Hiring Guide 2015-2016
University Career Center & The President’s Promise

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About UMD

The University of Maryland is home of the Terps—inspiring, involved and intrepid Terps from across the state and around the globe. We’re one of the nation’s top-ranked public research institutions, with a whopping 90 undergraduate majors. And we have an unbeatable location just outside Washington, D.C.
# UMD Enrollment by College

## Undergraduate Programs

### Full-Time & Part-Time Enrollments by College:

<table>
<thead>
<tr>
<th>College</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>A. James Clark School of Engineering</td>
<td>3,727</td>
<td>161</td>
<td>3,850</td>
</tr>
<tr>
<td>College of Agriculture &amp; Natural Resources</td>
<td>1,008</td>
<td>133</td>
<td>1,024</td>
</tr>
<tr>
<td>College of Arts &amp; Humanities</td>
<td>4,268</td>
<td>278</td>
<td>2,240</td>
</tr>
<tr>
<td>College of Behavioral &amp; Social Sciences</td>
<td>4,096</td>
<td>300</td>
<td>4,070</td>
</tr>
<tr>
<td>College of Computer, Math &amp; Natural Sciences</td>
<td>3,855</td>
<td>561</td>
<td>4,179</td>
</tr>
<tr>
<td>College of Education</td>
<td>612</td>
<td>20</td>
<td>983</td>
</tr>
<tr>
<td>Graduate School</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philip Merrill College of Journalism</td>
<td>335</td>
<td>16</td>
<td>527</td>
</tr>
<tr>
<td>Robert H. Smith School of Business</td>
<td>2,696</td>
<td>58</td>
<td>2,746</td>
</tr>
<tr>
<td>School of Architecture, Planning, &amp; Preservation</td>
<td>174</td>
<td>3</td>
<td>157</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>1,806</td>
<td>147</td>
<td>1,814</td>
</tr>
<tr>
<td>S&amp;VP Academic Affairs &amp; Provost</td>
<td>82</td>
<td>9</td>
<td>97</td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>3,483</td>
<td>468</td>
<td>3,746</td>
</tr>
</tbody>
</table>

Total: 24,522 FT, 2,138 PT

### Top 10 Most Popular Undergrad Majors:

- **Computer Science (2,125)**
- Biological Sciences (1,655)
- Mechanical Engineering (1,179)
- Economics (997)
- Kinesiology (947)
- Psychology (875)
- Criminology & Criminal Justice (847)
- Finance (762)
- Communication (746)
- Accounting (705)

Unuplicated student headcount distributions are based solely on primary major.

## Graduate Programs

### Full-Time & Part-Time Enrollments by College:

<table>
<thead>
<tr>
<th>College</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>A. James Clark School of Engineering</td>
<td>1,311</td>
<td>622</td>
<td>1,416</td>
</tr>
<tr>
<td>College of Agriculture &amp; Natural Resources</td>
<td>367</td>
<td>24</td>
<td>347</td>
</tr>
<tr>
<td>College of Arts &amp; Humanities</td>
<td>776</td>
<td>123</td>
<td>775</td>
</tr>
<tr>
<td>College of Behavioral &amp; Social Sciences</td>
<td>891</td>
<td>231</td>
<td>776</td>
</tr>
<tr>
<td>College of Computer, Math &amp; Natural Sciences</td>
<td>1,248</td>
<td>153</td>
<td>1,270</td>
</tr>
<tr>
<td>College of Education</td>
<td>630</td>
<td>310</td>
<td>629</td>
</tr>
<tr>
<td>College of Information Studies</td>
<td>266</td>
<td>184</td>
<td>274</td>
</tr>
<tr>
<td>Graduate School</td>
<td>95</td>
<td>602</td>
<td>98</td>
</tr>
<tr>
<td>Philip Merrill College of Journalism</td>
<td>60</td>
<td>9</td>
<td>63</td>
</tr>
<tr>
<td>Robert H. Smith School of Business</td>
<td>1,505</td>
<td>414</td>
<td>1,610</td>
</tr>
<tr>
<td>School of Architecture, Planning, &amp; Preservation</td>
<td>173</td>
<td>92</td>
<td>190</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>188</td>
<td>73</td>
<td>198</td>
</tr>
<tr>
<td>School of Public Policy</td>
<td>253</td>
<td>80</td>
<td>249</td>
</tr>
<tr>
<td>S&amp;VP Academic Affairs &amp; Provost</td>
<td>14</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

Total: 7,577 FT, 2,937 PT

### Top 10 Most Popular Graduate Majors:

- Business Administration (765)
- Curriculum & Instruction (430)
- Electrical Engineering (379)
- Master of Finance (287)
- Accounting (268)
- Mechanical Engineering (253)
- Telecommunications (236)
- Computer Science (233)
- Physics (214)
- Public Policy (213)

Unuplicated student headcount distributions are based solely on primary major.
Contact Us

Want to develop and maintain a recruiting relationship with the Center and the University of Maryland or have questions about sponsorship?

- **Allynn Powell, Associate Director of Employer Relations/Professional Preparation, acpowell@umd.edu, 301.314.7237**

Questions about on-campus interviews, job/internship posting, or employer events?

- **Caroline Lee, On-Campus Recruiting Coordinator, clee91@umd.edu, 301.405.2780**

Never recruited at UMD and don’t know where to start?

- **Annie Weinschenk, Industry Development Specialist, aweinch@umd.edu, 301.314.7245**

Questions about career fair logistics?

- **Alicia Montague, Career Events Coordinator, amontagu@umd.edu, 301.314.7239**

Seeking advice and guidance on setting up an internship program?

- **Erica Ely, Program Directors, Internships, eely@umd.edu, 301.314.0362**

Still can't find the right person?

- **Email: ucc-recruiting@umd.edu or call the Front Desk at 301.314.7225**

Want to engage with us on social media?

- Twitter: @umdcareercenter
- Facebook: UMD Career Center
- Instagram: @umdcareercenter

Building Your Brand

Building your brand is essential to recruiting at UMD. Presence on campus can be created in a variety of ways, but it takes time and energy to develop. Building your brand will result in a strong UMD talent pipeline for years to come.

How do you build your brand?

- Step one: Read this hiring guide.
- Step two: Reach out to Center staff to create a strategic recruiting plan customized just for your organization.
- Step three: Follow the plan -- post jobs, attend events, volunteer your expertise, interview students, etc.
- Step four: Hire UMD students.
- Step five: Repeat!
## Recruiting Calendar

### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31</td>
<td>Fall Classes Start</td>
</tr>
<tr>
<td>September 8</td>
<td>On-Campus Interviews &amp; Employer Events Begin</td>
</tr>
<tr>
<td>September 8, 9, 10, 11, 14</td>
<td>Career Fair Prep Walk-In Resume Reviews</td>
</tr>
<tr>
<td>September 16</td>
<td>Fall Career &amp; Internship Fair 2015 – Day 1: Technical</td>
</tr>
<tr>
<td>September 17</td>
<td>Fall Career &amp; Internship Fair 2015 – Day 2: Non-Technical &amp; Technical</td>
</tr>
<tr>
<td>September 17</td>
<td>Computer Science Fair</td>
</tr>
<tr>
<td>September 18</td>
<td>Undergraduate Business Career Fair</td>
</tr>
<tr>
<td>September 21</td>
<td>Careers In… Fashion Panel</td>
</tr>
<tr>
<td>September 25</td>
<td>Fashion/Retail Employer Meet Up</td>
</tr>
<tr>
<td>September 29</td>
<td>Federal Government Search/Resume Workshop</td>
</tr>
<tr>
<td>September 30</td>
<td>Law, Legal &amp; Advocacy: Networking Night</td>
</tr>
<tr>
<td>October 5</td>
<td>Graduate School: Deciding, Applying &amp; Funding</td>
</tr>
<tr>
<td>October 7</td>
<td>Careers In… Terrorism/Intelligence Panel</td>
</tr>
<tr>
<td>October 9</td>
<td>Government Employer Meet Up</td>
</tr>
<tr>
<td>October 13</td>
<td>Law School Fair</td>
</tr>
<tr>
<td>October 14</td>
<td>School of Public Health Expo</td>
</tr>
<tr>
<td>October 21</td>
<td>Language Career &amp; Internship Fair</td>
</tr>
<tr>
<td>October 22</td>
<td>Applied Economics Interview Day</td>
</tr>
<tr>
<td>October 23</td>
<td>Geographical Sciences Career &amp; Internship Fair</td>
</tr>
<tr>
<td>October 28</td>
<td>Careers In… Allied Health Panel</td>
</tr>
<tr>
<td>November 4</td>
<td>Careers In… Museums &amp; Archives Panel</td>
</tr>
<tr>
<td>November 6</td>
<td>Museums &amp; Archives Employer Meet Up</td>
</tr>
<tr>
<td>November 4-24</td>
<td>PSYC123 Mock Interview Clinic</td>
</tr>
<tr>
<td>November 10</td>
<td>Careers In… Global Health Panel</td>
</tr>
<tr>
<td>November 13</td>
<td>Healthcare Employer Meet Up</td>
</tr>
<tr>
<td>November 20</td>
<td>On-Campus Interviews &amp; Employer Events End</td>
</tr>
<tr>
<td>November 26-29</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December 11</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 14-19</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 19</td>
<td>Commencement - Main Ceremony</td>
</tr>
<tr>
<td>December 20</td>
<td>Commencement - College/Department Ceremonies</td>
</tr>
</tbody>
</table>

### Winter 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Winter Classes Start</td>
</tr>
<tr>
<td>January 18</td>
<td>Dr. Martin Luther King Jr. Holiday</td>
</tr>
<tr>
<td>January 22</td>
<td>Classes End</td>
</tr>
</tbody>
</table>
## Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25</td>
<td>Spring Classes Start</td>
</tr>
<tr>
<td>February 1</td>
<td>On-Campus Interviewing Program &amp; Employer Events Start</td>
</tr>
<tr>
<td>February 19</td>
<td>Architecture, Planning, Preservation &amp; Real Estate Development Career &amp; Internship Fair</td>
</tr>
<tr>
<td>February 15</td>
<td>Careers In... Publishing, Editing &amp; Writing Panel</td>
</tr>
<tr>
<td>February 16, 17, 18, 19, 22</td>
<td>Career Fair Prep Walk-In Resume Reviews</td>
</tr>
<tr>
<td>February 19</td>
<td>PR/Marketing Employer Meet Up</td>
</tr>
<tr>
<td>February 24, 25, 26</td>
<td>Spring Career &amp; Internship Fair 2016</td>
</tr>
<tr>
<td>March 1</td>
<td>Careers In... Public Policy Panel</td>
</tr>
<tr>
<td>March 2</td>
<td>Communication Speed Mentoring Night</td>
</tr>
<tr>
<td>March 9</td>
<td>Maryland Metropolitan Education Expo (MMEE)</td>
</tr>
<tr>
<td>March 14-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 29</td>
<td>Careers In... Helping Professions Panel</td>
</tr>
<tr>
<td>March 30</td>
<td>Careers In... Physics Panel</td>
</tr>
<tr>
<td>April 1</td>
<td>Geographical Sciences Career &amp; Internship Fair</td>
</tr>
<tr>
<td>April 1</td>
<td>Helping Professions Employer Meet Up</td>
</tr>
<tr>
<td>April 4</td>
<td>Careers In... Music, Film &amp; Entertainment Panel</td>
</tr>
<tr>
<td>April 5</td>
<td>Careers In... Sports Medicine Panel</td>
</tr>
<tr>
<td>April 6</td>
<td>Health Professions School Recruitment Fair</td>
</tr>
<tr>
<td>April 8</td>
<td>Geological Sciences Employer Meet Up</td>
</tr>
<tr>
<td>April 13</td>
<td>Careers In... Environmental Health Panel</td>
</tr>
<tr>
<td>April 14</td>
<td>Sustainability Employer Meet Up</td>
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<tr>
<td>April 11-15, 18-21</td>
<td>PSYC123 Mock Interview Clinic</td>
</tr>
<tr>
<td>April 21</td>
<td>Startup Career &amp; Internship Fair</td>
</tr>
<tr>
<td>April 29</td>
<td>On-Campus Interviewing &amp; Employer Events End</td>
</tr>
<tr>
<td>April 29</td>
<td>Just In Time Hiring Employer Meet Up</td>
</tr>
<tr>
<td>May 12-18</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 19</td>
<td>Commencement – Main Ceremony</td>
</tr>
<tr>
<td>May 19, 20</td>
<td>Commencement – College/Department Ceremonies</td>
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</tbody>
</table>

## Summer 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16</td>
<td>Recruit UM Conference</td>
</tr>
</tbody>
</table>
Posting Jobs & Internships

Careers4Terps

What is Careers4Terps?
Careers4Terps is the University of Maryland’s online career and internship database. Students are directed to this portal to search for job and internships by career advisors, professors, and their peers. About 1 in 4 students have secured a job through Careers4Terps by the time they have graduated.

What can Careers4Terps do?
Registering for Careers4Terps is the first step to recruiting at the University of Maryland, College Park. In Careers4Terps, you can post jobs and internships, register for events, and manage on-campus interview schedules.

How do I register for an account in Careers4Terps?
- Read and agree to the Recruiting Agreement.
- Register for an account: https://umd-csm.symplicity.com/employers
- Receive an email response from us within 2-3 business days to set up your password or asking for more information.

How do I post a job in Careers4Terps?
- After you’ve registered and been approved for an account, you can login with your username and password to Careers4Terps here: https://umd-csm.symplicity.com/employers
- Under the “Quicklinks” section on the home screen, click “Create FREE Job Posting.”
- Fill out all required fields of the request form.
- Receive an approval email or email asking for more information from us within 2-3 business days.

Can you post my job for me?
Due to the high volume of job posting requests, we are asking that employers post their jobs to Careers4Terps to ensure accuracy, timeliness, and convenience for employers as well as the students. The system is intuitive and easy to use. If you have any questions, do not hesitate to call us at 301.314.7225 and ask for assistance for posting your job in Careers4Terps.

How do I write a good job posting?
- List all detailed responsibilities about the job. Be specific and clear.
- Include information about the company. Students may not have heard of your organization. Include info about what sets the organization apart from others in the industry. Information about works perks and the company’s culture are encouraged.
- List the qualifications for the position. Be sure to be clear about what majors and class levels you are hoping to recruit. If there is a difference between desired qualifications and required qualifications, list the differences.
- Include as many details about compensation as you can. Students like to know as much information as possible up front.
- Be clear about how to apply. Do students need to write a cover letter? If so, require it and include that in the instructions. Do students need to apply through Careers4Terps and your company’s HR website? If so, be clear about those instructions.
- If students have questions, who should they contact? Your contact information is not available to students unless you opt to make it student viewable. Is there a generic email address you can include if students have questions?
How many students will see my job posting? How do I spread the word about the posting?

- Careers4Terps is well-used by students. The number of students that see your posting will vary greatly depending on the time of year you post the opportunity and the brand awareness of the organization.
- If this is your first time posting a job at UMD, give it some time for students to see the posting and apply.
- If you are not seeing the number of applicants you are hoping for, look at your job posting again. Is there any way you can change the wording to make the posting more attractive to students? When did you post the opportunity? Be sure to be cognizant of the UMD academic calendar. If you posted right in the middle of final exams, you will not have as many posting as you might have hoped.
- Feel free to reach out to us to help you! We are happy to help brainstorm ways to increase the number of student applicants. The best way to encourage students to apply to your organization is to increase your brand awareness by coming on-campus.
- Departments and student organizations on campus all vary greatly in terms who sends out employer information and job postings out directly to students via listservs, newsletters, and social media. We have liaisons and embedded program directors on staff that work directly with the different colleges and departments on campus. We are always happy to alert those staff members about your posting and organization, who will then spread the word across campus on your behalf.

QuickBucks

QuickBucks is a newsletter of part-time, temporary jobs that is sent out to students every Friday. The QuickBucks newsletter is emailed directly to those students who have signed up to receive information about short-term job opportunities. There are approx. 3,000 UMD students that receive the newsletter weekly.

QuickBucks jobs are home-based jobs such as child care, moving help, housekeeping, yard work, tutoring, and also jobs in a business setting which are short-term—a few hours or days—such as data entry. Permanent, part-time jobs such as administrative assistant positions should be posted in Careers4Terps.

If you have an opportunity that fits within the part-time, temporary category, please fill out the QuickBucks Request Form by 5:00 pm on Thursday, the day before the e-mail is sent: [http://www.careercenter.umd.edu/form.cfm?section_ID=5&form_id=7](http://www.careercenter.umd.edu/form.cfm?section_ID=5&form_id=7). Be sure to include all of the information about the job on the request form – the information you send will go directly to students. You will receive a confirmation email once your job has been received. QuickBucks jobs remain in the newsletter for 2 weeks.

Questions? Please email ucc-recruiting@umd.edu.

Resume Books

Our resume book is the virtual collection of student resumes in Careers4Terps of all active students in our system who have uploaded a resume into Careers4Terps.

Resume books are ideal for organizations that are searching for a very specific skill set or major, have immediate hiring needs, or want to recruit students outside of the regular recruiting season.
Browsing through resumes in the resume book can be very time intensive. There is no way to mass email students, but instead, we ask that you identify a few highly qualified students and reach out to them directly, explaining that you found their resume through Careers4Terps and encouraging them to apply to your position.

In order to access the books, you must have a Careers4Terps account and an active job posting in the system. To request access, please email ucc-employerhelp@umd.edu. The resume book option will not appear on your Careers4Terps homepage until you are granted access.

Third-party recruiters will not be allowed access to the resume books.

**Posting Guidelines – Recruiting Agreement**

The University Career Center & The President’s Promise (here on out referred to as the Center) policies below describe the nature of the positions and organizations we allow to recruit at the University of Maryland through the Center.

*The Center reserves the right to reject any position posting, company, organization, or individual that violates the following policies intentionally or unintentionally.*

The Center’s services are made available with the following conditions and understandings:

- Recruiters must abide by the University of Maryland’s Equal Employment Opportunity (EEO) action principles at time of application. **The University does not discriminate on the basis of race, color, creed, sex, gender identity or expression, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution (VI-1.00 (B) University of Maryland Human Relations Code, 5/6/98 updated 7/18/2012).**

- The Immigration and Nationality Act **prohibits citizenship status and national origin discrimination** with respect to hiring, termination, and recruiting or referring for a fee.8 U.S.C. § 1324b(a)(1)(B). Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. **U.S. citizens, asylees, refugees, recent permanent residents and temporary residents are protected from citizenship status discrimination.** Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person’s national origin or citizenship status. Employers may only legally limit applications to US Citizens on the basis of law, regulation, executive order, or government contract. (For more information regarding Legal Concerns/Best Practices about Work Authorization see http://www.careercenter.umd.edu/page.cfm?page_id=195.)

- Organizations will abide by all National Association of Colleges and Employers (NACE) Principles for Professional Conduct for Employment Professionals, and organizations which are Third Party Employment Services (NACE Principles for Third-Party Recruiters) must also abide by the Center’s “**Third Party Statement of Understanding**.” (**This form must be signed, printed, and returned to the Center by fax (301-314-9114) or regular mail.**)

- To the best of the recruiter’s knowledge, the information provided to the Center is correct and true. Recruiters should use their company/organization e-mail address (e.g. jsmith@company.com) and adequate position details.

- Organizations will maintain the confidentiality of student information, regardless of the source, including computer databases. **Parties outside of your organization will not be permitted access to the student information without the written consent of the student.**

- **The University makes no warranty and can undertake no responsibility concerning an individual’s suitability or performance.** The University shall bear no liability for the conduct or neglect of persons engaged by the Organization through the services of the Center.
The organization authorizes the release of all information in the employer profile to all prospective employees or other individuals deemed appropriate by the Center.

Organizations understand that participation in recruitment services does not guarantee job placement and that all hiring decisions are made by the employing organizations and not the Center or the Engineering Co-op and Career Services Office.

**POSITION TYPE DEFINITIONS:** Recruiters agree to utilize the following guidelines in regards to their positions:

- **Full-time Job** - employee works the full number of hours defined as such by his/her employer (typically MORE than 35 hours per week) and may provide benefits. These jobs are often considered careers and are typically salary based.

- **Part-time Job** – employee works the full number of hours defined as such by his/her employer (typically LESS than 35 hours per week) and are compensated with an hourly wage.

- **Internship** – consist of educationally enriching projects with outlined responsibilities, mentoring, evaluation, quality training and supervision. Seventy-five percent of job assignments should relate to the student’s major or career interests and involve both creative problem solving and progressively increased levels of responsibility. **No more than twenty-five percent of assignments should be clerical duties.**
  - **UNPAID internships with for-profit companies MUST** also adhere to the following U.S. Department of Labor guidelines:
    - A. The intern, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
    - B. The intern’s experience is for the benefit of the intern.
    - C. The intern does not displace regular employees, but works under close supervision of existing staff.
    - D. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion the operations may actually be impeded.
    - E. The intern is not necessarily entitled to a job at the conclusion of the internship.
    - F. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

**PROHIBITED POSITION TYPES:** Unacceptable postings include positions:

- That do not meet the policies mentioned in this agreement;
- Requiring a fee payment and/or investment prior to employment;
- Providing financial incentives to staff who recruit new hires for the organization and for which the recruiting staff member receives a portion of the new hire’s commission.

By completing your employer profile and/or participating in recruitment events/services with the Center, you agree to the following conditions:

1. I understand and will abide by the **conditions and understandings** listed in the statement above.
2. I understand and will abide by the **position type definitions** listed in the statement above.
3. I understand and will abide by the **prohibited position types** listed in the statement above.

Do you accept the above terms?

☐ YES, I accept these terms.
Recruiting On-Campus

OCI & Policies
The On-Campus Interviewing (OCI) Program allows employers to interview UMD students and recent graduates in our interview rooms for full-time, internship, or part-time positions. Our Center offers 17 interview rooms available for reservation free of charge.

Recruitment Period:
Interviewing occurs during the fall and spring semesters.
- **Fall 2015:** September 8 - November 20
- **Spring 2016:** February 1 – April 29

Interviews are held Monday through Friday between 9:00 a.m. and 5:00 p.m. The Center provides complimentary parking and lunch on your interview day. Rooms are reserved on a first-come, first-served basis. It is strongly suggested that you reserve interview rooms AT LEAST four weeks in advance.

How to Request an Interview Room:
- Log into [Careers4Terps](#).
- Select "Request On-Campus Interview Date" in the Quick links section.
- Complete the Interview Schedule Request form.
- The On-Campus Recruiting Coordinator will reach out to confirm your interview details. If no contact can be made within 5 business days, the request will be removed.
- A confirmation email will be sent once your interview schedule has been approved.
- For Preselect Schedules, be sure to "Attach your position" to your interview schedule in order for your schedule to be approved.
- You will receive a confirmation e-mail that the position and schedule are approved.
- One week prior to the interview date, you will receive an email containing directions and parking logistics. Please read this email thoroughly and forward this email to all interviewers coming to campus.

Interview Reservation Options (OCR Models):
- **Preselect Schedules:** Preselect allows employers to select candidates from the applicant pool in Careers4Terps to schedule interviews. The scheduling process is taken care of for you after you make your selection.
  - Request your schedule date (under the On-Campus Interviewing tab) at least four weeks before the date of the interview(s).
  - Attach a position to the interview schedule as soon as your date is assigned.
  - On the specified date, select the applicants you would like to interview and enter this information in Careers4Terps.
  - Invited students will sign up for interview times in the system and the final schedule and resume packets will be emailed to you.
- **Preselect to Alternate Schedules:** This model allows employers to select first-choice and alternate candidates from the applicant pool in Careers4Terps.
  - Same as "Preselect Schedules" but also allow for the designation of additional candidates as "alternates."
  - Alternates will sign up after "Invited" students to fill any remaining time slots on the interview schedule.
- **Virtual Interviews** allow employers to host a day of interviews remotely.
  - The Center contains rooms with virtual interview capabilities including phone and computers with webcam.
Please request an interview room and indicate on the request form that you’d like to host interviews virtually. You may utilize the Preselect, Preselect or Alternate, or Room-Only options.

- **Room Only Schedules** allow employers to create their own interview schedules.
  - This option is useful if you have already identified candidates or want to use an event, such as an information session or the career fair to populate the schedule.
  - Email the final schedule to Caroline Lee (clee91@umd.edu) at least 2 business days in advance.

**Interviewing Outside of Recruiting Season:**
You can interview students in our interview suite outside of the regular recruitment period, such as during the summer session or winter session by request only.

**Questions?**
If you have questions about the On-Campus Interview (OCI) process, contact Caroline Lee at 301.405.2780 or clee91@umd.edu

**ON-CAMPUS INTERVIEW (OCI) PROGRAM POLICIES**
All employers who participate in the on-campus interviewing (OCI) program at the University of Maryland will be expected to adhere to the outlined policies:

**Recruiting Agreement**
The University Career Center & The President’s Promise has established a Recruiting Agreement, which outlines the nature of the positions and organizations allowed to recruit at the University of Maryland. Employers participating in On-Campus Interviewing will be expected to comply with its contents.

**Eligible Students**
All currently enrolled University of Maryland students and recent graduates up to three years out are eligible to participate in the On-Campus Interviewing program. Please contact the On-Campus Recruiting Coordinator if questions arise regarding student participation.

**Use of Interview Space**
The University Career Center & The President’s Promise will arrange interviews in our 17-room interview suite for employers during the hours of 9:00 a.m. and 5:00 p.m. during the recruiting period. If additional time is needed for deliberation or additional interviews, the request must be made prior to date of arrival. Interviewing outside of our regular recruitment period, such as during the summer session or winter session will be considered by request only.

Interview space will be provided free of charge to employers who facilitate their interview process for University of Maryland students via our Careers4Terps system. Room fees may apply for employers who request use of space for events that include non-UMD students. Specific room reservations will not be made for greeters or interview coordinators on the day of the interviews. Employers seeking additional space may request such in advance and rooms will be provided as available.

**Interview Cancellation**
Employers are asked to cancel their scheduled interviews prior to the start of students signing up for interview time-slots. If an employer cancels after students have begun to sign up for interview time slots, it will be the responsibility of the employer to provide explanation to students regarding the change.

**Interview Schedule Deadlines**
The University Career Center will make every effort to contact and remind employers of the OCI timeline and associated deadline dates (attaching position descriptions, inputting candidate selections, etc.). However, if the schedule timeline is not kept and associated deadline dates are consistently missed, or no contact can be made, the University Career Center reserves the right to remove the OCI reservation from the Careers4Terps system.

Offer Deadlines
Recruiters are asked to provide students with a reasonable amount of time to make employment-related decisions—generally equating to at least three weeks. Employers are reminded that campus recruiting is as much about building a trusted brand identity as it is about recruiting new talent. Placing undue pressure on students to make decisions or engaging in questionable recruiting practices not only jeopardizes an employer’s ability to recruit our students, but may adversely affect an organization’s corporate image for an extended period of time.

Rescinding Offers
If an employer must rescind an offer from a student, the employer will notify the University Career Center prior to notifying the student.

Employers needing to rescind or defer employment should carefully review the guidelines and follow the NACE recommendations found in the Position Statement on Rescinded and Deferred Employment Offers. The NACE guidelines urge employers to adopt a two-part approach to employment offers under consideration for revocation. The first emphasizes the need for a commitment to high standards in recruiting. The second offers a reasoned approach to dealing with rescinded and deferred offers.

NACE recommends that employers who must revoke a commitment consider alternatives that do not require rescinding employment offers. These may include changes in job responsibilities, salary reduction or reduced workweeks, changes in job locale, delayed starting dates, and other reasonable options. For candidates whose start dates are deferred:

- Provide services to aid the candidates in securing other employment
- Provide financial assistance if the deferral will be longer than three months
- Communicate to candidates as soon as possible
- Remain in communication with candidates and the University Career Center regarding start dates

Inclement Weather Policy
The University Career Center & The President’s Promise abides by all University of Maryland, College Park openings and closings. Weather alerts and weather-related schedule updates will be announced on the University of Maryland homepage and the "snow phone line" (301.405.SNOW), and reported to local radio and television stations. Interviews and events can be held virtually or rescheduled for a different date.

The University Career Center & The President’s Promise expects all employers to treat candidates in an ethical manner. We reserve the right to deny access to on-campus interviewing to any employers who we determine has not conducted their recruiting efforts ethically.
Career Fairs

Career fairs are a great way for organizations to connect with students and build brand awareness on campus. The University Career Center & The President’s Promise hosts many career fairs during both the Fall and Spring semesters.

The biggest career fairs on campus are the Fall Career & Internship Fair and the Spring Career & Internship Fair. The large fairs draw somewhere between 3000-4000 students across all majors and class levels. The University Career Center also hosts boutique career fairs throughout the year target toward a niche student population and industry.

Fall 2015

Fall Career & Internship Fair - September 16-17, 2015
Law School Fair - October 13, 2015
School of Public Health Expo - October 14, 2015
Language Career & Internship Fair - October 21, 2015
Geographical Sciences Career & Internship Fair - October 23, 2015

Spring 2016

Architecture, Planning, Preservation, & Real Estate Development Career & Internship Fair - February 19, 2016
Spring Career & Internship Fair - February 24, 25, & 26, 2016
Maryland Metropolitan Education Expo – March 9, 2016
Geographical Sciences Career & Internship Fair - April 1, 2016
Health Professions Recruitment Fair – April 6, 2016
Startup Career & Internship Fair - April 21, 2016

Employer Events

Employer Events provide employers with an opportunity to present information about their organization (including available opportunities) while also providing time and space for students to network with recruiters. Employer events can take many forms, although based on feedback from students we suggest a format that is NOT a typical information session with a PowerPoint presentation. Employer hosted events usually have anywhere between 5-20 students.

Ideas for Employer Events include:
- Lunch & Learn
- Employer-in-Residence
- Tech Talk
- Product Demo
- Pre-Night (event exclusively for those students interviewing the next day)
- Simulation

If you are interested in seeing a larger group of students, consider participating in one of our existing events or programs, such as a career fair, networking forum, or career panel. If you think an Employer Event is right for you, please consider the following logistics: time, location, catering, and publicity.
Time:
Employer events are typically scheduled during late afternoon or early evening for one to two hours usually during the academic year. Tuesday, Wednesday, and Thursday are the best days of the week for these events. The time of your event and expected attendance will affect where the event can be held.

Location:
1. **Book a room in the University Career Center (FREE!):**
   Employers can choose to hold their event in the University Career Center (3100 Hornbake Library, South Wing) at no cost. Employer events held in the University Career Center are held prior to 5 pm subject to room availability.
2. **Book a room in the Adele H. Stamp Student Union:**
   Rooms are reserved in the Adele H. Stamp Student Union. Your organization is responsible for all charges for rental of the room and use of audio/visual equipment. Room prices depend on the size of the room. Cancellations for room reservations for employer events must be made in writing at least ten business days prior to the date of the event. Room fees can start as low as $80 for 4 hours and increase from there.

Catering:
Remember, students always like free food. Your confirmation e-mail will contain a link to catering options. Please note the availability of food in any promotional materials and on Careers4Terps. If your event is being hosted in the Stamp Student Union, you may only use the Stamp Student Union Catering options found here: [http://thestamp.umd.edu/event_guest_services/catering](http://thestamp.umd.edu/event_guest_services/catering).

Publicity:
We publicize your event by posting it:
- On our website ([University Career Center & The President’s Promise website](#))
- In Careers4Terps
- Through social media (Twitter, Facebook, etc.)

We strongly encourage students to attend; however, we are unable to compel attendance. Be aware that students may have scheduling conflicts and prior commitments (such as jobs, classes, sports practice, and club meetings) that prevent attending sessions of interest.

To help ensure the word spreads about your event, we encourage you to:
- Provide marketing materials that we may distribute to our campus partners and various student organizations
- Contact the student newspapers to place an ad about your visit
- Invite students that have applied for you position to the event
- Search through resume books to invite highly qualified students directly
- Spread the word through social media by tweeting at us (@umdcareercenter) or relevant student organizations/departments

**Rent an Information Booth in the Student Union Food Court**
Employers can also rent a booth from 10:00 am - 2:00 pm in the high traffic area in the Food Court to pass out literature and speak with interested students. The price to rent a booth per day is $65. Employers interested in renting an information booth should contact Caroline Lee at clee91@umd.edu or 301.580.8708. Employers are limited to 2 events per semester.
Directions & Parking
How do I get to the University Career Center & The President’s Promise?
The University Career Center & The President’s Promise is located on the 3rd floor of Hornbake Library, South Wing in the center of the University of Maryland, College Park’s campus.

The nearest parking garage to the University Career Center & The President’s Promise is the Regents Drive Parking Garage. **Not all Center events are located in the Center in Hornbake Library. For all employer events, parking information and directions will be sent to you prior to the event.**

Driving Directions to Campus –
Use this link to Google Maps - [http://g.co/maps/5hf57](http://g.co/maps/5hf57) - for the location of the Regents Drive Parking Garage (closest to the University Career Center). You can click on "Directions" on the left hand side to obtain directions from your starting location.

Metro Directions to Campus –
1. Take Green Line towards Greenbelt to the College Park – UMD Station.
2. Take the 104 College Park shuttle to campus. The shuttle is free to the public and no does not require University ID.
3. At the Regents Garage stop, exit the bus to the left.
4. Walk to the corner towards Field House Drive and cross the street.
5. Turn right take the stairs (2 sets) to the top (where the garage bridge meets).
6. Continue to your left passing the plaza on your right.
7. Hornbake Library, South Wing is just beyond the plaza on the left. The south wing/classroom is just beyond the main library entrance (the large columns) through the single set of doors.
8. Enter the building, continue down the hallway and take the elevator to the 3rd floor. The elevator will open into the University Career Center & The President’s Promise.

Walking Directions from Regents Drive Garage to the University Career Center:
On the third floor of the south side of the garage, there is a walkway over the street. Cross that walkway and proceed to your right around the building to the Hornbake Plaza. Hornbake Library will be on your left. We are located in the south wing side of the building. Pass the main entrance of the library and enter through the single set of double doors indicating “Hornbake Library, South Wing.” The elevators are through the door straight ahead. The Center is located on the 3rd floor. The University Career Center opens at 8:30 a.m.; there is no access via elevator or stairwells until that time.
Volunteer Your Expertise

Volunteering your expertise provides your organization an opportunity to network with Maryland students and increase your brand visibility on-campus while helping students progress through the career development process.

Employers give students insight and industry expertise that is an invaluable perspective for students. Hearing about what the industry values on a resume or what experiences stand out through the search process are tips that are better received when coming straight from an employer’s mouth.

Volunteer programs include Intern For A Day, Mock Interview Clinics, Professional Preparation Workshops, Site Visits, and Industry Panels/Networking Events.

Intern For A Day:
Intern for a Day connects current UMD students with alumni, parents, and employers for short-term job shadowing opportunities to explore potential career fields. This voluntary job shadowing experience can range from 1 day to 1 week. Intern For A Day matches students with volunteers each semester. Hosts register in the month preceding each semester. For more information, please contact Erica Ely, Program Director of Internships at ifad@umd.edu.

Mock Interview Clinics:
Mock interviews help students practice interviewing, providing them the opportunity to hone their ability to articulate their skills and experiences. As an industry expert, you’ll be able to provide constructive feedback on how they can improve their interview skills.

- PSCY123 Career Course Mock Interviews: As a class assignment, The Psychology of Getting Hired students are required to participate in a 20-minute, in-person mock interview. Interviews will take place in 3-hour segments each day, 9:00 a.m.-12:00 p.m. and 1:00 p.m. - 4:00 p.m.
- Industry-Specific Mock Interviews: Although general mock interviews are helpful, focused and industry-specific mock interviews provide students insight into specific types of interviewing formats.

Professional Preparation Workshops:
Contribute your expertise on a variety of professional preparation and development topics. The goal is to ensure Maryland students are well-prepared for the world of work. Sample workshops might include Developing your Personal Brand, Career Fair Best Practices, How to Succeed in an Internship, Using Social Media in the Job Search, The Importance of Soft Skills, and Transitioning from College to the Workplace. Opportunities to present are available on a monthly basis.

Site Visits:
Offer students the opportunity to see the world of work firsthand. Host students for a site visit to learn more about your industry, organizational culture and internship/full-time opportunities available.

Industry Panels & Networking Events:
Assist students in career exploration by representing your industry on a panel of professionals. These events provide students with insight into trends and culture, how to break into an industry and what skills are necessary to be successful. Panelists are selected at the discretion of the event host.

Please contact Allynn Powell at ucc-recruiting@umd.edu if you are interested in volunteering.