2015 EMPLOYER’S GUIDE TO
Recruiting at USF
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With 40,000+ students preparing for careers, the University of South Florida offers your organization access to a deep pool of talented, enthusiastic, and fresh prospective employees and interns. In turn, you offer experience that can help launch successful careers for our students. Sounds like a perfect relationship — and one that USF’s Career Services team would like to explore with you!

To facilitate your organization’s recruiting efforts on USF’s Tampa campus, we have put together this helpful guide to introduce you to our programs, events, and services. From job postings to career fairs, from on-campus interviews to workshops, USF’s Employer Relations team will help you build awareness of your employer brand and expand your recruitment reach so that you can hire the best employees and interns.

Our Employer Relations team is excited to create a customized plan that helps you meet recruitment goals. To get started, contact us today at 813-974-2171 or RecruitUSF@usf.edu.

**CAREER SERVICES BY THE NUMBERS**

- **1,000+** On-campus interviews held each year
- **2,200+** Students attend career fairs each semester
- **3,000+** Employers have been assisted with recruitment services this year
- **500+** Employers participate in events each year
- **75%** of the first time in college students took a career assessment prior to starting their first semester to assist them with major selection and career planning
- **99.7%** of employers were impressed with the professional attire and quality of the USF students

**CAREER PLANNING IMPROVEMENTS RESULT IN BETTER PREPARED YOUNG PROFESSIONALS!**

Career Services created and received state approval of a new career course focused on the job search process. We also launched two online career courses in the spring of 2015, Career Development for Today (for freshmen and sophomores) and Job Search (for juniors and seniors).
SIGNATURE EVENTS

USF hosts a number of signature events throughout the year to prepare students and alumni for career success. These events provide your organization exposure to our talent pool via either recruitment activities or sponsorship opportunities. For the events schedule and employer participation fees, please visit our website or contact our Employer Relations team.

CAREER KICKOFF COOKOUT

A “meet them where they are” type of event, this is a casual, fun way to introduce your organization to USF students. Paired with a home football game, Career Services staff and Employers serve students cookout food while cheering on the USF Bulls.

CAREER FAIR WEEK

New to the 2015-2016 recruiting calendar, Career Fair Week is a series of Career Fairs targeting specific student and alumni populations for internship, cooperative education, and full-time employment opportunities. Occurring in the Fall and Spring semesters, approximately 2,200 job seekers attend the career fairs. Fairs include: All Majors; Science, Technology and Engineering; Accounting; Health Professions and Social Services; and Criminology.

PART-TIME JOB FAIR

Respositioned in the 2015-2016 recruiting calendar, to be held during the busy Week of Welcome, the Part-time Job Fair is the perfect place to find talent for your part-time positions during the school year, as well as internships.

PROFESSIONAL ETIQUETTE DINNER

Held each fall and spring, our Professional Etiquette Dinner gives students and alumni the opportunity to polish their dining etiquette skills, understand how to interact with a business partner or employer over a meal, and network. This event provides your organization with a unique branding opportunity on campus by sponsoring the event and hosting tables to dine with our Bulls.

RECRUITING TRENDS

Together with the University of Tampa, we explore the most recent recruiting trends influencing the college labor market. Join us for a half day of discussion and networking.

SUMMER PART-TIME EMPLOYMENT FAIR

Respositioned in the 2015-2016 recruiting calendar, and held at the end of the Spring semester, the Summer Part-time Employment Fair is the perfect place to find talent to fill your summer part-time and/or seasonal positions.

STATEWIDE JOB FAIR

Every spring (mid-May), the Florida Career Centers host the Annual Statewide Job Fair at the University of Central Florida. This provides employers with the unique opportunity to recruit graduates and alumni from Florida’s ten state universities in one event. It typically attracts over 1,500 students and alumni seeking full-time, professional positions.

EMPLOYER INSTITUTE

Your recruiting success is our success, too. That’s why we invite you and other employer partners to be our guests at the annual USF Employer Institute to discuss your recruiting plans for the next academic year and how our services can help you achieve your goals. The Employer Institute also provides a forum for your feedback on our services to help us enhance future offerings.

RECRUITMENT CALENDAR

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<th>JUNE</th>
<th>JULY</th>
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<th>SEPTEMBER</th>
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<tr>
<td>CONTACT CAREER SERVICES TO BEGIN PLANNING FOR FALL</td>
<td>FAIR REGISTRATION OPENS; START RECRUITMENT PLANNING</td>
<td>CLASSES BEGIN AT USF, CAREER KICK-OFF, PART-TIME JOB FAIR, FALL CAREER FAIR WEEK AND PREPARATION EVENTS BEGIN</td>
<td>ON-CAMPUS INTERVIEWS BEGIN</td>
<td>ON-CAMPUS INTERVIEWS END</td>
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ENGAGING PROGRAMS

As you seek ways to increase awareness of your brand on campus, consider these opportunities. For more information, our Employer Relations team is ready to assist.

**STRATEGIC SPONSOR PROGRAM**

The Strategic Sponsor Program was created for employers that are looking to create a formalized relationship with USF Career Services. Our Employer Relations team will work directly with your organization to create customized recruiting plans, increase student brand awareness and assist with developing additional campus relationships. You can expect concierge level service throughout your campus recruitment process. Through this investment, you will be directly impacting our students and contributing to our state-of-the-art programs and services.

**ON-CAMPUS INTERVIEWS (OCI)**

Hosting on-campus interviews is an easy way to connect with a large group of potential candidates with just one visit to campus. Available throughout recruiting season, our interview suites provide a convenient and comfortable location to conduct your full-time, internship, and co-op position interviews. With three types of interview schedules available, there should be one to meet your interviewing needs.

**PREPARE FOR THE FAIR WEEK**

Prior to each semester’s Career Fair Week, we host a week-long series of employer-led workshops and special services to prepare students, including a day reserved for résumé critiques. Your organization can enjoy high visibility with students and alumni by participating.

**EMPLOYER SPOTLIGHT**

Your organization can host a table in the College of Business, College of Engineering, or at the Career Services Job Spot in the busy USF Library for more targeted outreach to students. Each week, one employer is highlighted in each location.

**CAREERS AND COFFEE**

Be a barista for the day! Need to reach a broader audience? Interested in a busy tabling location? Want to talk to students casually, but typically have a hard time drawing them in? Try this program. It’s a great way to introduce your organization or a particular opportunity to a student.

**DECEMBER**

- Fall classes end; Fall commencement; start spring recruitment planning

**JANUARY**

- Classes resume, career fair preparation events

**FEBRUARY**

- Spring career fair week, on-campus interviews begin

**MARCH**

- Usf spring break

**APRIL**

- Part-time summer employment fair, on-campus interviews end

**MAY**

- Spring classes end, spring commencement, employer institute, recruiting dates announced
EXPERIENTIAL EDUCATION

When building a relationship with USF, your organization is connected to intelligent and energetic students desiring exposure to real work environments to help them gain valuable skills to prepare for their future career. Listing Cooperative Education and internship opportunities allows your organization to meet your needs for today, while establishing relationships with these young professionals for your future workforce. Contact the Career Readiness team for more information.

COOPERATIVE EDUCATION (CO-OP)

Co-op is an educational partnership between the university and an employer in which a current student engages in paid, on-site training experience related to their major for one or more semesters. Hiring students through this program is a cost-effective way to establish a pipeline of highly motivated new professionals for your organization, which can help build a stronger and more capable workforce for the future.

Administered by USF Career Services, the benefits to our Co-op employers include personalized assistance with recruiting efforts by our staff and access to a pre-screened list of candidates from a variety of majors in the Employ-A-Bull database meeting your minimum qualifications.

INTERNSHIPS

Internships are typically one-time work or service experiences which provide students with the opportunity to gain career-related skills and experience related to their career interests. An internship may be paid or unpaid; however, please note that when listing an unpaid internship in Employ-A-Bull, you must confirm that your internship is in compliance with Department of Labor laws. Internships also may be considered for credit, which requires approval and administration by the student’s academic department and our staff can assist with this process.
STUDENT ORGANIZATION PRESENTATIONS

Many student organizations welcome companies to speak at their meetings or events about career-related topics. This interaction with students offers employers a more targeted branding approach and the opportunity to meet potential candidates.

SHADOW-A-BULL

Are you an alumnus of USF? Know someone at your organization who is? Encourage them to become a Shadow-A-Bull host and have a direct impact on a student by sharing valuable industry-related knowledge.

VIRTUAL CAREER FAIRS

Offered intermittently throughout the year, Career Services offers the opportunity for employers to connect with students in a virtual environment. Typically these events are well attended by students interested in high-tech industry.

EMPLOYER LED WORKSHOPS

Choose from classic topics that we teach our students – résumé writing, networking, branding, interviewing, etc. – or talk with us about a creative idea you have for a workshop. Additionally, there is opportunity to offer mock interview practice.

EMPLOYER FACILITY TOURS

Do you have an excellent office culture you would like to showcase? Perhaps you have put intentional design into your place of work? Maybe you would like students, alumni, faculty, or our staff to simply better understand what you do. We can work with you to organize a facility tour to highlight your organization and draw attention to your brand.
The best place to start your USF recruiting efforts is with Employ-A-Bull, USF’s exclusive, online recruiting portal. Not only is Employ-A-Bull where students go to find work, it’s also the system we use to share your recruiting efforts with them, so it is important to actively maintain your account. The Employer Relations team uses Employ-A-Bull to communicate with you as well and has reporting capability to help you connect all of the pieces of your recruiting efforts.

GET STARTED WITH EMPLOY-A-BULL

Services available through Employ-A-Bull include:

- Posting a Job
- Resume Referrals
- On-Campus Interview Schedule
- Data Requests
- Report a Hire

For complete Employ-A-Bull instructions, visit usf.edu/career-services
RESEARCH ACCOMPLISHMENTS

• USF is one of the nation’s top 73 very high public research universities, and is one of 40 public research universities nationwide that is designated as both very high research activity and as community engaged by the Carnegie Foundation for the Advancement of Teaching.

• The Chronicle of Higher Education ranked USF as the fifth fastest growing research university in the U.S. from 2000-2010.

• USF’s College of Nursing ranks #1 in Florida and 24th among nursing schools nationwide to receive research funding from National Institutes of Health (NIH) in FY2012.

• Many of USF’s Social Science programs rank as top programs in the country: Overall Social Science (#85), Anthropology (#78), Economics (#29), Political Science (#61), Psychology (#88), Sociology (#80) (Center for Public Anthropology, 2013).


• USF ranks among the top tier of colleges listed in the USNWR Best Colleges 2014, ranking in the top 100 of best public schools.

• In the 2014 edition of the U.S. News & World Report’s Best Colleges, USF is ranked 14th as an ‘up and coming’ university among the country’s national universities.

ACADEMIC ACHIEVEMENTS

• Many USF graduate level programs continue to be ranked among the best according to the 2014 USNWR Graduate School Rankings. Newly ranked USF graduate programs in the top 50 include Industrial and Organizational Psychology (#4), Public Health (#21), Library and Information Studies (#24), and Industrial/Manufacturing Engineering (#42). Previously ranked USF graduate programs that continue to hold a ranking in the top 50 include Audiology (#12), Criminology (#22), Rehabilitation Counseling (#30), and Speech-Language Pathology (#45).

• USF Lynn Pippenger School of Accountancy is ranked 1st in the nation in accounting information systems research, as well as top 30 in other areas of research (audit #21 and tax #29), according to the 2012 rankings released by Brigham Young University (BYU).
USF POINTS OF PRIDE

ACADEMIC ACHIEVEMENTS (cont.)

• USF ranks among the top 250 world-class colleges and universities according to the Times Higher Education World University Rankings (2012-2013) which measures universities across their core missions of teaching, research, knowledge transfer and international outlook.

• BusinessWeek ranks many of USF’s undergraduate business programs in their Best Undergraduate Business School rankings, including 25th for Information Systems (2013).

AWARDS & RECOGNITION

• USF was recognized as one of the nation’s top producers of Fulbright Scholars in 2012 by the Institute of International Education and by the U.S. Department of State’s Bureau of Educational and Cultural Affairs.

• USF vaulted up Sierra magazine’s annual “America’s Coolest Schools” list in 2012 to 12th among American universities and colleges for advances in sustainability in research and education.

DIVERSITY RECOGNITION

• USF has been named one of the top 50 Colleges Advancing Women in Science, Technology, Engineering, and Math (STEM) (The College Database, 2013).

• The USF College of Engineering ranked in the top five nationally in conferring engineering doctorates to both African American and Hispanic/Latino students (Diverse Issues in Higher Education, 2013).

• With a student body representing over 130 different countries, USF is one of the 40 most diverse public universities in the country and the second most diverse public university in the state of Florida, according to U.S. News & World Report’s recent Diversity Index ratings.

• USF consistently ranks in the top 25 or 50 in Top 100 Colleges Awarding Degrees to Hispanic according to Diverse Issues in Higher Education Top Degree Producers.

VETERAN FRIENDLY

• USF was ranked 5th among the country’s most veteran-friendly schools by Military Times’ Best for Vets: Colleges 2014 rankings (November 2013).