

Howard University School of Business



Center for Career Excellence
Recruitment Guide
Fall 2021

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GETTING STARTED

Howard University's School of Business Center for Career Excellence (CCE) is pleased that you are interested in recruiting our students. CCE offers many services and programs to help both students and employers find their perfect match. This employer recruitment guide details ways to partner with CCE, answers general questions regarding recruiting at the School of Business, and details on-campus recruitment policies and procedures. On-campus recruitment is a core component of the operations of the CCE, helping to connect the best and brightest students at Howard University School of Business through on-campus interviews, career fairs, networking events, professional development, and other recruiting activities.

All recruiting companies must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the [Equal Employment Opportunity Policy of Howard University](#), the [NACE Principles for Professional Practice](#), and the [United States Department of Labor FLSA Guidelines](#) as well as abide by the recruiting and offer policies outlined throughout this guide.

Become an Official HUSB Recruiting Company

We have established an engagement database to communicate recruitment and engagement updates to companies. To register as an official recruiting company and receive updates, please submit the form located here: <https://business.howard.edu/about/engaging-husb>.

Employer Registration on Handshake

The Center for Career Excellence utilizes, Handshake which is a free web-based system for recruiting at Howard University. It allows employers to identify candidates and it allows students to locate employer postings and events. Registration with the University via Handshake will be constituted as your agreement to abide by our policies and procedures. Failure to comply with the CCE policies as outlined below may forfeit your organization's right to recruit at Howard University.



If you require assistance with Handshake, please contact Handshake support at:
www.support.joinhandshake.com

Please note that it may take 2 - 4 business days to research your organization before a decision for approval is made.

Employers must provide the following prior to Handshake registration approval:

- First and last name of a contact person
- A legitimate physical address and valid phone number
- A legitimate working website (Facebook and LinkedIn are not acceptable)
- A legitimate business domain email (Gmail, yahoo, Hotmail etc...is not acceptable)
- A complete company description
- A company logo

Please note that we do not approve the following companies:

- Companies that charge program/employment fees to students or require upfront purchases of products or services.
- Companies offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" networking structure requiring or encouraging the recruitment of students who recruit others to sell products and services will not be permitted to recruit on campus or attend Career Fairs.

Job Posting Policy

All companies are required to post their open positions on the University's career management system, Handshake. Please note that we do not accept postings from the following:

- Employers posting full-time positions that do not require at least a bachelor's degree
- Employers posting internships that do not require the pursuit of a bachelor's degree
- Employers posting jobs that are based out of someone's home (babysitting, dog sitting, etc.)
- Employers posting full-time positions listed with a rate of pay lower than minimum wage, commission-only employment is prohibited
- Employers posting internships that do not provide a learning environment supported by supervision for their interns
- Employers posting opportunities with a personal email address (e.g., Gmail, Yahoo, etc.); employers must always use their business email address

KEY DATES & FAIRS

Recruiting Period

The prime recruitment season is September-March. This is the only time companies can host student engagement events and/or on-campus interviews during the semester.

Fall 2021

Recruitment Period: August 30 – November 19
 Classes Begin: Mon., August 23
 Classes End: Fri., December 3

Spring 2022

Recruitment Period: January 17 – April 11
 Classes Begin: Mon., January 10
 Semester Ends: Fri., April 22

Career Fair Dates

Fall 2021

Super Day Virtual Career Fair
 September 30, 2021, 11am-4pm

Spring 2022

Career Expo
 Details TBD

The Super Day Virtual Career Fair is at capacity.

Howard University Academic Calendar

August 23 – Semester Begins

August 17 - Opening Convocation

September 2 - Student Engagement Begins

September 6 - Labor Day, University Closed

September 30 - Super Day Virtual Career Fair

October 16-24 - Homecoming Week

November 11 - Veterans Day, University Closed

November 15-19 - National Career Development Week

November 17 - National Career Development Day

November 18 - Last Day for Student Engagement

November 25-26 - Thanksgiving Recess, University Closed

December 3 - Classed End

December 6 – 14 Final Exams

December 14 – Semester Ends



November is National Career Development Month. We are looking for sponsors to host some fun and creative events (ex: career vision board planning, improv for career development, job shadowing, networking reception, CCE suite takeover, etc.). Email us if you would like to sponsor events for the month of November, HUSB-Career@howar.edu.

GUIDELINES FOR RECRUITMENT ACTIVITIES

Recruitment activities should take place during the same semester as your interviews to fully leverage student interest in your organization.

Please be advised that changes to any campus recruitment strategy less than three weeks before a scheduled event, or while students are on recess, may negatively impact attendance or applications for positions.

If you make changes to your interview schedule after students have begun to select interview slots, it is your responsibility to contact students directly to reschedule their interviews. You should also contact CCE to make sure changes are reflected on Handshake.

We recommend allotting three weeks between your initial position posting on Handshake and selected interview date.

The CCE office does not accept requests made for information sessions less than two weeks prior to the requested date. Invitation only events are excluded from this policy.

SUGGESTED VIRTUAL RECRUITMENT ACTIVITIES

Virtual Interviews

Mondays – Fridays

- Partners utilize their selected virtual services (Zoom, MS Teams etc.)
- Recruiters are responsible for contacting and confirming students for changes made after they are on your schedule.

Virtual Information Sessions

Recruiting companies are welcome to host virtual information sessions on the platform of their choice. Events can be posted to Handshake for students to register. To increase student attendance for events, we suggest providing an incentive (gift cards, giveaways, etc.). You should highlight the incentives on the invite.

Virtual Interviewing Support

Virtual interviewing helps to connect the best and brightest students at the School of Business with our employer partners. Although interviews are not scheduled within the CCE Interview suites, we recommend that companies still coordinate interview sessions through Handshake interview scheduling services.

OFFER POLICIES

To protect our students and our corporate partners, we have established these guidelines for our recruiting process:

Exploding Offers

CCE Strictly prohibits “exploding offers.” We recognize that many employers want to make offers to summer interns. However, forcing a student to make a hasty decision pertaining to employment precludes his or her exploration of other options and may cause them to renege on job offers. It is against our policies for any student to renege on a job offer. Employers are asked to refrain from placing conditions on any offers and incentives may not be offered to induce students to accept offers early.

Withdrawing an Offer

CCE strongly discourages any employer from withdrawing an internship or full-time employment offer. Withdrawing an offer could seriously damage an employer’s reputation and effectiveness at Howard University’s School of Business. We expect employers to honor all offers made to students. If you must withdraw an offer due to unforeseen circumstances, please contact the CCE office immediately so that we can assist you in this difficult situation.

Student Accountability

All employers should contact us directly if there are any issues concerning offer acceptances, students and recruiting concerns, or interview cancellations or no-shows. If a student reneges on a written acceptance of employment, please contact the CCE office as soon as possible to effectively handle the situation.

CAREER PARTNER PACKAGES

We have developed some exciting packages that will heighten brand visibility and increase engagement with students. The prices listed below are valid for the full academic year, 2021-2022. Prices are subject to change and are non-refundable. *** The career partner packages are at capacity for 2021-2022. ***

Bison Partner - \$2,000.00

Includes:

- Resume book
- Student engagement opportunities
- Events can be considered for CCE credits
- Jobs added to career bulletin
- Career fair registration waived
- (1) Job posted on CCE social media

Chair's Partner - \$3,500.00

Includes:

- Resume book
- Student engagement opportunities
- Events can be considered for CCE credits
- Jobs included in career bulletin
- Career fair registration fee waived
- (2) Jobs posted on social media
- (1) Spotlight in bulletin
- (1) Spotlight on social media
- Branding in CCE
- Branding on website

Dean's Partner - \$5,000.00

Includes:

- Resume book
- Student engagement opportunities
- Events can be considered for CCE credits
- Jobs included in career bulletin
- Career fair registration fee waived
- (4) Jobs posted social media
- (2) Spotlights in bulletin
- (2) Spotlights on social media
- Branding in CCE
- Branding on website
- Career development opportunities
- Priority job placement in bulletin
- Dedicated interview day
- Company promotional items and company literature can be provided for display in the CCE Suite

Career Partner Package Details

Branding

At the conclusion of the school year, career partners logo will be displayed in the CCE Suite for following year. Companies must submit their high-resolution logo when the career partner package form is submitted.

Career Development

Career development activities are hosted in-person at the School of Business and based upon availability. The options include mock interviews, workshops, resume critiques.

CCE Credit

Several courses within the School of Business require student attendance at corporate sponsored events as part of the course curriculum. Students attend the corporate sponsored information sessions, student engagement activities and workshops for CCE course credits. Corporate events considered for CCE credits increase company exposure and student engagement opportunity for our partners. Companies must submit completed form and email to HUSB-Careers@howard.edu at least 14 days prior to event for consideration.

Company Spotlights

Partners provide the logo and verbiage for the spotlight to be featured in our weekly career bulletin.

Dean's Partner Interview Day

The CCE coordinators will select a day to designate as the Dean's Partner Interview Day. On that day, our Dean's Partners will have access to our interview rooms on-campus for specified amount a time. The partners will receive an invitation via email once the day has been selected.

Job Postings on Social Media

Partner job opportunities will also be shared on the CCE social media accounts. The number of jobs posted are based on which package you select. Partners must provide .jpg and .pdf of the posting.

Package Payment

Once interested companies completes the form the CCE coordinators will send an email to confirm the partner status. The Director of Development will then invoice the company to obtain the full payment.

Student Engagement

Student engagement activities are hosted in-person at the School of Business and based upon availability. The options included: Lunch & Learn, professional development, info sessions, social engagement and office hours.

STUDENT CLUBS & ORGANIZATIONS

Career partner opportunities are available with HUSB clubs and organizations. Opportunities will begin in early September or once the student organizations have received official active notification from the University. The process for the University to approve organizations is expected to be completed by the end of August 2021. Once the official list of organizations is provided, the clubs and organizations may begin engagement with corporate sponsors.

Student Club & Organization (SCO) Partner - \$1,000.00

Includes:

- [2] Student engagement events per academic year; [1] event per semester
- Events can be considered for CCE credits
- Job and Internship Opportunities listed in Bulletin
- [1] Spotlight on social media per semester

List of Clubs & Organizations:

Alpha Kappa Psi	American Marketing Association
Beta Alpha Psi	COBIS Society (Information Systems)
Delta Sigma Pi	Finance and Investment Club
Gamma Iota Sigma	Graduate Finance & Investment Club
HU Consulting Club	HU Investment Group
National Association of Black Accountants	School of Business Student Council
Supply Chain Management Student Association	

Clubs and organizations are subject to university approval and may change.

Guidelines for Club & Organization Engagement

- Requests to partner with HUSB clubs and organizations should be submitted to the Center for Career Excellence (CCE). Student groups and organizations are required to submit all direct requests for sponsorship to CCE for approval.
- CCE program coordinators will recommend and connect the interested company with the appropriate student group or organization.
- The CCE office does not accept requests made for events less than two weeks prior to the requested date.
- Companies are limited to one event per semester, with events varied each semester.
- Events will be scheduled 5:00-6:00 pm or 6:00-7:00 pm EST.



- Companies are encouraged to require RSVP for activities to track participation.
- The company will be responsible for payment of any food provided.
- Events open to the HUSB student population can be considered for CCE credit.
- Companies partnering with HUSB clubs and organizations on events within the School of Business without approval from the CCE will be denied approval for future student engagements.

If you would like to engage with one of our student organizations, please email us at HUSB-Career@howard.edu.

HOWARD UNIVERSITY COVID-19 PROTOCOL

Howard University's COVID-19 protocol is designed with the safety of students, faculty, staff, and the surrounding community in mind. We ask that sponsors, partners, advisory board members and visitors familiarize themselves with this protocol as well as health and safety guidelines.

In accordance with CDC guidance, Howard University will require that all members of the University community and our visitors employ the following public health guidelines:

- Maintain a reasonable distance between yourself and another person in all public places and inside all buildings.
- Wear a mask, or other face covering, at all times when on campus, particularly in group settings.
- Remain at home if you have a fever or other symptoms associated with COVID-19.
- Be vaccinated with an FDA authorized vaccine or obtain an approved exemption for religious or medical reasons.

Hand sanitizer stations are in most classrooms and throughout the building.



Center for Career Excellence Contact Information

LaToya Turner, Program Coordinator
latoya.turner@howard.edu, 202.250.5004

Sia Rose-Robinson, PhD, Program Coordinator
Professor, Department of Management
sia.roserobinson@howard.edu

Howard University School of Business
Center for Career Excellence (CCE)
2600 6th Street, NW Suite 318
Washington D.C. 20059
HUSB-Career@howard.edu
<https://business.howard.edu/academic-centers/center-career-excellence>

