

EMPLOYER RECRUITING GUIDE

Your guide to recruiting at the University of Kansas

The University Career Center seeks to develop employer partnerships to increase career opportunities for KU students and help you meet your recruiting goals. We offer a full range of services that we believe will make recruiting at KU effective and successful.

This guide provides an overview of recruiting options, including internship and job postings, career networking events, on-campus interviews, resume books, information sessions and other special programs.

The University Career Center serves all KU students with a primary focus on students studying liberal arts and sciences, education, social welfare, architecture and design.

The Schools of Business, Engineering, and Journalism provide career services directly to those students. Find more information on all of KU Career Services by visiting HireJayhawks.com.

WHY HIRE LIBERAL ARTS AND SCIENCE GRADUATES?

Don't overlook Liberal Arts and Sciences majors when considering the education and experiences you are seeking from candidates. In the broadest sense, a liberal arts education is an approach to learning that involves diverse coursework so students develop a range of knowledge.

Generally speaking, it's designed to prepare students for a variety of career options, rather than for a specific occupation.

"Students in KU's College Liberal Arts & Sciences (The College) are questioners, seeking answers to challenges yet to be solved. They are explorers, investigating the past and the present to find solutions for the future. They are creators, experimenting, performing and sharing, to bring new ideas to others. At their core, they are a curious and compassionate community, interested in learning about the world from multiple perspectives and making a difference."

*– KU College of Liberal
Arts & Sciences*

Of the more than 4,000 students graduating with Bachelor degrees each year, over 2,200 are in the College of Liberal Arts and Sciences, including degrees in

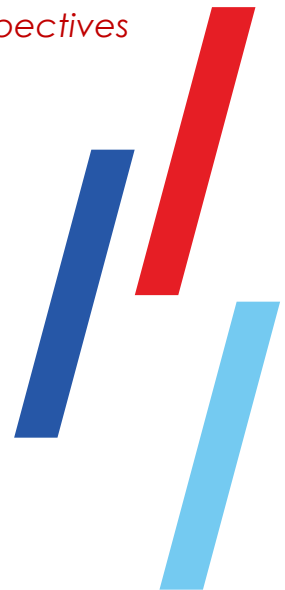
Arts – Film & Media Studies, Visual Art, Theatre, Dance

Humanities – English, History, Art History, Foreign Languages, Philosophy

International & Interdisciplinary Studies – Global & International Studies, African & African American Studies, Environmental Studies, Women/Gender & Sexuality Studies

Natural Sciences & Mathematics – Atmospheric Science, Biochemistry, Biology, Biotechnology, Chemistry, Geology, Mathematics, Microbiology, Molecular Biosciences, Physics

Social Sciences – Anthropology, Applied Behavioral Science, Behavioral Neuroscience, Communication Studies, Economics, Linguistics, Political Science, Psychology, Public Administration, Sociology, Speech/Language/Hearing.





HIRE
JAYHAWKS.COM

**A comprehensive
online recruiting system**

The University of Kansas uses the Symplicity Career Management System, branded as HireJayhawks.com, to help employers more easily recruit KU students and graduates. The following services are offered through our HireJayhawks.com site.

- ***POST JOBS AND INTERNSHIPS***

List full-time, part-time and internship positions for free. Select "Create Job Posting." You have the option to post only to KU, or to multiple schools for a fee through Symplicity Recruit.

- ***INTERVIEW ON CAMPUS***

We provide rooms for on campus interviews. Select "OCR-Schedules" and request a schedule then "room reservation only". We will reserve a room and promote your opportunity to students who will contact you to schedule an interview time. Interviews will be held on the reserved date in the University Career Center Interview Suite.

- ***ATTEND CAREER FAIRS***

Attending a career fair is the best way to get in front of a large number of students in one day. The University of Kansas holds multiple events annually where employers can promote their jobs and internships to students and alumni. Select a currently active event to view the description and register to attend.

- ***VIEW RESUMES***

Direct hire employers may request access to resume books for specific majors or groups. We can create a resume book and email it to you.

QUESTIONS?

Events

Marshall Miller

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Recruiting Services, Campus

Visibility, Sponsorships

Ann Hartley

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OPPORTUNITIES TO ENGAGE STUDENTS

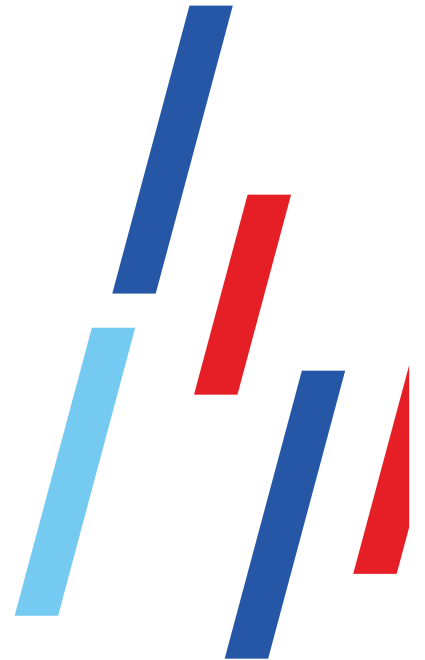
Looking for other ideas for reach students? In addition to the resources offered on HireJayhawks.com, we encourage you to explore other ways to connect and engage students.

TIPS TO ENHANCE YOUR VISIBILITY ON CAMPUS

- Hold an **information session** to discuss your organization and opportunities with students.
- **Reserve a table** in the Kansas Union in a high traffic area and visit informally with students.
- Speak to student organizations and **sponsor** one of their meetings.
- Become a **sponsor for a career fairs** and benefit from additional promotion and visibility.
- Participate in **resume review days** or mock interviews and provide valuable feedback for students.
- Create a **campus ambassador program**, hiring KU students to promote your organization on campus.
- Sponsor a **unique employer-student** event or activity that is exclusive to your organization.
- Visit with the University Career Center staff, keeping us informed about your organization, culture, internships, career opportunities, salaries, and hiring practices.

We offer many of these options virtually. To learn more about participating in these opportunities and developing a campus recruiting strategy, contact

Ann Hartley, Associate Director,
ahartley@ku.edu, 785-864-4517



INTERNSHIPS 101

- Over 60% of KU students complete one or more internships.
- Employers use internships as a recruitment pipeline. Fifty percent of employers report hiring interns into full-time positions (NACE, 2018).
- On average, employers begin recruiting interns eight months prior to the start date. (NACE, 2018).
- With a few exceptions, most students expect internships to be paid. In fact, unpaid internships may have long-term implications for the participants. (NACE,2018)

National Association of Colleges and Employers. (2018). 2018 Internship & Co-op Survey Report.

Creating an Internship Program

Hiring students as interns has a number of benefits to an organization and is a proven, cost-effective way to recruit and evaluate potential employees. Several resources you may find helpful:

- **Starting and Maintaining a Quality Internship Program** is a comprehensive guide to creating an internship program. The guide covers setting goals, writing a plan, recruiting and managing interns, virtual internships, legal issues, orientation and training, work activities and learning objectives, supervising and evaluating interns. <https://career.ku.edu/employers>
- **U.S. Department of Labor unpaid internship guide** is a fact sheet summarizing internship programs under the Fair Labor Standards Act. <https://career.ku.edu/employers>

OLIVIA TAYLOR-PUCKETT

Major: Political Science

Internship: United States Senate Committee on Agriculture, Nutrition and Forestry

"The work I did for the Committee helped me to develop my writing, message crafting, and research skills while exposing me to people who deeply understand the federal policy process. I am confident that my time on the US Senate Agriculture Committee has played a role in the skill creation and network building needed to be successful in public policy."

LOGAN BENNETT

Major: Mathematics

Internship: NASA Johnson Space Center

"Through tours around the center including the space vehicle mock-up facility, mission control, rocket park, and the lunar lab, as well as lectures from notable figures in NASA's history such as Gene Kranz and various astronauts, I have learned a lot about the historical significance of NASAs accomplishments, as well as the importance of its mission and vision moving forward. I want to work at NASA after graduation, so getting hands-on experience in my industry, and being able to network with leaders at NASA has turned my plans of working at NASA from a dream to an achievable goal."