EMPLOYER RECRUITING GUIDE

Your guide to recruiting at the University of Kansas
WELCOME TO THE UNIVERSITY CAREER CENTER.

ABOUT KU

UNDERGRADUATE: 18,715
GRADUATE: 5,993
INTERNATIONAL STUDENTS: 2,363

KU OFFERS NEARLY 190 FIELDS OF STUDY. 50 ARE NATIONALLY RANKED, MANY IN THE TOP 10

STUDENTS HAVE STARTED MORE THAN 600 STUDENT ORGS

MORE THAN 3,600 STUDENTS ARE INVOLVED IN SORORITIES AND FRATERNITIES

A “BEST IN THE WEST” SCHOOL

A message from the University Career Center Director:
The University Career Center staff is committed to providing career services that result in our students leading more meaningful, purposeful lives. We do this through educating KU students about the career development, planning, and implementation process and connecting them with employment and experiential educational opportunities. Our goal is to develop productive partnerships with employers, administrators, faculty, and alumni on projects that enhance career opportunities for KU students. Our career networks staff want to make recruiting at the University Career Center an efficient, effective and successful experience. We look forward to working with you.

David Gaston
adgaston@ku.edu | 785-864-3624

A message from the University Career Center Associate Director:
The Career Networks team is dedicated to connecting our talented students with meaningful internship and employment opportunities. We serve all KU students and alumni but focus on those in the College of Liberal Arts and Sciences, School of Education, School of Social Welfare, and School of Architecture, Design and Planning. By offering a full range of recruiting services to employers, we can assist you in finding the right talent to meet your hiring goals. Recruiting options include internship, part-time and full-time job listings, resume books, and on-campus interviews. We facilitate networking opportunities through a variety of career fairs, information sessions, etiquette dinners and other special programs. I am happy to visit with you about developing a recruiting plan that fits your needs. Please contact me to discuss how I can connect you with the people and resources that will make your KU recruiting experience a success.

Ann J. Hartley
ahartley@ku.edu  | 785-864-4517

KU Career Services Alliance

UNIVERSITY CAREER CENTER
career.ku.edu
785.864.3624

JOURNALISM CAREER CENTER
journalism.ku.edu
785.864.7630

BUSINESS CAREER SERVICE CENTER
business.ku.edu/recruiters
785.864.5591

SCHOOL OF MUSIC
music.ku.edu/careers
785.864.4466

ENGINEERING CAREER CENTER
engr.ku.edu/career_center/
785.864.3591

OFFICE OF CAREER SERVICES,
SCHOOL OF LAW
law.ku.edu/employers
785.864.4377
POST EMPLOYMENT OPPORTUNITIES, AND HIRE JAYHAWKS!

The University Career Center provides free employer access to our online career services management system, KU Career Connections. Log in or register today!

**MANAGE YOUR ACCOUNT**
Edit your contact information and change your password.

**UPDATE YOUR PROFILE**
Complete your organization profile and keep your information updated. Students and alumni learn about your organization by viewing your online profile.

**VIEW RESUMES**
Direct-hire employers may request authorization to view resume books for specific majors or groups. Employers may view existing books or create customized ones. We can create a resume book and email it to you. This service allows you to contact students and alumni directly to promote your opportunity.

**POST JOBS & INTERNSHIPS**
List full-time, part-time and internship positions for free. Post jobs to multiple schools through One Stop, a fee-based service. Log in, select “jobs”, then “add new” to enter the job details and application information.

**RECRUIT ON CAMPUS**
Request and manage pre-select or open campus interview schedules. We will reserve a room, promote your opportunity to students, schedule interviews, and provide resumes. You may request an employer information session to discuss your organization and opportunities with students prior to your campus interviews. Log in and select “On-Campus Interviews (OCR)” to request a date and schedule options.

**REPORT HIRES**
Let us know when you hire KU students. We want to know what students are doing after graduating from KU. We greatly appreciate your feedback. To report a hire, log in and select “Submit your hiring information”. Thank you!

**ATTEND CAREER FAIRS**
Attending a career fair is the best way to get in front of a large number of students in one day. KU holds multiple events annually where employers can promote their jobs and internships to students and alumni. Log in and select “Events” to view career fairs. Select “register” to sign up.

**UCC EVENT CALENDAR**
August
- Part-Time Job Fair
- Volunteer Fair

September
- Internship Fair;
- Education Career Fair

November
- University Career Fair;
- Architecture, Design, and Planning Career Fair

February
- Education Interview Day

March
- Job Fair

**DEVELOPING AN INTERNSHIP PROGRAM**
1. Set program goals.
2. Designate who will supervise the intern.
3. Determine intern compensation.
4. Designate a work space for the intern.
5. Decide on qualifications you seek.
6. Write the internship description.
7. Promote your opportunity through KU Career Connections.

**BENEFITS**
- Increased visibility of your organization on campus.
- Year round source of highly motivated pre-professionals.
- Fresh perspectives to old problems.
- Quality candidates for temporary or seasonal positions and projects.
- Proven, cost-effective way to recruit and evaluate potential employees.

**BEST PRACTICES**
- Orient the intern to his or her new work space and the company or organization.
- Clearly outline duties and goals.
- Provide the resources needed to do the assigned duties.
- Evaluate the intern’s progress and provide him or her with feedback.
- Assign quality projects that will engage.
- Report your hires to us!

**ACADEMIC CREDIT**
Academic credit may be available for an internship but will be arranged by the student along with a KU faculty member, an academic department, or the University Career Center.

**...)
ENHANCE YOUR VISIBILITY ON CAMPUS...
HERE’S HOW WE CAN HELP.

There are a variety of resources that may compliment your recruiting efforts at KU and raise your visibility on campus.

- Reserve a table in the Kansas Union in a high traffic area and visit informally with students.
- Come in and visit with the University Career Center staff, keeping us informed about your organization, culture, internships, career opportunities, salaries, etc.
- Consult with the UCC to use creative flyers to promote your opportunities.
- Speak to student organizations and sponsor one of their meetings.
- Become a sponsor for career fairs and etiquette dinners.
- Create a campus ambassador program, hiring KU students to promote your organization on campus.
- Sponsor an exclusive employer-student event, such as a bowling party in the Kansas Union, or a tailgate for a KU home football game.
- Plan an information session prior to interviewing on campus to discuss your organization and opportunities with students.
- Advertise your campus visit and current positions in the student newspaper, the University Daily Kansan.
- Contact the UCC to request a targeted email and social media message for your opportunities.
- Develop a short video podcast about your organization and your opportunities that the UCC can send to students.
- Participate on employer panels for events or classes.

FOR QUESTIONS OR TO DISCUSS ONE OF OUR RECRUITING OPTIONS, PLEASE CONTACT:
Ann Hartley
Associate Director
ahartley@ku.edu
785.864.4517

COLLEGE OF LIBERAL ARTS & SCIENCES

ARTS
Dance
Film & Media Studies
Theatre
Visual Art
Ceramics
Painting
Expanded Media
Metalworking/Foundry
Printmaking
Sculpture
Textiles/Wear
Visual Art Education

HUMANITIES
Classics
The Classical Antiquity
The Classical Languages
English
History
History of Art
Humanities & Western Civilization
Institute for Digital Research in Humanities
Liberal Arts & Sciences
Philosophy
Religious Studies

LANGUAGES, LITERATURES & CULTURES
East Asian Languages & Cultures
French
Germanic Languages & Literature
Italian
Slavic Languages & Literature
Spanish

INTERNATIONAL & INTERDISCIPLINARY STUDIES
African & African-American Studies
American Studies
Center for East Asian Studies
Center for Global & International Studies
Center for Russian, East European & Eurasian Studies
Center of Latin American Studies
Environmental Studies

Global & International Studies
Indigenous Studies Program
Jewish Studies
Kansas African Studies Center
Museum Studies
Women, Gender & Sexuality Studies

NATURAL SCIENCES & MATHEMATICS
Atmospheric Science
Behavioral Neuroscience
Bioinformatics
Center for Science Education
Chemistry
Ecology & Evolutionary Biology
Genetics
Geography
Physical Geography
Geographic Information Science
Geology
Mathematics
Biology
Biotechnology
Human Biology
Micro Biology
Molecular Biosciences
Physics & Astronomy
Engineering Physics

SOCIAL & BEHAVIORAL SCIENCES
Anthropology
Archaeology
Biological Anthropology
Sociocultural Anthropology
Geographic Area
Applied Behavioral Science
Center for Research Methods & Data Analysis
Child Language Program
Clinical Child Psychology Program
Communication Studies
Economics
Linguistics
Political Science
Psychology
School of Public Affairs & Administration
Sociology
Speech-Language-Hearing

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SCHOOL OF SOCIAL WELFARE
Social Work

SCHOOL OF EDUCATION
Curriculum & Teaching
Elementary Teacher Education
Secondary Teacher Education
Unified Early Childhood
Educational Leadership & Policy Studies
Educational Administration
Educational Technology
Social and Cultural Studies in Education
Higher Education Administration
Policy Studies in Education
Health, Sport & Exercise Science
Athletic Training
Community Health
Health & Physical Education
Exercise Science
Sport Management
Psychology & Research in Education
Counseling Psychology
Educational Psychology & Research
School Psychology
Special Education
Autism Spectrum Disorders
Early Childhood Unified
High-Incidence Disabilities
Low-Incidence Disabilities
Secondary Special Ed Transition
Doctoral Studies in Special Education

SCHOOL OF ARCHITECTURE, DESIGN & PLANNING
Architecture
Architectural Studies
Design
Illustration & Animation
Industrial Design
Photo Media
Visual Communication Design (Graphic Design)

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