



# Employer Guide

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## On-Campus Recruiting at The University of Iowa



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# RECRUIT AT IOWA

The recruiting program at The University of Iowa provides your organization with the opportunity to recruit highly qualified students from the Colleges of Business, Liberal Arts and Sciences, Education and Engineering.

The University of Iowa Marvin A. and Rose Lee Pomerantz Career Center can assist you with:

- Posting full time and part time positions, internship opportunities and/or student employment opportunities
- Conducting on-campus interviews for full-time positions and internships in the fall and spring
- Searching for qualified students and review those resumes
- Increasing your visibility on campus by connecting with faculty and student organization

At The University of Iowa, we offer one-on-one service to every employer and student. Please call us at: (319)335-1023 and we will walk you through the process.

## HIREAHAWK.COM

HireaHawk.com is the University of Iowa's primary online recruiting system. See [www.careers.uiowa.edu/hireahawk](http://www.careers.uiowa.edu/hireahawk) for the many features that a HireaHawk.com account has to offer. Please contact us at: (319)335-1023 if you have any questions.

HireaHawk.com is FREE for employers. Employers can search resume books (by request), post positions, schedule on-campus interviews and more!

## CAREER FAIRS & EVENTS

The Pomerantz Career Center hosts several career fairs annually. Each fall and spring, large job and internship fairs are held. We also host a variety of smaller, targeted networking events. Employers from many industries attend and interact with students from many of the different colleges at the University.

Note: For details about upcoming fairs or to register, visit: [www.careers.uiowa.edu/events/career-fair](http://www.careers.uiowa.edu/events/career-fair)

For questions about an event, please contact Joanna Halsch - Associate Director, Events at (319)335-1023.

## POSTING JOBS & INTERNSHIPS

Each organization must first create an account by registering in HireaHawk.com. You will need to submit organization information and your direct contact information in order to post positions, conduct on-campus interviews, and view resumes. To create your user account, go to: [www.HireaHawk.com](http://www.HireaHawk.com).

Once your account and positions are activated by a member of our staff, they will be viewable by students and alumni who have a HireaHawk.com account and are qualified for the position.

**To post Undergraduate Business, Liberal Arts & Sciences, Engineering and Education positions**, you will need to have a HireaHawk.com account. Log-In or register online at [www.hireahawk.com](http://www.hireahawk.com).

## POSTING JOBS & INTERNSHIPS CONTINUED...

To post MBA positions, contact MBA Career Services by calling (319)335-1021.

To post local (within 30 miles of campus) part-time positions - you will need to have a HireaHawk.com account. Log-In or Register online at [www.hireahawk.com](http://www.hireahawk.com).

### **Policies**

To view a complete list of posting guidelines, please visit <http://careers.uiowa.edu/hireahawk-employer-user-agreement-posting-guidelines>.

### **Instructions for Posting a Position (once you've created a HireaHawk account)**

Posting Non-OCR (Interview) Jobs & Internships/Copying an Existing Non-OCR (Interview) Job or Internship

- Click the “Jobs and Internships” tab on the top navigation bar
- Click “Add New”
- Enter a new job title or choose “Show Archived” to copy a position that was previously posted
- If you are copying from an existing position, remove “Copy” from the job title and then click “Submit”

### **Editing Non-OCR (Interview) Positions**

- Click on the “Jobs and Internships” tab on the top navigation bar
- Click on the job title to make the changes and then click “Submit”

### **Extending the Date on an Expired Position**

- Click on the “Jobs and Internships” tab on the top navigation bar
- Click on “Add New”, then “Show Archived” – from there, you can edit the end date and anything else that needs to be edited and then “Submit”

### **Sourcing Candidates for Your Position**

- Refer to the Resume Book section below instructions on how to search for candidates and email them through the HireaHawk.com system

**If you are posting a position that needs to be attached to an interview schedule, please refer to the instructions under the On-Campus Interviews section on the website, [www.careers.uiowa.edu/employers/campus-interviews](http://www.careers.uiowa.edu/employers/campus-interviews).**

**For assistance with creating a HireaHawk account or posting positions, please contact the Employer Relations Team at (319)335-1023.**

## RESUME BOOK

Organizations recruiting for internship and full-time positions may request access to the Resume Book. Before submitting your request for access, you must have an active account and an active posting in the system. To request access, please email [sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu) or [sara-burden@uiowa.edu](mailto:sara-burden@uiowa.edu).

In HireaHawk.com, there is one main resume book that is populated with all students that agree to share their resume with employers. Within that book, you can select your criteria and reach out to students that meet your qualifications.

### ***Instructions for Using the Resume Book***

- Once you have been given access to HireaHawk, go to the “Resume Book” tab in top menu (you will only see this tab once you have been granted access)
- Choose the “All Students” Resume Book
- Go to “Advanced Resume Search” to enter the criteria and submit
- Once your list is generated, choose the + sign to select all records
- Select the “Mail to Checked” button to compose and send your email
- You also have options to “Generate a Packet” or “Save as Excel”

For assistance using the resume book, please contact the Employer Relations Team at (319)335-1023.

## **ON-CAMPUS INTERVIEWS**

The Pomerantz Career Center has world-class interviewing facilities and is able to accommodate phone and Skype interviews. The center hosts more than 4,900 interviews annually.

To view the University of Iowa recruiting calendar, visit [www.careers.uiowa.edu/recruiting-calendar](http://www.careers.uiowa.edu/recruiting-calendar).

To request an on-campus interview schedule, you will need to have a HireaHawk account. Log-in or register online at [www.hireahawk.com](http://www.hireahawk.com).

To view complete instructions on how to request an interview schedule and attach positions to an interview schedule, please visit [www.careers.uiowa.edu/employers/campus-interviews](http://www.careers.uiowa.edu/employers/campus-interviews).

### ***Interview Suites***

The Pomerantz Career Center has over 20 spacious interview rooms that are equipped with a table, chairs and high-speed internet access. Rooms vary in size to be able to accommodate up to four or six people comfortably. Recruiters will be able relax in the employer lounge. The room is complete with coffee, cold drinks, snacks, telephone, and internet access. Students will wait in a designated area away from the interview suites.

## **VIRTUAL RECRUITING**

Not able to make a campus visit?

We are able to accommodate virtual interview opportunities through:

- Skype
- Lync
- Telephone

To schedule virtual interviews, log in to your HireaHawk account and go to the On-Campus Recruiting tab to “Request a Schedule”. Please choose “Phone or Virtual Interview” from the location and in the notes, but sure to let us know if you want students to come to the Career Center or if you would like them to utilize their own space for the interviews. We have designated rooms set up with Skype and Lync that students can use for a more professional atmosphere. In the notes, it’s also helpful to let us know if you prefer to use Skype or some other service. We will contact you closer to the date asking for more details.

# INTERNSHIPS

Internships are a great way for employers to build relationships with students at the University of Iowa and recruit great talent into their organizations. What is an internship, how can I benefit from having one at my organization, and where do I go from here? The Experiential Education Team at the Pomerantz Career Center is here to help with your internship questions.

## ***What is an Internship?***

An internship is a hands-on work experience where students apply the principles they've learned in the classroom to a real-world setting. An internship should be designed to meet both the needs of the organization and learning goals of the student. It should have pre-set goals outlined by the employer and agreed upon between the employer and student to ensure all expectations are met.

Internship Basics:

- Internships should balance the work needs of the organization and the learning goals of the intern
- Internships promote academic, career, and/or personal development
- Internships may be paid or unpaid and can be full-time or part-time
- Internships are distinguished from a short-term job or volunteer experience in that there is an intentional learning agenda structured into the experience
- The duration may be anywhere from eight weeks to two years, but typically last the course of a semester

In summary, an internship program should provide the student with meaningful work experience, and the employer with a qualified pre-professional to carry out the work. An internship should not be created solely to carry-out clerical and/or less desirable tasks; interns should be challenged by and learn from their internship in ways that contribute to their educational and career goals.

## ***University of Iowa Internship Requirements***

Note: These are minimum requirements for an employer to post an internship with the University of Iowa. Certain academic departments may have different requirements for their internship courses.

- Professional experience which relates to student's major field or area of career interest
- At least 80% professional work
- Occupies at least one academic term (fall, spring or summer)
- At least 10 weeks during spring or fall term, or 8 weeks in summer
- Full or part-time intern must work a minimum of 10 hours per week
- Requires continuous supervision by a professional in the field (not a student)
- Students must be at least a sophomore or above (must have completed at least 12 semester hours of UI coursework)

To learn more about employer and student benefits of an internship, creating an internship at your organization, University of Iowa internship programs, publicizing an internship, and internship registration/recognition with the University, please visit [www.careers.uiowa.edu/employers/internships](http://www.careers.uiowa.edu/employers/internships).

To view our employer internship manual, please visit: [http://careers.uiowa.edu/files/careers.uiowa.edu/files/wysiwyg\\_uploads/InternshipManualforEmployers\\_1.pdf](http://careers.uiowa.edu/files/careers.uiowa.edu/files/wysiwyg_uploads/InternshipManualforEmployers_1.pdf).

# HIRING UNIVERSITY OF IOWA STUDENTS

## ***Hiring International Students***

The University of Iowa welcomes students from around the world. Each year, more than 4,000 students from countries other than the United States are enrolled in undergraduate and graduate programs at the University. Many of these students seek to gain experience in the workplace in the United States, either by working as interns during their college enrollment, or by seeking full-time employment upon graduation. Because of the special abilities and cultural experiences they possess, international students can be ideally suited for employment within the American workforce, and the Pomerantz Career Center encourages prospective employers to consider them carefully when recruiting.

Hiring one of our highly qualified international students need not be burdensome, as immigration laws relating to the most common immigration statuses of international students (F-1 and J-1) allow the University to authorize employment related to study. For example, most international students may undertake internships during their studies merely by registering with the Pomerantz Career Center and receiving **Curricular Practical Training (CPT)** – <http://international.uiowa.edu/iss/current/employment/cpt> - from the University's **Office of International Student and Scholar Services (ISSS)** – <http://international.uiowa.edu/iss>.

Graduating international students who are in F-1 status are typically eligible for 12 months of job-related, full-time employment through **Optional Practical Training (OPT)** – <http://international.uiowa.edu/iss/current/employment/opt>. The student applies for this permission from the Department of Homeland Security and is issued an Employment Authorization Document (EAD) which the employer can use to verify employment eligibility. Students do not need a job offer for OPT. The small percentage of international students who are in J-1 immigration status may receive 18 months of Academic Training; a specific job offer is required for this permission, which is granted by ISSS.

For more information on hiring international students and graduates, please contact the Pomerantz Career Center at (319) 335-1023 or the Office of International Student and Scholar Services (ISSS) at (319)335-0335.

To view an “Easy Guide to Hiring Graduates,” please visit [www.careers.uiowa.edu/files/careers.uiowa.edu/files/EasyGuidetoHiringForeignGraduates.pdf](http://www.careers.uiowa.edu/files/careers.uiowa.edu/files/EasyGuidetoHiringForeignGraduates.pdf). This PDF Guide to Hiring Foreign Students is provided by the McCandlish Holton Immigration Practice Group - Mark Rhoads, (804)775-3824, 1111 East Main Street #1500, Richmond, VA 23219.

## ***Hiring Students with Disabilities***

The Pomerantz Career Center values preparing a diverse workforce and understands that individuals with disabilities can be an asset to many companies and organizations. View online resources - [www.careers.uiowa.edu/employers/hiring-students-disabilities](http://www.careers.uiowa.edu/employers/hiring-students-disabilities) - to help support employers in understanding fair hiring practices, making accommodations on the job, using monetary incentives, and understanding the legal landscape of the American with Disabilities Act.

## ***Hiring Veterans***

There are more than 500 veterans, dependents and active-duty members attending the University of Iowa during any given term, and it is the purpose of the Veteran Student Services Office to provide all of those students with the resources, guidance and assistance they need to be successful Hawkeyes. The Pomerantz Career Center partners with the Veteran Student Services Office to ensure that all veterans have access to career services and hiring opportunities as well.

## **HIRING UNIVERSITY OF IOWA STUDENTS CONTINUED...**

View a “Guide to Hiring Veterans” online at [www.careers.uiowa.edu/files/careers.uiowa.edu/files/GuidetoHiringVeterans%202014.pdf](http://www.careers.uiowa.edu/files/careers.uiowa.edu/files/GuidetoHiringVeterans%202014.pdf). The guide highlights the benefits of hiring a veteran, how military skills transfer, as well as tips for interviewing veterans.

## **STUDENT JOB OFFERS**

The Pomerantz Career Center encourages employers to give students as much time as possible to evaluate job offers. Employers are expected to follow the guidelines established by NACE in this area [http://naceweb.org/principles/reasonable\\_offer.htm](http://naceweb.org/principles/reasonable_offer.htm). Additionally, it is strongly recommended that employers provide candidates a minimum of three weeks from the date of offer to evaluate the opportunity for both internships and full-time positions. We also encourage employers to consider requests for additional time on an individual basis. Offers made to students for positions should be made in writing. Verbal offers should be followed with written offers via email or post.



# ENHANCE YOUR CAMPUS PRESENCE

## PARTICIPATE IN MOCK INTERVIEWS

Mock interviews are a great way for students to practice their interview skills with an experienced professional. This opportunity allows them to receive feedback on what they are doing well and areas that they need to improve upon before interviews for internships and jobs. Our mock interview program, “Mid-Week Mocks,” takes place Tuesdays, Wednesdays, and Thursdays during both the fall and spring semesters. Interviews are normally held from 9 a.m.-12 p.m. and 1 p.m.-4 p.m. Each interview is 45 minutes - 30 minutes for the interview, 10 minutes for feedback, and 5 minutes for a short break. Organizations participating may bring one or more representatives to host multiple schedules. The experience is beneficial for students as well as employers; students gain added interview experience and employers get the opportunity to meet students who will soon be interviewing for positions as well as increasing awareness of your brand on campus.

If you are interested in participating in the mock interview program, or for more information, please contact Sara Burden – Senior Associate Director, Employer Engagement at (319)335-1027. Some limitations may apply based on space and timing.

## CONNECT WITH STUDENT ORGANIZATIONS

The University of Iowa is home to hundreds of student organizations.

To view **all campus organizations**, visit [uiowa.orgsync.com](http://uiowa.orgsync.com). You are able to browse and filter by category or by conducting a keyword search. If you are looking for student organizations within a specific college, please refer to the links below.

**Tippie College of Business:** [www.tippie.uiowa.edu/undergraduate/studentlife/organizations](http://www.tippie.uiowa.edu/undergraduate/studentlife/organizations)

**College of Engineering:** [www.engineering.uiowa.edu/current-students/student-organizations](http://www.engineering.uiowa.edu/current-students/student-organizations)

**College of Nursing:** [www.nursing.uiowa.edu/current-students/student-organizations](http://www.nursing.uiowa.edu/current-students/student-organizations)

Presentations for student groups are scheduled far in advance and are available on a limited basis. If a representative from your organization is interested in speaking to a student organization, please contact the group as early as your plans allow. For more information, contact the Employer Relations Team at (319)335-1023.

## CLASSROOM PRESENTATIONS

Professionals from various industries can offer a great deal of valuable knowledge and experience to students in the classroom. Some employers have been asked - or have offered - to speak in classrooms about their professional experiences and expertise on a topic within the discipline that fits with the syllabus. Presentations are dependent on the curriculum established by the course instructor and their availability. The Pomerantz Career Center offers a number of academic courses where we love employers to participate in class panels, networking events, and serve as speakers on various topics.

If you are interested in participating in a classroom presentation, please contact Crystal Stockdale - Director, Employer Engagement at (319)335-1023.

## CAREER LEADERSHIP ACADEMY

The Career Leadership Academy is a 2 semester academic credit-bearing program comprised of weekly seminars, activities and events designed to give students an edge as leaders in their career field of choice. The Academy focuses on developing both leadership and employment skills in undergraduate students and is designed to give students the skills employers are seeking from college graduates.

Get involved in the program by donating your time as a speaker in class, an evaluator of student presentations, or a guest on an employer panel. Outside of the classroom, you can participate as a facilitator for teambuilding workshops, interact and network with students during events such as etiquette dinners.

Visit [www.careers.uiowa.edu/leadershipacademy](http://www.careers.uiowa.edu/leadershipacademy) for more information.

## INFORMATION SESSIONS

By hosting an information session during or prior to your campus visit you can educate students about the opportunities available within the company. It helps to highlight alumni from The University of Iowa and the path that they have taken to get the positions they have today. Some organizations may offer additional services like resume reviews or a session on networking and hand out organization information/branded items and speak with students on a more one-on-one basis.

Information sessions are most frequently held in the early evening as a group presentation followed by questions. There are generally fees or a required food purchase for all of these locations.

### Iowa Memorial Union

To schedule an information session in the Iowa Memorial Union, please call (319)335-3114. For more information about hosting events at the Iowa Memorial Union, please visit <http://imu.uiowa.edu/event-services/meetings>.

### John Pappajohn Business Building

To schedule an information session in the John Pappajohn Business Building, complete the online form at <http://tippie.uiowa.edu/research-technology/reservation.cfm>.

### Marketing

After you have made arrangements for your information session, please email the details to Sherry Rhinehart-Senior Specialist, Web & Online Services at [sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu), so that we can add the event to our calendar and help get the word out to our students.

In addition, when you plan your visit to The University of Iowa campus, there are several things you can do to connect with students before you arrive to let them know you will be here.

Student organizations - The University of Iowa is home to hundreds of student organizations. View the student groups that are on campus by visiting <http://uiowa.orgsync.com>. Contact the Career Center at: (319)335-1023 about getting in contact with these groups.

Posters and fliers - Information about your organization provided by your company can be made available to students in the Pearson Library located in the Pomerantz Career Center.

Advertising - A good way to be visible to students is to advertise in the student newspaper. The Daily Iowan is a daily publication that prints throughout the school year. Advertising rates are competitive and the paper is widely read across campus. You can contact them at (319)335-5790 to learn about the specifics.

## **CONNECTING WITH FACULTY**

We request that you do not contact faculty by telephone or email relative to selecting or recommending students for your company. Instead, please direct requests to the Employer Relations Team at (319)335-1023.

## **SPONSORSHIP OPPORTUNITIES**

There are several ways to get involved with Pomerantz Career Center as a sponsor through various programs such as the Career Leadership Academy, Career Fairs and others.

For more information on these and other opportunities, please contact Allan Boettger – Senior Director, Corporate and Community Outreach at (319)335-1023.

# PLANNING YOUR VISIT

## DIRECTIONS & PARKING

**Address for GPS:** 213 North Clinton, Iowa City, IA

### **From Interstate 80:**

- Take the Dubuque Street exit (Exit 244).
- Go south on Dubuque Street to Church Street.
- Turn right on Church Street. Follow it as it curves into Clinton Street.
- Continue south on Clinton Street to the stoplight at Market Street.
- Turn right onto Market Street, and go to the bottom of the hill, where you will come to a “T” intersection. (Watch for the sign on your left indicating whether the IMU Ramp is full.)
- Turn left onto Madison Street and stay in the left lane.
- Take an immediate left into the IMU Parking Ramp.

**If the sign on Market Street says the IMU ramp is FULL (except for employers attending the fair-you may still park in the ramp if it says FULL):**

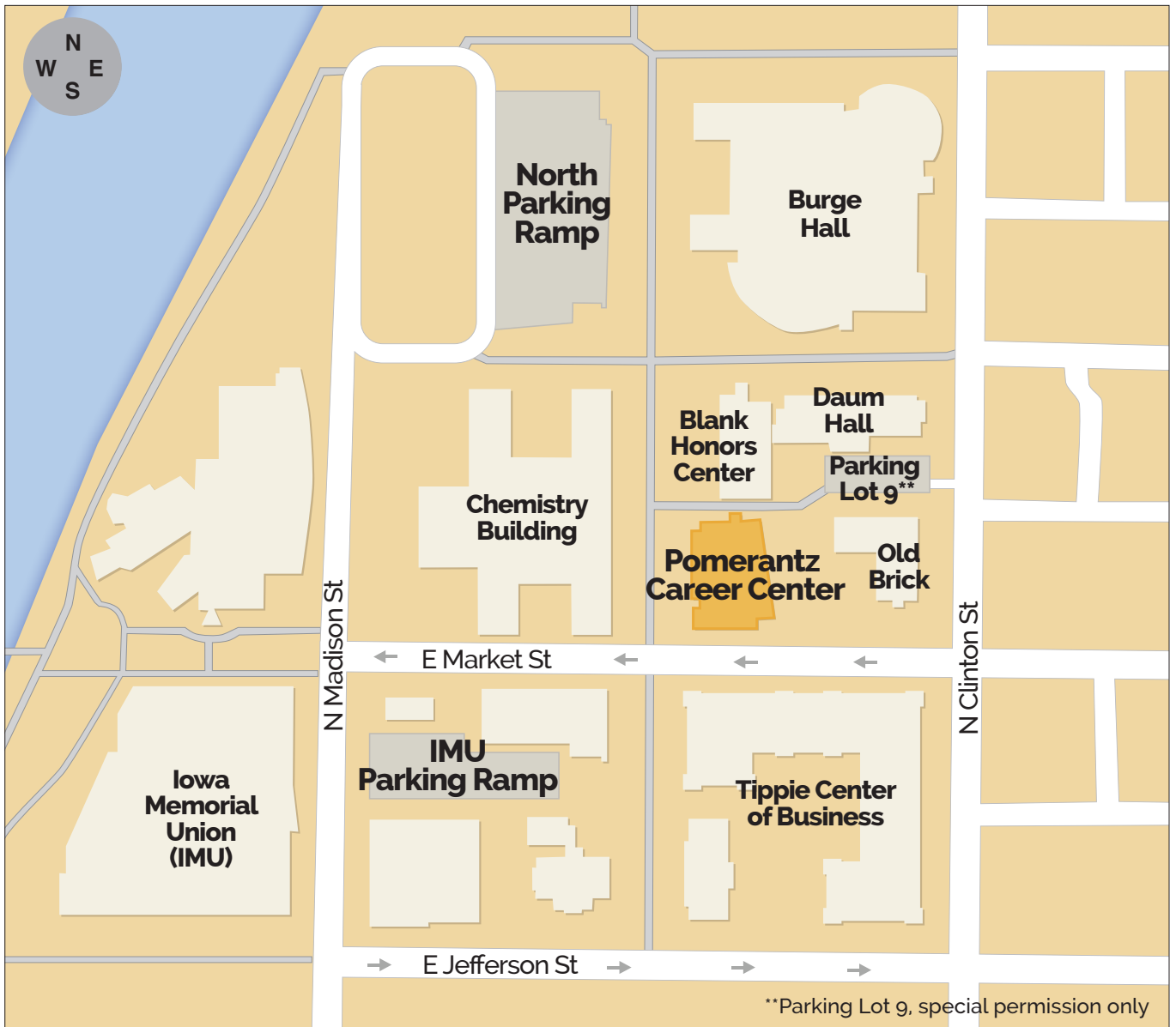
- Turn right instead of left at the “T” intersection (at Madison Street).
- Go two blocks north to the North Campus Parking Ramp (this ramp is not visible from the street until you reach the end of Madison Street).

### **If both UI parking ramps are full:**

- Turn around and head south on Madison Street until you get to the stoplight at Burlington Street.
- Turn left on Burlington and head up the hill.
- There will be two city-owned parking ramps on your left on Burlington Street: One is at the intersection with Clinton Street and one is at the intersection with Dubuque Street.

# MAPS

Here is a map detailing the location of the Pomerantz Center building and the IMU Parking Ramp and the North Campus Parking Ramp.



## LODGING & AIRPORT INFORMATION

### **Lodging**

Visit the Iowa City/Coralville Area Convention & Visitors Bureau Area website, [www.iowacitycoralville.org](http://www.iowacitycoralville.org) > Lodging, for a current list of lodging choices in the Iowa City and Coralville area.

There are two lodging options on/near the University of Iowa Campus -

**Iowa House Hotel** – [www.iowahousehotel.com](http://www.iowahousehotel.com)

**Sheraton** – [www.sheratoniowacity.com](http://www.sheratoniowacity.com)

### **Airport Information**

**The Eastern Iowa Airport (Cedar Rapids)** – [www.eiairport.org](http://www.eiairport.org)

The Eastern Iowa Airport, located just east of interstate I-380, on the south side of Cedar Rapids, offers a convenient location to fly in and out and is close to The University of Iowa Campus. Most major commercial airlines fly into or out of Cedar Rapids. Located approximately 12 minutes north of Iowa City, the airport offers flights from all major carriers, has a restaurant, business center, and shuttle service. For more information regarding airport services, please call (319)362-8336.

**The Iowa City Airport (Iowa City)** – [icgov.org/city-government/departments-and-divisions/airport](http://icgov.org/city-government/departments-and-divisions/airport)

The Iowa City Airport is both close and convenient for private flights coming in and out of the area. It is located just south of Hwy 1 on the south side of the city. For more information about the airport including runway specifications visit [www.airnav.com/airport/KIOW](http://www.airnav.com/airport/KIOW).

## RESTAURANTS

Iowa City is well known for the variety and quality of restaurants and other dining options available to visitors. Feel free to ask any of our staff for recommendations.

### **On-campus options**

Iowa Memorial Union - The IMU is located next to the Iowa River on Jefferson Street. It offers several dining options on main level in the River Room area.

Burge Residence Hall - Located just north of the Pomerantz Center, Burge Hall has an extensive cafeteria with a variety of offerings and is open from 6:45 a.m. to 7 p.m. daily during the school year.

### **Off-campus options**

There is a plethora of restaurants located within a few blocks of campus. Visit [www.littlevillagemag.com/restaurants](http://www.littlevillagemag.com/restaurants) to see a complete listing of downtown restaurants.

If you have any questions about the information in this guide,  
please contact the Employer Team at (319)335-1023.