

COLUMBIA UNIVERSITY CENTER FOR
Career Education

LionSHARE FAQs

Q: How can I register for LionSHARE?

A: All you will need is your UNI and a generic password (TBD) to login once the system is ready on August 1.

Q: How many resumes and cover letters can be uploaded into LionSHARE?

A: You can upload a maximum of 25 different cover letters and 25 different resumes.

Q: Can I update a resume after it has been submitted to an employer?

A: Yes, you can update your resume until the resume submission deadline. Once the submission period elapses, the employer will have your final version in his/her account.

Q: Will both CCE and employer events appear in my LionSHARE account?

A: Yes, your LionSHARE account will have a calendar function to inform you of both CCE and employer-related events and let you register for them if necessary. In addition, any interviews that you have scheduled will appear on your calendar. You will see this calendar in your LionSHARE homepage immediately upon logging in.

Q: Will employers be able to view my personal profile information?

A: No, employers will have not access to your profile. They will only be able to see what you submit to them (i.e., resume, cover letter, transcript).

Q: How will school information like my GPA and graduation date be inputted into LionSHARE?

A: LionSHARE will receive a nightly download from the Student Information System with all of your academic data. Should your academic information change (e.g., your graduation date), you must communicate with your academic advisor in order to have your official records amended.

Q: What does it mean if I can view a job listing, but can not apply for it?

A: The only reason this would happen is if you do not qualify to apply for the posting based on your profile information (e.g., GPA, graduation date, major, work authorization). Employers have the option of setting screening criteria for candidates for their job postings based on your profile information.

Q: What is the difference between a regular job posting and an on-campus recruiting posting?

A: A basic job posting is when an employer is interested in hiring a Columbia student, but does not intend to conduct interviews on campus. In this case, the employer could contact you at any time after you submit your resume for an interview, either at the place

of business or over the phone. An on-campus posting, however, is for employers that wish to interview at Columbia. These postings include a resume submission deadline. After this expires, the employer has a week to choose the students it wishes to interview. Your LionSHARE account will tell you if you are chosen have an interview. You will then have five days to sign up for an interview slot. On rare occasions you may see an off-campus preselect event; this is when an employer chooses to conduct interviews in their site but will use the LionSHARE system for resume submission, candidate selection and interview schedule creation.

Q: What is the difference between jobs posted to LionSHARE and MonsterTRAK jobs?

A: LionSHARE jobs are only posted for Columbia students to apply. MonsterTRAK jobs are jobs that employers post system-wide to all Monster subscribing schools.

Q: How do I gain access to interview on campus?

A: Once you entered your LionSHARE account, you will need to review CCE's policies and procedures documentation. Once you have certified that you have completed this, CCE will be automatically informed and will then make you eligible for on-campus recruiting.

Q: What is the difference between preselects and alternates?

A: Preselects are those students that employers interviewing on-campus choose to interview on campus. Employers may also select alternates to sign up for interview slots should any preselects fail to do so in the first two days of the interview sign up period.

Q: Does Columbia screen job postings?

A: Unfortunately, due to the volume of jobs that are posted on LionSHARE, CCE does not have a way to vet every one. We therefore rely largely on student feedback. There is a "Flag Job" button at the top of each job posting that will place that posting in a holding bin for CCE to review if a student feels that there is something objectionable about the posting.

Q: What is the Placement option?

A: This tool allows you to report on your hiring. This information is extremely useful for CCE to gather.

Q: What if I need to withdraw from a scheduled interview on campus?

A: You will be able to withdraw yourself from the interview schedule by using your LionSHARE account up to 48 business hours before the interview date. If you must cancel an interview within that 48 hour window, it will count as a policy violation (in the absence of a legitimate excuse). You must contact Employer and Alumni Relations if you have a legitimate excuse within the 48 business hour window. Please refer to the Policies and Procedures section the CCE website at www.cce.columbia.edu for further details.

Q: What is the Employer Directory?

A: This is a listing of active employers along with further information such as a company description, industry type, preferred majors, office location and events/jobs/interview

schedules posted. This listing is voluntary and does not include all of the employers that recruit Columbia students.

Q: Can I see contact information for corporate recruiters?

A: No, you will not be able to access this type of information.

Q: By what dates do I have to give an employer an answer for a job/internship offer?

A: For offers extended to previous summer interns, students have until November 14, 2008 to make a decision. Students interviewed during the fall semester have until November 28, 2008 to make a decision. For offers extended to previous 1st year/2nd year summer interns, students have until February 27, 2009 to make a decision. Students interviewed during the spring semester have until March 13, 2009 to make a decision. Students receiving offers within two weeks of these dates, are entitled to a full two weeks to make their decisions. In other words, you get until these dates or a two week period to give your answer to an employer, whichever comes later.

For offers extended by employers who did not recruit on-campus, students have two weeks from date of the offer to make a decision. Any student who withdraws an acceptance (i.e., reneges on an offer), after initially accepting an employment offer obtained through the recruiting program, will immediately lose all recruiting privileges.

Q: Will there be training sessions at CCE on how to use LionSHARE?

A: Yes, there will be Power Half-Hours scheduled at CCE to more fully explain the capabilities and nuances of the LionSHARE system.