

ohio.
university
Office of Career Services

Recruiting Guide

A **rich** tradition,

Strong academic programs,

Enthusiastic students,

And **warm** relationships.



OHIO
UNIVERSITY

Contact Info



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Additional Contact Information

Employers are encouraged to contact the Recruiting Coordinator.

The Office of Career Services is committed to providing comprehensive career development assistance to all Ohio University students and alumni as well as offering programs and services to assist employers with their human resource and college relations needs.



ohio university

Introduction

Established in 1804, Ohio University is the oldest public institution of higher learning in the State of Ohio and the first in the Northwest Territory. Ohio University has been cited for academic quality and value by such publications as *Princeton Review's Best Colleges*; *U.S. News and World Report* ranked the University among the top 50 public universities in the nation for academic quality; and the John Templeton Foundation recognized Ohio University as one of the top character-building institutions in the country.

Strong Academic Programs

Ohio University offers more than 300 majors and programs of study at the undergraduate and graduate levels. With ten academic colleges and over 30 centers and institutes, we offer everyone opportunities to excel. Bachelor's or Associate's degrees are offered through nine colleges: Arts and Sciences, Business, Scripps College of Communication, Education, Russ College of Engineering and Technology, Fine Arts, Health and Human Services, Honors Tutorial and University.

Ohio University is fully accredited by the North Central Association of Colleges and Schools at the Bachelor's, Master's, and Doctoral levels. In addition, numerous departments, schools, and colleges within the University hold individual accreditation as listed on the following pages.



Note: Ohio University's academic calendar consists of three quarters of 10 to 12 weeks and a summer session with two, five-week terms.

College of Arts and Sciences

From its very founding, Ohio University's reputation rested firmly on a liberal arts curriculum. As the University enters its third century, the College of Arts and Sciences proudly provides students with exciting and dynamic programs of study appropriate for the 21st century. Reflecting a changing society and today's career directions, the College offers expanded and modern curricula, while continuing to be guided by the principles of the liberal arts tradition.

<http://www.cas.ohiou.edu>

College of Health and Human Services

The College of Health and Human Services is comprised of the School of Health Sciences; the School of Hearing, Speech and Language Sciences; the School of Human and Consumer Sciences; the School of Nursing; the School of Physical Therapy; and the School of Recreation and Sport Sciences. In order to provide students with a variety of local clinical education opportunities, the Schools operate the Ohio University Therapy Associates Hearing, Speech, Language and Physical Therapy clinics, Child Development Center, and Nutrition Treatment Program.

<http://www.hhs.ohiou.edu>

College of Business

The College of Business provides a distinctive learning environment that actively engages students, faculty, and the business community in developing the knowledge and skills needed for success in today's complex, global economy.

The academic departments offer major fields of study in accounting, business pre-law, finance, general business, human resource management, international business, management, management information systems, and marketing. A major in business economics is also available. The College of Business has been an accredited member of The Association for the Advancement of Collegiate Schools of Business (AACSB) since 1950.

<http://www.cob.ohiou.edu>

Russ College of Engineering and Technology

The Fritz J. and Dolores H. Russ College of Engineering and Technology offers degree programs through the School of Electrical Engineering and Computer Science and the Departments of Chemical Engineering, Civil Engineering, Industrial and Manufacturing Systems Engineering, Mechanical Engineering, Aviation, and Industrial Technology.

Engineering curricula are focused on the engineering profession in which knowledge of the mathematical and natural sciences—gained by study and experience—is applied to develop ways to use economically the materials and forces of nature for the benefit of society and the environment. Graduates have both the theoretical and practical training to begin a professional career or continue advanced work at the graduate level. Program flexibility is provided through technical electives so students may concentrate their studies in a chosen area or use the electives in other areas.

<http://www.ohiou.edu/engineering>

College of Fine Arts

The College of Fine Arts includes the Schools of Art, Dance, Film, Interdisciplinary Arts, Music, and Theater. The College offers a broad cultural education in the fine arts, as well as specialized training in a wide range of career fields.

<http://www.ohiou.edu/finearts>

College of Osteopathic Medicine

The College of Osteopathic Medicine offers a four-year medical education program leading to the Doctor of Osteopathic Medicine degree and postdoctoral programs in family practice, general surgery, orthopedics, pediatrics, and obstetrics and gynecology. The College of Osteopathic Medicine is accredited by the American Osteopathic Association.

<http://www.oucom.ohiou.edu>



Honors Tutorial College

The Honors Tutorial College offers 27 challenging programs of study that provide a unique undergraduate educational experience to a select number of qualified students. Students admitted to the College undertake a substantial portion of the core curriculum in their respective disciplines through a series of tutorials. Ohio University remains the only institution in the United States with a degree-granting college incorporating all the essential features of a tutorial-based education.

<http://www.ohiou.edu/honors>

University College

University College serves both undecided students who are exploring the University's options before selecting a major and degree program and students who are seeking the Bachelor of Specialized Studies, the Bachelor of Criminal Justice, or Associate's degrees. University College advances the mission of Ohio University by providing institutional leadership across colleges to promote teaching and learning.

<http://www.ohiou.edu/univcollege>

College of Education

The College of Education is a professional college whose major goal is to prepare individuals for future careers related to education. A wide range of programs is offered for teaching at the early childhood, middle childhood, and high school levels and for other educational positions. The College provides graduate study in a variety of professional education fields.

The College of Education is accredited by the North Central Association of Colleges and Secondary Schools and the National Council for Accreditation of Teacher Education (NCATE) and is approved for teacher preparation by the Ohio State Department of Education.

<http://www.ohiou.edu/education>

Scripps College of Communication

The Scripps College of Communication includes the J. Warren McClure School of Information and Telecommunication Systems, the School of Communication Studies, the E.W. Scripps School of Journalism, the School of Telecommunications, and the School of Visual Communication. The College was created to meet the communication needs of a changing society.

The Scripps College of Communication is equipped to train graduates for careers and post-baccalaureate study in journalism, telecommunications, voice and data communication, visual communication, and organizational and interpersonal communication.

<http://www.commcoll.ohiou.edu>

"The students at Ohio University are talented, ambitious, and ready to utilize their degree in a hands-on environment. We have been very successful in recruiting top talented individuals that have grown personally and professionally in our career driven management-training program.

Through mock interviews, résumé critiques, and leadership positions, the career services center plays a vital role in helping students find the right opportunity to be successful."

—Valerie Freas
Recruiting Supervisor
Enterprise Rent-A-Car



Recruiting Strategies

The Post

Advertise your organization's recruiting event in Ohio University's daily newspaper. *The POST* is published daily during each academic quarter. Highest readership days are Monday and Thursday. To advertise in *The POST*, please contact the Recruiting Coordinator.

Informational Flyers

An excellent way to develop name recognition on campus is to advertise your organization's event with informational flyers. We prefer that you send us the completed flyers and we will distribute them for you. For further information please contact the Recruiting Coordinator.

PreNights/Information Sessions

In an effort to increase their organization's presence on campus, many employers elect to hold either a PreNight session the evening before their scheduled on-campus interviews or an Information Session weeks in advance of their visit. Another reason for scheduling such an event is to provide students, with whom you are interviewing, additional information that you feel you might not have time to share with them during your on-campus interview.

All sessions are advertised through the eRecruiting® system well in advance of your visit. The individual academic colleges and various student groups are also notified of your upcoming visit.

Contact Student Organizations

Student organizations sponsor a number of events throughout the year such as: informational presentations, workshops, leadership development, networking, and mentoring opportunities. These organizations are an excellent way for employers to get involved and become acquainted with students. Student organizations offer alumni an excellent opportunity to re-connect with the University. Ohio University supports more than 350 registered student organizations through orientation sessions, workshop sessions, and a resource room. Organizations exist in various interest areas such as the Arts, Political, Club Sports, Professional, Programming, Social Fraternity and Sorority, Recreational, Governing, Religious, Health Related, Residence Hall, Honorary, Service, International, and Media. More information on these and all student organizations is located at:

<http://storg.admsrv.ohio.edu>

Employer Literature

If you would like students to have more information than is currently on your web site, please provide one copy of your literature prior to your visit. We will keep this information on file in our Career Resource Center.



Topic Presentations

The Office of Career Services welcomes employer involvement in the form of topic presentations. These presentations can take place in the classroom or independently. Some of the more popular topics are: College-Work Transition, Networking, Corporate Culture and Interviewing Skills. Please contact the Recruiting Coordinator for more information.

Recruiting Options

Career Fairs

The Office of Career Services sponsors three career fairs during the academic year. Two general fairs (open to all majors) include the Ohio University Fall Career Fair, usually scheduled in October, and the Ohio University Winter Career Fair, usually scheduled in February. The Teacher Recruitment Consortium is a fair organized for students interested in school systems and is usually scheduled in April. The Ohio University Fall and Winter Career Fairs offer an optional interview day the day following the fair. For more information call 740.593.2909.

Online Résumé Referral

Organizations seeking résumés of students and/or alumni for immediate openings are encouraged to request a résumé referral. eRecruiting® allows us to match qualified candidates with your specific criteria and forward résumés to you.

eRecruiting® Introduction

The Ohio University Office of Career Services has partnered with Experience.com, Inc. to provide online career search options for students, alumni, and employers. This is a full-service, web-based application that allows employers to post open positions, receive résumés, schedule on-campus visits, and select interview candidates. For more information about the eRecruiting® program contact our Referrals Coordinator.

Job Postings

Employers may post an open position to attract qualified candidates by going to our web site - www.ohio.edu/careers/employers/post_vacancy.cfm. Another option is for the Office of Career Services to post the position. This option would require the employer to send us a complete job description via email, fax or U.S. Mail. Job postings are available to students electronically.

On-Campus Interview Visit

Scheduling a Visit

The Office of Career Services schedules seven weeks of on-campus interviews each quarter. The recruiting dates for the 2006-2007 academic year are as follows:

September 25–November 9 (Fall Quarter)

January 22–March 9 (Winter Quarter)

April 16–June 1 (Spring Quarter)

Information to Have Available when Scheduling a Visit

In order to make the scheduling process easier for yourself and the Recruiting Coordinator, you should have the following information available when scheduling a visit:

- Primary contact person's full contact information including address, phone, fax, email address, and title
- Web address for your organization
- Position title, desired majors, graduation dates, degrees (Bachelor's, Master's, etc.), location of position
- For internships, you will need the following additional information: Paid or Unpaid position, hours per week, time period the internship will take place, class status (Freshman, Sophomore, etc.)
- Preferred date(s) of visit. Have several dates in mind in case your first choice is not available
- Number of schedules
- Length of interviews
- Type of schedule(s): Prescreen or Open
- If your organization will conduct a PreNight or Information Session.

Select the Number of Interview Schedules

Employers can combine full-time, internships* and/or a variety of positions by arranging multiple schedules. The Recruiting Coordinator will be able to tell you how many schedules (corresponding to the number of rooms that will be needed) are available on a given day.

A waiting area is available for organizations to greet students. However, because the waiting area has limited space, we ask that only one greeter accompany each organization per visit. If you feel that additional greeters are essential to your visit, we will make every effort to accommodate your needs.

* Internship opportunities through the Office of Career Services are available only for Business majors at this time. Internship opportunities for all other majors are handled through the respective colleges.

Identify the Type of Preferred Schedule

Two types of schedules are available:

1. Prescreen – résumés of interested students are reviewed by the employer prior to the students' signing up. Only selected students have the option of signing up for an interview slot.
2. Open – students who meet the set requirements (major, GPA, etc.) are able to sign up directly for an interview slot; they do not have to be selected first by the employer.

*A prescreen schedule may be opened at any given time during the sign-up period to fill remaining open slots.

Scheduling a PreNight/Information Session

When scheduling either a PreNight or Information Session, have the following information ready for the Recruiting Coordinator:

- Preferred date
- Time
- Equipment needed
- Preferred attire for the occasion

PreNights and Information Sessions are often scheduled in Baker University Center. Depending on your needs, other rooms across campus are available for reservation. Refreshments may be ordered from Baker Center Catering.

Internship Opportunities

Internship administration is decentralized at Ohio University. Contact each college for information about their program.

academic & recruiting calendar

| | Fall 2006 | Winter 2007 | Spring 2007 | Fall 2007 | Winter 2008 | Spring 2008 |
|--------------------------------|--------------------------|-----------------------|---|-------------------------|-----------------------|---------------------|
| Classes Begin | Tuesday, September 5 | Tuesday, January 2 | Monday, March 26 | Tuesday, September 4 | Tuesday, January 7 | Monday, March 31 |
| On-Campus Recruiting Begins | Monday, September 25 | Monday, January 22 | Monday, April 16 | Monday, September 24 | Monday, January 21 | Monday, April 14 |
| On-Campus Recruiting Ends | Thursday, November 9 | Friday, March 9 | Friday, June 1 | Thursday, November 8 | Friday, March 7 | Friday, May 30 |
| Classes End | Tuesday, November 14 | Saturday, March 10 | Saturday, June 2 | Tuesday, November 13 | Saturday, March 15 | Saturday, June 7 |
| Career Fair Dates | Wednesday, October 11 | Monday, February 5 | Monday, April 16 Teacher Recruitment Consortium | TBD | TBD | TBD |