



# EMPLOYER'S GUIDE TO RECRUITING



**2011-2012**

*Presented by the*  
**BUSINESS CAREER SERVICES CENTER**



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## DIRECTOR'S WELCOME



Welcome to the Business Career Services Center at the University of Kansas! The following pages have been developed to introduce you to our office and the outstanding talent that KU School of Business students have to offer. Our hope is that you will seriously consider the value that graduates of our programs can contribute to your organization. Please take time to review the details included in this Employer Guide to become familiar with the KU School of Business, potential branding strategies, and the on-campus recruiting opportunities available through our office.

The Business Career Services Center uses a recruiting system designed for convenience to both employers and students. We currently utilize Symplicity recruiting software, which provides employers and students access to the web-based system 24 hours a day. This system is user-friendly and serves as a valuable tool to help all parties effectively manage the job posting and on-campus recruiting process.

Our staff is customer service oriented and professional. We are committed to delivering a positive recruiting experience for your hiring organization. We work hard to ensure that your visit is productive and exceeds expectations. Our staff interacts with students in individual and group formats throughout the year, preparing them for recruiting visits. This ensures that you will be meeting with qualified and polished candidates.

We hope that after reviewing our Employer Guide, you will feel that the Business Career Services Center at KU can deliver candidates with valued skills and knowledge to your organization. We are aware that you have a choice in college recruiting and we ask that you consider the University of Kansas among the institutions that you visit to hire new talent. ***Our office is currently accepting recruiting reservations for the Fall 2011 recruiting cycle. Space is limited so please contact us as soon as possible to ensure availability.***

If you are not the appropriate contact within your group to make decisions about recruiting, please pass this information along to the appropriate individual. We also encourage you to visit our website at <http://www.business.ku.edu/careers/recruiters/>. Please do not hesitate to contact our office at 785-864-5591 or [bcsc@ku.edu](mailto:bcsc@ku.edu) for assistance in developing a customized strategy for recruiting at the KU School of Business.

Thank you in advance for taking the time to review the enclosed information and we hope to develop a mutually beneficial recruiting relationship with your group in the future.

Sincerely,

*Jennifer Jordan*

Jennifer Jordan  
Director, Business Career Services Center  
(785)864-4446  
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## ABOUT THE UNIVERSITY OF KANSAS SCHOOL OF BUSINESS



The KU Business School is based on a unique premise—business is an integral part of the larger world. Our students understand their society, their culture, and their history. The School imparts to students decision-making and analytical skills and the ability to act effectively in an environment of constant flux. The School boasts some of the best international programs in the country and strong Centers of Excellence. Our faculty are graduates of some of the country’s best universities, and many have achieved national and international recognition for their teaching and research. Restricted admissions and class sizes enable students to work closely with our distinguished faculty.

The *US News & World Report* ranks the KU School of Business 33<sup>rd</sup> among public business programs in the most recent America's Best Colleges edition. Our Accounting program is ranked 7<sup>th</sup> among public universities in the most recent *BusinessWeek* rankings, while our Supply Chain program is ranked 20<sup>th</sup> in the nation according to the *Gartner, Inc.* survey. Also, *The Princeton Review* named KU as one of the Best Business Schools.

The School of Business hosts classes in Lawrence, KS and Overland Park, KS. Also, the School has a campus in Asolo, Italy. Instruction from KU and consortium member professors in our 15<sup>th</sup> century monastery make for excellent learning and cultural opportunities for students.

### Business School student averages:

2011 Graduating class GPA	3.3
2011 Spring students admitted professional GPA	3.3
2011 Spring students admitted ACT score	24.4

### Gender & Ethnicity Demographics (Fall 2011):

	Male	Female	Total
African American	12	10	22
Asian/Pacific	24	16	40
Caucasian	541	272	813
Hispanic	14	19	33
Native American	1	1	2
Other/Not Reported	58	55	113
<b>Totals</b>	<b>650</b>	<b>373</b>	<b>1,023</b>
<b>Percentage</b>	<b>63.5%</b>	<b>36.5%</b>	

### Residency Demographics (Fall 2011)

Kansas	754 (73.7%)
Out-of-State/International	269 (26.3%)

### Degrees Offered

- Bachelor of Science in Accounting
  - Bachelor of Science in Business Administration
  - Bachelor of Science in Finance
  - Bachelor of Science in Information Systems
  - Bachelor of Science in Management & Leadership
  - Bachelor of Science in Marketing
- Bachelor of Science in Supply Chain Management
  - Master of Accounting (MAcc)
  - Master of Business Administration (MBA) – Full-Time and Evening Professional
  - Master of Science in Business: Finance or Information Systems (MSBFin or MSBIS)
  - Joint Masters Degrees
  - Doctor of Philosophy in Business

## BACHELORS PROGRAMS OVERVIEW:



The *Fiske Guide to Colleges* rates KU's School of Business undergraduate program as one of the strongest in the nation. The School offers seven undergraduate majors – Accounting, Business Administration, Management & Leadership, Marketing, Finance, Information Systems, and Supply Chain Management. The competitive program prepares students for lifelong learning in a global, integrated economy. Students can customize their undergraduate business education by opting to undertake one of five World Area Studies or concentrate in one of more than fifty non-business concentrations.

The School of Business offers students the opportunity to obtain additional knowledge in one of three functional areas of business. Pursuing one or more concentrations can be completed by taking specific advanced business electives.

Business concentration areas include:

- Entrepreneurship
- Human Resources
- Information Systems
- International Business
- Supply Chain Management



<b>Degree</b>	<b>2011 Enrollments*</b>	<b>Salary Statistics</b>	<b>Mean</b>	<b>Median</b>
Accounting	367	\$27,000 - \$60,000	\$44,302	\$45,000
Finance	316	\$31,200 - \$70,000	\$48,900	\$47,500
Information Systems	62	\$40,000 - \$58,000	\$48,750	\$49,500
Business Admin/Management & Leadership	242	\$24,000 - \$80,000	\$44,889	\$43,000
Marketing	133	\$30,000 - \$55,000	\$41,875	\$41,000
Supply Chain Management	32	\$30,000 - \$55,000	\$45,560	\$50,000

*\*Reflects enrollments in dual-degree programs*



More than **35%** of our students study abroad, over double the national average.

## MASTERS PROGRAMS OVERVIEW:



KU's Masters Programs prepare students to be successful leaders and managers in a world of flux and constant challenge. Our central goal is to create critical thinkers with analytical skills and business expertise. Our curriculum is dynamic, reflecting a world that needs pragmatic management skills along with vision. In addition to offering tailored programs to a diverse, international student body, we offer small class sizes, an involved, world-class faculty, and close connections with our surrounding business community.



KU School of Business Masters Programs are accredited by the Association for the Advancement of Collegiate Schools of Business – International, a designation held by only one-fourth of all business schools nationwide.

<u>Degree</u>	<u>2011 Enrollments</u>	<u>Salary Statistics</u>	<u>Mean</u>	<u>Median</u>
Master of Accounting	138	\$41,000 - \$70,000	\$48,584	\$47,000
Master of Business Administration	127*	\$32,000 - \$96,000	\$55,053	\$52,000

\*Full-time students only

### **MAcc Degree Highlights:**

A KU Master of Accounting (MAcc) degree has taken our graduates into every area of business practice--both public and private--both in the United States and abroad. KU MAcc grads have been chief executives of the nation's and the world's largest public accounting firms--and numerous other businesses as well.



The MAcc program is designed specifically for those who have undergraduate degrees in business and/or accounting. In this program, students with accounting degrees take approximately 30 hours of course work, while those with business degrees take approximately 40 hours. Students must also choose one of three concentrations: Auditing/Accounting, Tax, or Information Systems.

The University of Kansas School of Business ranks among the top 10 public universities for the percentage of graduates who pass the difficult Certified Public Accountant examination and who pass it on the first attempt.

### **MSB-Fin Degree Highlights:**

The Master of Science in Business with a Finance Concentration (MSB-Fin) degree prepares motivated and talented students for careers in finance. The program offers focused, structured specialization for students who have both mathematical skills and the ability to communicate clearly and effectively. Students will be exposed to a broad range of basic skills, financial models and tools, and industry practices. The faculty have distinguished themselves in research and have taught both students and business practitioners. In addition, students are exposed to current industry practices through frequent visits from finance professionals and executives, as well as consulting projects and internships. This curriculum provides the background and training necessary for work as portfolio managers, investment bankers, equity and fixed-income analysts, energy traders, and other finance careers with an analytic focus.

### **MBA Degree Highlights:**

The University of Kansas MBA program prepares students to earn a valuable business education and become leaders in their professions. The KU MBA provides comprehensive management education with an emphasis on personalization and value. The curriculum provides students with a solid foundation and amazing flexibility, even allowing the opportunity of studying abroad in one of over fifty different countries. The foundation core provides an integrated curriculum that is the basis for successful management careers and enables students to build and develop the skills employers most want. These subjects are united for one purpose: to provide an education that includes interpersonal and organizational skills, critical thinking and problem solving, oral and written communication skills, and the ability to learn and adapt intellectually to change throughout one's professional life.

Electives allow Masters Students to hone in on specific business functions and personalize the program with one or more of the following concentrations:

- Entrepreneurship & Innovation
- Finance
- Human Resources
- Information Systems
- International Business
- Management
- Marketing
- Strategic Management

Masters students have an opportunity to take advantage of some of the following unique and valuable instruction formats:

**Business Case Competitions** are offered throughout the Spring to KU MBA students. While some Business Plan Development and Case Competitions are hosted at KU, teams also travel throughout the country to compete against other great MBA programs. During case competitions, the teams are challenged to analyze a real-life business problem and present a solution to business executives; often all within 24 hours. For business plan competitions, teams are challenged to develop the most viable start-up plans for small businesses.

Students work with real money in the Business School's **Applied Portfolio Management (APM)** class, thanks to a quarter million dollar alumni gift. The class has performed better than the NASDAQ or S&P500 with the portfolio. This program is one of the first of its kind to enable students to use actual funds to learn about investing. The students work in small groups, doing research on potential investments and tracking their progress. Guest speakers, many of whom are KU alumni and CEOs of companies the groups are considering, visit the class.

The **Consulting and Entrepreneurship** classes utilize a combination of classroom instruction and student-led project teams. For the consulting class, student teams serve as independent consultants assigned to executives to analyze and recommend both solutions and implementation strategies for their clients. For the entrepreneurship class, student teams work with other schools at The University of Kansas to develop feasibility studies and business plans for technologies developed at KU.

Experiential learning formats such as Business Case Competitions, Applied Portfolio Management, and Consulting and Entrepreneurship courses add depth and context to the professional portfolio of KU MBA graduates



## BUSINESS CAREER SERVICE 2010-2011 ANNUAL REPORT SUMMARY



### **On-Campus Recruiting Analysis:**

	<u>Companies</u>	<u>Schedules</u>	<u>Interviews</u>
Fall 2010	45	121	1,070
Spring 2011	22	38	277
<b>Total</b>	<b>67</b>	<b>159</b>	<b>1,347</b>

### **2011 Business Career Fair:**

Registered organizations:	101
Students attending:	1,200

### **Jayhawks on the Job:**

Students paired with hosts:	63
Host organizations:	17

### **Summary of Employer-Supported Programming:**

Employer Led Mock Interviews:	234
Resumes Reviewed at BCSC Fall Open House:	117
Resumes Reviewed at BCSC Spring Open House:	56
Students participating in the Career Roundtables:	223
Students participating in Leadership Challenge:	29

### **Additional Career Programming:**

Classroom & Student Organization Speaking Engagements:	22
Resumes Reviewed at "Resumania":	255
Estimate of Students Reached through Classroom Discussions:	1,168
Other BCSC Workshops:	29
Students Participating:	749

### **Direct Career Advising:**

Individual Career Advising Discussions:	1,053
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## BRAND BUILDING OPPORTUNITIES



*The following suggestions are provided to maximize your visibility to KU Business students:*

**MOCK INTERVIEWS** - Participating in mock interviews allows employers to interact with students at various stages in their career development process. Within a 45-minute time slot, you can conduct a realistic interview and then use the remaining time to provide feedback and talk about your organization. This is a win-win situation, as our students will feel more confident and better prepared for the job search process and you will gain the opportunity to promote your group while meeting with quality future candidates.

**STUDENT ORGANIZATIONS** - We have an abundance of active business clubs such as:

- AIESEC (*International Association of Students in Economics & Business Management*)
- Alpha Kappa Psi
- American Business Women's Association (ABWA)
- Beta Alpha Psi
- Beta Gamma Sigma
- Delta Sigma Pi
- Entrepreneur Club
- Finance Club
- Graduate Business Council (GBC)
- Information Systems Association of KU (ISAK)
- Marketing Club
- Multicultural Business Scholars
- National Association of Women MBAs
- Net Impact
- Society for Human Resource Management (SHRM)
- Students in Free Enterprise
- Supply Chain Management Club
- Tax Club
- Undergraduate Business Council (UBC)

These organizations generally hold meetings in the evening and are interested in having industry representatives as speakers at their gatherings.

**BUSINESS CAREER FAIR** - The annual Business Career Fair is held each year in September. This event launches our fall recruiting season and is attended by over 90 recruiting organizations and nearly 1200 students annually. The career fair enables networking and distribution of information among students and employers. **The 2011 Business Career Fair will be held on Thursday, September 15.**

**BUSINESS CAREER MONTH** – Every semester companies can sponsor Business Career Month (September and April). These two months have the most career programming dates within their respective semesters and posters are hung up throughout the Business School advertising the events. Sponsors receive their logos on all signage and electronic marketing, giving them the highest level visibility during a very student-active time.

**OPEN HOUSE** - The Business Career Services Open House is an annual event designed to spotlight and promote our services to students. Open House events include employer-led resume reviews, industry panels, and refreshments. Employer involvement in this event is integral to its success. Participating in resume reviews or on an industry panel enables informal interaction between students and employers and helps to foster a positive atmosphere in the job search and recruiting process.

**JOB SHADOWING** - Jayhawks on the Job is an event sponsored by the School of Business every spring semester that allows students to “shadow” a business professional during the course of a workday. Jayhawks on the Job has been scheduled for Friday, February 26, 2010. For details or to sign up to host one of our Business students for Jayhawks on the Job, please contact our office.

**END OF WEEK EXCURSIONS** – The School of Business will work with interested companies to arrange site visits for student organizations on Fridays throughout the school year. This is an excellent opportunity for employers to interact with a group of business students on-site. Show the students what your company looks like and impress them with your environment and culture. The format is open and flexible to meet each company's unique features and needs.

**CLASSROOM PARTICIPATION** - Are you interested in a captive audience? If so, classroom participation may be something for your group to consider. If representatives from your group would like to participate in the classroom instruction process, please contact our office for assistance.

**PROMOTIONAL MATERIALS** - Please consider providing promotional materials to our office to enhance your name recognition with students. We maintain a library of brochures, annual reports, videos/DVDs, and other company marketing materials for our students to leverage in their employer exploration and research process. Additionally, we are happy to hang company flyers and posters in high traffic areas throughout our building.

**ADVERTISE IN THE UDK** - The *University Daily Kansan* is a campus-wide newspaper available for free to all individuals on campus. It is read by several thousand students, staff members, and faculty members each day and is the main source of news for many. You can reach out to students across KU by advertising in the *Kansan*. Please contact the *Kansan* at [adsales@kansan.com](mailto:adsales@kansan.com) to obtain details and ad rates.

**LEADERSHIP CHALLENGE** - The Leadership Challenge seminar grew from a shared vision of the Business and Engineering Career Services Advisory Councils. The goal is to create an environment where students are aware and understand the value and need for leadership in industry. Students have the opportunity to meet representatives from a variety of corporate participants. The two-day workshop is free of charge to students selected through a competitive application process. Recruiting organizations may participate as sponsors and/or members of the Leadership Challenge planning committee.

**FACULTY LUNCHES** - Feedback indicates that students value the input of faculty members as it relates to their employment decision-making process. Developing relationships with key faculty members may be a key factor in your recruiting success. Consider hosting a faculty lunch as part of your next campus recruiting visit to enhance your reputation with our faculty members and students.

**SPONSOR, SPONSOR, SPONSOR!** Many sponsorship opportunities are available throughout the year. This option for participation would put your company name and logo on any marketing materials, donated items, etc. for a given event. Sponsorship opportunities include Leadership Challenge, Career Fair, Business Career Month, Open House, and more. Sponsorship levels vary widely. If you feel that a sponsorship to our office would be advantageous to your recruiting efforts, we will gladly discuss partnership options. Your support of our programs is essential and greatly appreciated.



*In addition to the above suggestions for brand building, the Business Career Services Center maintains an "Opportunities to Interact" distribution list for employers. Contact Dave Byrd-Stadler at [dstadler@ku.edu](mailto:dstadler@ku.edu) to sign up to receive a periodic listing of opportunities for your group to assist with career services workshops, classroom speaking engagements, student organization opportunities, and more!*

## COMPANIES RECRUITING KU BUSINESS STUDENTS ON-CAMPUS:

- Advantage Recycling
- Aldi
- Altria Sales & Distribution
- American Airlines
- American Eagle
- Archer Daniels Midland
- Arthur J. Gallagher Risk Management Services
- Bank of America Merrill Lynch
- Bank of Kansas City
- BKD
- Catapult International
- CBIZ/Mayer Hoffman McCann
- Cerner
- Collective Brands
- Commerce Bank
- Defense Contract Audit Agency
- Deloitte & Touche
- Deloitte Consulting
- EJ Gallo Winery
- Eli Lilly
- Ericsson
- Ernst & Young LLP
- Farmers Insurance Group
- Federal Reserve Bank of Kansas City
- Grant Thornton
- Great Range Capital
- Guardian/Woody Financial Group
- Hallmark Cards
- Hawker Beechcraft
- Hay Group
- Hormel Foods Corp
- Hy-Vee
- Intouch Solutions
- Kansas Energy
- Kennedy & Coe
- Koch Industries
- KPMG
- Kraft Foods
- Lockton Companies
- MarketSphere Consulting
- Marks, Nelson, Vohland & Campbell
- MB Financial Bank
- Mueller Industries
- National Oilwell Varco
- PepsiCo
- Piper Jaffray
- Prairie Band Casino & Resort
- PricewaterhouseCoopers
- R.W. Baird & Co.
- RSM McGladrey
- RubinBrown
- Sabre Holdings
- Transworld Systems
- Union Pacific
- Wal-Mart
- Wendling Noe Nelson & Johnson LLC
- Western Extralite

(Many more organization are actively recruiting and hiring Business School students, but did not interview on-campus or within our office)

## RECRUITER QUOTES:

*"Allstate Insurance Company has been recruiting KU students on campus for several years now and we have found the experience to be easy and rewarding. The Business Career Service Center staff is very responsive to our needs, make helpful suggestions regarding how to have the most impact on campus, and have even gone out of their way to ensure that our message gets out to all qualified candidates. Also, when unique issues arise, they have responded seamlessly to the situation. They really make recruiting KU students enjoyable and rewarding."*

-Jim Rowland, Allstate Insurance Company

*"Koch Industries, Inc. and its companies are proud of their strong working relationship with the University of Kansas to recruit top leadership talent. KU consistently provides these companies with a strong pool of candidates in various disciplines.*

*Employers have the opportunity to engage faculty, staff and students through a wide variety of activities such as the annual Leadership Challenge, mock interviews, career fairs, class and organizational presentations, participation on advisory boards and various workshops. The Business Career Services Center staff is professional and demonstrates a strong desire and commitment to not only the students, but to the companies who recruit on campus."*

-Koch Industries, Inc.

## THE RECRUITING PROCESS



### SCHEDULING A RECRUITING VISIT TO THE BUSINESS CAREER SERVICES CENTER:

If you would like to conduct on-campus interviews in our office, please contact our office at 785-864-5591 to schedule a recruiting date. If you have not recruited with our office before, we will provide you with a login account to our online recruiting management system, as well as a brief overview of the system and recruiting process.

#### **The typical recruiting cycle is:**

1. The recruiting organization contacts the Business Career Services Center to schedule a recruiting date. Please keep in mind that October dates tend to fill up quickly—usually by early summer—so if you are wishing to schedule a date during this time, do so early!
2. A recruiting confirmation and relevant dates are sent via e-mail to the recruiting contact and copies of the positions being recruited for are requested.
3. Once the position descriptions are received, a representative of our office will input the job or internship into the recruiting management system according to the specifications provided by the recruiting organization. If a recruiter prefers, he or she may directly post the position to the system, rather than have our staff do it. This process should happen **at least four weeks prior to the recruiting date**. Once the position is posted to the system, it is viewable by registered students and starts to generate applications. The longer a position is in the system generating applications, the stronger the selection pool of candidates will be for the employing organization. Recruiters are also encouraged to set their screening parameters as wide as possible to maximize their candidate pool.
4. The application deadline occurs **two weeks prior to the scheduled recruiting date**. Recruiters may login to the system to retrieve candidate files.
5. Recruiters have one week to review candidates and make interview selections. Decisions must be updated in the recruiting management system by changing the status of each applicant from “pending” to “invited”, “not invited”, or “alternate”. This can be done by the recruiter or a representative of our office and should occur **one week prior to the scheduled recruiting date**. Students receive an automated update via e-mail regarding their updated applicant status and invited candidates may sign up for interview times through the recruiting management system.



*\*\*Please note that our online recruiting management system is a centralized system and is used by Engineering Career Services, Journalism Career Services, and University Career Center. This is advantageous to recruiters hiring multiple or general skill sets. A registered student with any office may apply for all positions in the system, regardless of where the interviews take place. If you have questions about the structure of career services at the University of Kansas or would like to learn more about the KU Career Services Alliance, please contact our office.*

#### **Campus Interview Cycles:**

Fall recruiting begins annually in the Business Career Services Center on the first business day in October and typically runs through mid-November. Fall recruiting dates can be scheduled into December but are not encouraged. Recruiting resumes in spring and runs from early February through mid-April. No recruiting dates will be scheduled during academic breaks. The academic calendar can be accessed online at: <http://www.registrar.ku.edu/calendar/academic.shtml>.

### Schedules:

If you have reserved two interview rooms, you will have two “schedules”. The default schedule runs from 8:30 a.m. to 4:30 p.m., with 13 half-hour interview slots and lunch from 11:45a.m.-1:00p.m. with a 15 minute break in the morning and afternoon. If another format would work better for your group, please let us know and we’ll adjust the default schedule to align with your specific recruiting needs. You may also change the number of scheduled interview slots, space permitting, with sufficient advance notice to our office.

There are two types of schedules. **Open schedules** permit anyone who is registered with our office to sign up for an interview time, provided they meet your qualifications established in the system. **Closed schedules** (pre-select) allow you to screen applicant resumes prior to your interview date and choose those candidates you wish to interview. Most schedules are pre-select.

***Changes to interview schedules can be made ANYTIME BEFORE candidate selections are made in the system. If, after reviewing your applicants, you wish to make adjustments, please contact our office for assistance BEFORE “inviting” candidates. Candidates are able to sign up for interview slots once the pre-select sign-up date arrives.***

We encourage you to select two or three alternates per interview schedule. These alternates will be contacted only if students from your primary list are not available on your interview date.

### Evening Programs:

Many companies sponsor informational programs/meetings prior to conducting campus interviews. Programs held the night before campus interviews typically are designed to provide general company information to students who are selected to interview, thereby leaving the majority of the interview for getting to know the student. Some companies prefer to invite all interested students, whether selected for an interview or not, to attend information sessions.

Programs held several weeks in advance of the campus interview date, in addition to providing general company information, can serve as a recruiting tool, allowing you to meet students and generate interest in your organization prior to selecting interviewees.

Recruiting organizations wishing to host an evening program must complete the Evening Presentation form at <http://www.business.ku.edu/pdf/Recruiter-EveningPresentationFrm.pdf>. Costs associated with room reservations on campus are waived if initiated through our office. The recruiting organization will be responsible for costs associated with equipment and/or catering.

### Directions to Summerfield Hall:

The Business Career Services Center is located at 1300 Sunnyside Avenue, 125 Summerfield Hall. A campus map and driving directions from the following locations can be found on our website at [www.business.ku.edu/logistics](http://www.business.ku.edu/logistics). Directions are available from the following locations:



- Kansas City Airport
- Wichita
- Topeka
- K-10 East and West
- I-70 Exit 202
- Highway 59 North
- Highway 40 East and West

If you have questions, or if you are not arriving from the locations listed, we will be happy to help you.

### Parking:

All visitors to the University must park in the parking garage just north of Allen Fieldhouse. Parking costs \$1.00 an hour in the garage. Unfortunately, we are unable to provide parking permits to visitors. Cars parked in other areas are subject to ticketing, and the BCSC is unable to clear parking tickets. Please call ahead of time if you have questions.

**The date of your visit:**

Upon arrival at our office on the date of your recruiting visit, you will receive a recruiting folder that includes a final copy of your schedule and a resume for each student that you will be interviewing. We also provide information about relevant procedures in our office and information that might be of interest during your visit. Upon checking in, we will request that you complete a contact card for our files. After interviewing, students often request your contact information through our office for the purposes of sending thank you correspondence. Please help yourself to any of the amenities in our employer hospitality lounge during your visit.

**Lunch:**

Our faculty members are anxious to interact with recruiting organizations. If you would like to host a lunch with business faculty or staff, please complete the Faculty Lunch Request Form at: <http://www.business.ku.edu/pdf/FacultyLunchForm.pdf>.

**Evaluation:**

An evaluation form will be emailed to you after your on-campus recruiting visit. Please take a moment to let us know how your recruiting experience was. Your feedback enables us to assess our strengths and areas for development. We want to exceed your expectations and your comments are valued.

**Ethical Framework for On-Campus Recruiting:**

We have strict policies regarding the ethical conduct of students and recruiting organizations in the recruiting process. A student who misses an interview or fails to sign up for an interview for any reason is subject to this policy. We appreciate your support in enforcing these important policies. Please report all no-shows to a staff member.

**Transcripts:**

Students may access their ARTS form instantly from a computer workstation in our office. An ARTS form is an unofficial copy of university coursework and grades. If transcripts are required for your recruiting process, please indicate so on your recruiting specification sheet and students will be informed to come prepared with this information to interviews. If an unofficial copy is not sufficient at this point in your recruiting process, please let us know. Students must pay \$8.00 for official transcripts and need appropriate advanced notice to process transcript requests with the Registrar's office.

**OTHER RECRUITING CONSIDERATIONS****Posting a Job on KU Career Connections:**

Posting a job with our office is a great way to generate KU applicants without making a recruiting visit to our office. If you have an internship or career opportunity that you would like to have posted to our online recruiting management system, please contact our office at 785-864-5591 or send the relevant details to us by e-mail at [bcsc@ku.edu](mailto:bcsc@ku.edu). Be sure to include a brief summary of the position, desired qualifications (i.e., majors, graduation dates, GPA, citizenship, etc.), and application instructions. Our staff will post the position within one business day of receipt and follow up with you to confirm our actions. All registered students and alumni have access to job postings in our system. Application responses to job postings vary. If for some reason you do not receive sufficient applications from KU to make a hiring decision, please contact our office for additional suggestions to promote your opportunity. Career Services reserves the right to refuse to list job openings or host any recruiting organization on campus. Career Services and all employers they represent are expected to abide by the "Principles for Professional Conduct for Career Services and Employment Professionals" as published by the National Association of Colleges and Employers.

**Accessing the Web Resume Book:**

We are pleased to offer recruiting organizations resume book services through KU Career Connections. Please contact our office to request your customized resume book, or generate your own resume book by logging into KU Career Connections.

### **Internships:**

Each year our office assists non-graduating students in their search for career-related internships or job opportunities. Company participation in the internship program can range from conducting on-campus interviews to providing information that allows students to contact companies directly about opportunities. Past positions have ranged widely in type of business experience offered and in geographic area. If you would like students at the School of Business to know about an internship opportunity with your company, please contact our office to discuss available options with you. Internships can be paid or unpaid. Students have the option to receive advanced business elective credit by working with Jolene Phillips, our Internship Program Director.

### **Hiring International Students:**

Business students at the University of Kansas include some of the best and brightest talent from around the globe. Our office encourages you to consider the unique assets that international candidates may contribute to your organization, such as language skills and cultural knowledge.

Most international students have an F-1 (foreign student) or J-1 (exchange visitor student) visa. F-1 and J-1 students are permitted a period of practical work experience during or upon the completion of their degree programs; F-1 students are eligible for twelve months, J-1 students for eighteen. The position must relate to the student's field of study.



Practical Training Programs include "Curricular Practical Training" (internships with academic credit) and "Optional Practical Training" (full-time employment). For Practical Training Programs, the employer does NOT have to:

- Sponsor the student for a permanent resident card (green card).
- Complete any special filings or paperwork, other than the standard offer letter and the I-9 form.

The practical training period allows a company to assess the employee's qualifications. When a company decides to continue the international graduate's employment after the practical training period, a change in status to an H-1B visa is required at least several months before the practical training period ends. This provides an additional three to six years of employment with the company that files the petition. Applications are submitted by the employing organization to the local Department of Labor. There is a limit on the number of H-1B visas granted annually so a strong case must be provided for approval.

For more information on hiring international students, please contact our office. International Student and Scholar Services can also be reached at 785-864-3617 and can provide an abundance of information on visa types and hiring restrictions.

### **Alumni Career Services:**

The Business Career Services Center provides limited career assistance to alumni of our programs. If you are interested in tapping into our alumni pool of talent, we encourage you to contact us as we do have various forums to promote experienced-level opportunities to this population.

### **Hiring Information:**

It is extremely beneficial for our office to know the outcomes of your recruiting efforts. We are required by the Kansas Board of Regents to track the employment outcomes of our students and report relevant statistics to the University and state as accurately and comprehensively as possible. Please help our office with these initiatives by reporting back to us information about full-time offers extended and accepted. Information that you provide is confidential and is only reported in aggregate format.



## Managing your KU Career Connections (Symplicity) Account



*KU Career Services leverages a shared recruiting management system, powered by Symplicity. This document will assist you in navigating through our recruiting management system.*

### **Logging In To Your Account**

1. Go to <https://ku-csm.symplicity.com/employers/>
2. **If you are a new employer**, click on the “Register” tab to create a new registration. Your Username is your e-mail address. You will receive an email containing your Password for future logins.
3. **If you are a returning employer**, enter your e-mail address as your Username. If you have forgotten your password, please select the “Forgot my Password” tab at the top. Within a few minutes, you will be sent an email with your new password.

Once you login, you will be directed to the employer “home” page. This page offers “quicklinks” to several recruiting activities and an “alert” section which notifies you of interview schedule statuses and applicants. We recommend using this page as the starting point for all of your needs. You may also click on any of the options (account, calendar, on-campus recruiting (OCR), etc.) in the top navigation bar to direct you to the appropriate recruiting activities.

### **Posting a Job**

To post a position in Career Connections:

1. From “home”, click on “Create Non-OCR Job Posting” quicklink.
2. You will be directed to the job postings page.
3. Enter the job details (title, description, etc.)
  - a. **For multiple pick select menus** (work authorization, majors, etc.) **hold the control key to select several options.** Employers may also pick an entire group of majors within a professional School, such as “School of Business”. It is important to select the widest range of criteria possible to maximize your candidate pool
4. Select the Submit button.
5. The job will be forwarded to Business Career Services for approval.
6. When the position is approved you will receive notification via email.

### **Requesting and Viewing a Web Resume Book**

***You can choose search criteria and view the resumes of students that meet your specified criteria.***

To search and view a Web Resume Book:

1. From “home” click on “Resume Books” quicklink
2. Click “All active KU”
3. Choose your search criteria or click on the “Advanced Search” tab to be more specific
4. Click “Apply Search”
  - a. You can view resumes individually or
  - b. Generate a Book of multiple students
5. To generate a Book of multiple resumes, click the box next to the student or use the “+” button to choose all of the students
6. You can choose “Mail to Checked”, “Save to Excel” or “Generate Book”
7. Click “Generate Book” and you will be taken to a new screen
8. Click “Submit Request”
9. The system will e-mail you when your Resume Book is ready  
Your Resume Book will located in “Resume Books” under the “Publication Requests” tab

## 2011 Fall Business Career Service Center Calendar

### August

**25: Career Services Kick-Off**

10:00-2:00, 125 SUM

**26: Finance Boot Camp**

9:00-3:00, McCook Room, Burge Union

**30: Resume Workshop**

11:00-noon, 407 SUM

**31: Resumania**

10:00-3:00, Koch Commons

### September

**1: MBA Roundtables**

8:30-10:30am, Gridiron room

**1: How to Apply to the B-School & Understand KU Career Connections**

2:00-3:00pm, 122 SUM

**1: Understanding the Recruiting Process**

3:00-5:00, 122 SUM

**6: Resume Workshop**

11:00-noon, 401 SUM

**6: BCSC Office Hours at Edwards Campus**

4:00-7:00pm, RC Lobby

**7: BCSC Open House & Employer Resume Review**

9:00-3:00, 125 SUM

**7: Behavioral Interviewing**

3:00-4:00, 503 SUM

**7: Majors Roundtable**

4:30-6:00pm, Gridiron Room, Burge Union

**8: MBA Roundtables**

8:30-10:30am, Gridiron Room

**8: Resumania**

10:00-3:00, Koch Commons

**8: How to Attend a Career Fair**

4:00-5:00, 503 SUM

**9: Accounting Roundtable**

1:30-4:30, Big 12 room, Kansas Union

**12: How to apply to the B-School & Understand KU Career Connections**

1:00-2:00pm, 122 SUM

**12: MBA Internship Panel – 2<sup>nd</sup> year**

2:30-3:30, 503 SUM

**12: How to attend a Career Fair**

4:00-5:00pm, 503 SUM

**13: Resumania**

10:00-3:00, Koch Commons

**13: IS Meet the Professionals**

6:00-7:30pm, Malott Room, Kansas Union

**14: Ace Your Case: Case Interviewing Workshop**

3:00-4:30pm, 503 SUM

**15: Business School Application deadline**

**15: Business Career Fair**

12:00-4:00, 5th Floor, Kansas Union

**16: Next-day Interviews**

**16: Finance Roundtable**

9:00-noon, Gridiron Rm, Burge Union

**19: Interviewing Skills Workshop**

4:00-5:00, 503 SUM

**20: Effective Networking and an Intro to LinkedIn**

4:00-5:00pm, 503 SUM

**21: Getting Compensated Appropriately**

4:00-5:00pm, 503 SUM

**21: Marketing Meet the Professionals**

6:00-7:30, Jayhawk Rm, Kansas Union

**22-23: Finance Visits in Kansas City**

**24: Edwards Campus Career Day**

9:00-noon, Regnier Hall

**26-30 Mock Interviews**

125 SUM

**28: Student Internship Panel**

3:00-4:00pm, 503 SUM

### October

**3: First day of Fall Recruiting**

**5: BCSC office hours at Edwards Campus**

4:00-7:00pm, RC Lobby

**6: Business Etiquette Dinner**

6:00-8:30 pm, Maceli's, 1031 New Hampshire

**17: MBA Career Services Open Forum**

4:30-5:15, 413 SUM

**19: SCM Meet the Professionals Night**

6:00-7:30pm, Malott Room, Kansas Union

**21: KU Leadership Challenge Application Deadline**

**26: Management Meet the Professionals**

6:00-7:30, Malott Room, Kansas Union

**26: MBA Alumni Panel**

9:00-10:30am, Burge Union

**31: Internship Poster contest submission deadline**

### November

**3: BCSC office hours at Edwards Campus**

4:00-7:00pm, RC Lobby

**11: MBA Networking brownbag with GenKC**

## BUSINESS CAREER SERVICES CENTER STAFF LISTING & CONTACT INFORMATION



The goal of the Business Career Services Center is to assist University of Kansas students in finding business-related summer, part-time, and full-time employment. The faculty and staff are committed to a strong student-oriented program. We assist students in gaining employment according to their interests and academic backgrounds through an aggressive external marketing effort and a comprehensive internal preparation program. To achieve this goal, we seek to develop strong relationships with our recruiters and the companies they represent.

Our staff is dedicated to assisting students in the discovery of their career interests and development of a career strategy. Career development is an ongoing process that ideally begins early in a student's academic career. This process involves such activities as job shadowing, informational interviewing, internships, career assessments, and career advising. Our staff is trained to assist students with both career development and the job search process. It is our goal to help students reach their potential as they begin their careers. The philosophy that students approach their careers "for themselves, but not by themselves" is prevalent in all the services and programs that we offer.

### BCSC Contact Information:

Office Hours:

Monday-Friday 8:00a.m-5:00p.m.  
(closed on all national holidays)

1300 Sunnyside Ave.  
125 Summerfield Hall  
Lawrence, KS 66045  
Phone: (785) 864-5591  
Fax: (785) 864-5078  
Email: [bcsc@ku.edu](mailto:bcsc@ku.edu)

<http://www.business.ku.edu/careers/recruiters/>

**Director:**

**Jennifer Jordan**

(785) 864-4446  
[jjordan@ku.edu](mailto:jjordan@ku.edu)

**Assistant Director:**

**Jolene Phillips**

(785) 864-4581  
[jphil@ku.edu](mailto:jphil@ku.edu)

**MBA Career Coordinator:**

**Ashley DeMond**

(785) 864-5590  
[ademond@ku.edu](mailto:ademond@ku.edu)

**Recruiting & Alumni Networks Coordinator:**

**Cheryl Norwood**

(785) 864-8045  
[cnorwood@ku.edu](mailto:cnorwood@ku.edu)

**Employer Relations Coordinator:**

**Dave Byrd-Stadler**

(785) 864-8047  
[dstadler@ku.edu](mailto:dstadler@ku.edu)

**Office Manager:**

**Vonnie Peterson**

(785) 864-5591  
[vpete@ku.edu](mailto:vpete@ku.edu)

**We look forward to working with you!**