

**What is an On-Campus Recruitment (OCR) Event?**

An OCR is a mini job fair with your organization the only employer present. All advertising, marketing and promoting of the event is done by CNM Job Connection Services staff. It will allow you to meet one-on-one with students and increase the visibility of your company.

**How do I schedule an OCR?**

Once employers have an approved job posting placed at CNM, they are eligible to request an On Campus Recruitment visit. Click [here](#) to access the Employer Request form. If your organization would like to take advantage of the opportunity for crucial face to face contact with job seekers and be able to identify and speak to strong candidates, please complete this form and return it to us by e-mail or fax (505-224-3073) at least ten days prior to the proposed event to reserve space for your organization.

**What are the best days for an OCR?**

Classes are primarily held on Monday – Thursday. We recommend scheduling your OCR on one of those days as we have higher student numbers on campus.

**What are my available locations?**

CNM's Main campus is located at University and Coal SE but you may also wish to hold events at our JMMC Campus (4700 Morris NE – Morris & Montgomery), our South Valley campus (5816 Isleta Blvd SW – Isleta & Rio Bravo), our Westside Campus (10549 Universe Blvd. NW Universe & Paradise Blvd) or our newest and smallest Rio Rancho campus (2601 Campus Blvd at Unser and King). If you were recruiting a specific major we would want to set up a table for you in the classroom where those students have the majority of their classes (some programs are unique to one campus only) but when one is recruiting from a variety of majors – perhaps a high traffic area like outside the cafeteria would be most beneficial. I'd be happy to visit with you about which location would best serve your needs.

**What will be provided?**

We will advertise your presence on campus with emails and in the campus e-newsletter and calendar but if you would like to prepare a digital flyer for the event, we will see that it is displayed on campus the week of your event. Job Connection Services will provide a 5 foot table and two chairs (or more if you request it) at the space reserved if you wish to speak casually to students one-on-one or we can arrange for an auditorium and audio visual equipment if you have a more formal presentation in mind.

**Please note:** We do not hold On Campus Recruiting Events the first week of classes or the last two weeks of the term.

If you have additional questions about On Campus Recruiting Events, please call Job Connection Services at 505-224-3060