first-come, first-served basis. Students can sign-up for an interview on-line after submitting the required materials.

Resume Collects are where employers prefer to conduct interviews at their site off campus, but they are collecting applications through the Route 47 system.

Your Responsibilities to Interview On-Campus at the Claremont Colleges

You will need to submit your electronic application materials (resume, cover letter, etc.) to the employers in which you are interested through the Route 47 system before the designated deadlines listed. If you are selected for an interview, and agree to accept the employer’s invitation, it is your responsibility to select an interview time. You are responsible for your interview dates, times, and locations. You will need to check in with the appropriate career center for appointment(s) 10-15 minutes prior to your interview time. Interviews may take place at any of the Claremont Colleges. It is your responsibility to find out the location before going to your interview.
Accessing Route 47

Go to http://pomona-csm.symplicity.com/students and enter your username and password. The login screen is on the right side. If you do not know your password, click on ‘Forgot password.’ You will be directed to a new page. Enter your student ID and a new password will be sent to you via your school e-mail shortly. Login once you receive your password.

Upload your Application Materials

Go to the Documents section from the main menu. You may keep up to 10 resumes in the system. Once you have uploaded your resume and any other required application materials, you are ready to apply for interview opportunities in Route 47. It is recommended to upload customized resumes and cover letters as you apply for positions. Each cover letter should be addressed to an individual and specifically written for that organization and position. Always save cover letters on your own user space. You have the opportunity to have your primary resume included as part of the Claremont Colleges Resume Database. Simply check in the appropriate box in the Profile section, under Email/Resume Book Preferences.

Route 47 Menu

Opportunities/Resources will take you to listings submitted directly by employers for current openings. This includes on-campus recruiting information. There are new listings posted everyday so check back in this section as often as you like.

For pre-select interviews, it is suggested that you search by “Interviews for which I Qualify”, as that will only show you opportunities that match your profile. To view the full job description, click on the details link on the list of employers. To apply for an employer, simply select the “Submit Resume” button and follow the steps. If you do not see a “Submit Resume” button; check the deadline to be sure it has not passed, check your profile to be sure your information is correct including graduation date, or come by the CDO for help.

There are also links to valuable resources such as Career Insider, which contains VaultGuides to various industries.

Interviews allows you to see with which companies you have signed up for an interview, been selected to interview, or have submitted your materials. This screen will lead you to sign up for interview times if you have been selected and will also allow you to remove an interview prior to the sign-up deadline.

Events and Calendar is the section where you search for upcoming events and presentations. This section also gives you the opportunity to sign up for the event if you would like to attend. Be sure to check this section each time you are in Route 47. Look here for workshops offered by the career centers of the Claremont Colleges as well. Many organizations do a presentation in conjunction with their on-campus interviews. Be sure to check the “Opportunities” section to see if a company is also conducting interviews.

Organizations is the section where you can search for and learn more about organizations, including descriptions, websites, if the organization is recruiting on-campus. You can also save favorites.

Documents This section is where you will post your resume, cover letter and transcript information.

Profile allows you to update your user profile information.
The Claremont Colleges Joint Recruiting Program
Student Responsibility Form

Responsibilities
- I need to submit my application materials through my college’s online recruiting system before the designated deadline listed by employers.
- If selected for an interview, and I agree to accept the employer’s invitation, it is my responsibility to select an interview time.
- I am responsible for keeping track of my interview dates, times, and locations. I need to check in with the appropriate career center 10-15 minutes prior to my interview(s).
- Noncompliance on my part with this policy may revoke all recruiting privileges at the Claremont Colleges for the remainder of the academic year and may result in further disciplinary action.

Cancellation Procedures
I am professionally and ethically obligated to keep all scheduled interview appointments. If I must cancel, I may do so through my college’s online recruiting system **48 hours** prior to the interview date. Contacting a recruiter directly does not suffice. You must also inform the career center hosting the interviews.

In Case of an Emergency
- After the **48-hour deadline**, in the case of an emergency, I agree to call or visit in-person and talk with a professional staff member at the host career center. (E-mail or voicemail will NOT be accepted.)
- I agree to document my cancellation by noting the date and time I called and the name of the person with whom I spoke at the host career center to arrange the cancellation.
- I understand that if I have to cancel after the deadline, no matter what the reason for the cancellation, I am obligated to write an apology letter to the company recruiter with a copy to my career center, and if the host campus is at one of the other Claremont Colleges, a copy to that center as well.

No Show Policy—If you fail to show up!
I understand that if I do not show up for my scheduled interview, I will lose all recruiting privileges at the Claremont Colleges for the remainder of the academic year and may result in further disciplinary action.

Reneging on a Job Offer
Once you accept a job offer—either verbally or in writing—an employment contract has been created and this contract represents an obligation that you are ethically required to uphold. In addition, if you do accept an offer, you have made a commitment to that employer and it is your ethical responsibility to discontinue interviewing with all other employers, including those who come through on-campus recruiting.

Therefore, before you say "yes" and accept an offer, consider your options carefully and ask for more time to make the best decision if you need it. This is not a decision to make lightly or too quickly. Do not take an employment offer that you are unsure of out of fear or insecurity. It is wrong to renege on an employment offer after you have accepted with an organization and doing so may carry negative consequences for you as a new professional. Additionally, you may cause harm to the relationship that the Claremont Colleges have with an organization and prevent other students from attaining opportunities with that organization in the future. Please contact your career center before you take action if you encounter a situation where you are unsure of what to do. If you renege on an offer that you accepted either verbally or in writing with any employer, then you forfeit your right to participate in the on-campus recruiting program for a period of one year.

Student Acknowledgement
By using the college’s online recruiting system, it constitutes an agreement between the career centers of the Claremont Colleges and you that you will adhere to the rules, regulations and policies that are incorporated as part of this agreement. You understand that any abridgement of the rules, regulations and/or policies by you constitutes the basis for revoking your on-campus recruiting privileges at the Claremont Colleges.