
Please do not share this document link with a career center

I am looking for a document for ...

campusdocuments.com will direct you to the campus documents page on VectorConnect. You will need to be signed into your VectorConnect account. You can also access this through the Campus tab > Campus Documents on VectorConnect.

On the page you will find links to the necessary documents needed for campus. (ie: scripts, email templates, walkthroughs for HS visits and table set ups, etc...)

How do I set up an @vectormarketing.com email address?

Sign into your Vectorconnect account > my office tab > References/Other > Select vectormarketing email and fill out the authorization form. You will receive a follow up email confirming with details on accessing your inbox from microsoft. (*check your spam/junk folders if you have not received anything after 24 hours*).

How do I order posters & flyers?

Go to vmdirectprints.com. Login with your username being your first initial last name. Pswd: vector

How do I gain access to Handshake?

You will first need to have your @vectormarketing email set up (*see above*). Set up a profile on handshake [here](#), using your @vectormarketing.com email address (*only company affiliated email addresses are allowed on our employer profile*). You will then be added to Vector Marketing's profile. If you're having trouble being added, email Helen Brown hbrown@cutco.com

I forgot my Handshake password.

Go to <https://app.joinhandshake.com/login>. Enter your @vectormarketing.com email address under the employer section and hit next. On the following page, select 'forgot password'. This will send you a reset link to your Vector Marketing email. Follow the instructions for reset from there.

How do I register for a fair/event on Handshake?

Reach out to your CRM with the name of the school/event and a link to the event and they will register for you. If there is a cost for the fair they will pay it and have the amount charged to your account.

How do I find my school Career Center contact?

You can do a basic google search of your '(school name) career center'. From there go to their webpage and look for their contact/staff section. Look for the person whose title is along the lines of employer or industry relations. If you can't find that person you can either email the director, associate director or the main career center email address. They will be able to make sure you get connected to the right person.

What do I say when I email my school contacts if I want to set up a table, meeting or follow up from a visit?

All email templates to reach out to your schools are on Campus Documents under *Communication Templates*

Can I just email my schools from my personal email?

Utilize your Vector Marketing email address when emailing your schools. It serves as branding for you as a legitimate business and follows all school guidelines for employers.

How do my sales reps get Internship credit?

It is the school that grants the credit, **NOT** Vector. A student wanting to earn credit should go to their counselor to discuss using their Vector experience. Each college, major and program has different requirements for what they will give credit for. ***Most schools won't accept retrograde experience, so they will want to get approval prior.***

The student can request a packet on VectorConnect under the Campus Recruiting tab > Internships, to bring the information to their school and inquire about the requirements.

Video Resources- link to all campus recruiting videos

Have a Question that isn't answered on here or need more clarification?

REACH OUT TO YOUR CRM! We are here to help you!

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