

# Howard University School of Business



## Center for Career Excellence Recruitment Guide

2022-2023

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## GETTING STARTED

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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 outlines 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.

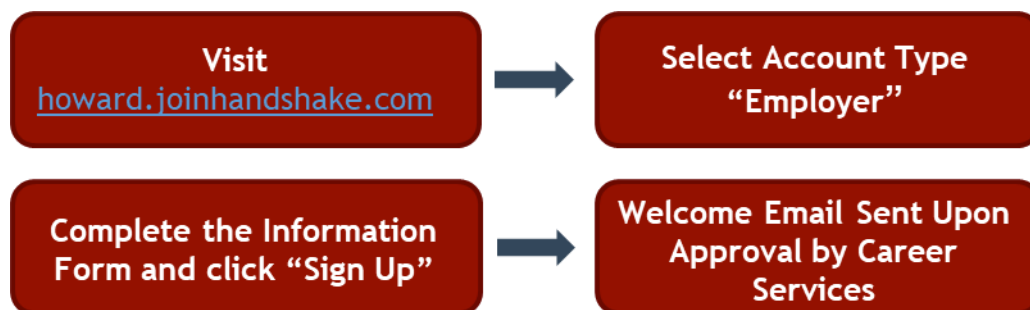
All recruiting companies must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the [Equal Employment Opportunity Policy of Howard University](#), the [NACE Principles for Professional Practice](#), and the [United States Department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

### Become an Official HUSB Recruiting Company

The first step to becoming an official HUSB recruiting company is to attend one of our informational meetings where you will learn more about our school and details on the possibilities for engaging with us, including recruiting. You will be added to an established engagement database used to communicate recruitment and engagement updates to companies. To register as an official recruiting company and receive updates, please submit the form on our website: <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](http://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

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### 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 2022

Recruitment Period: August 29 – November 18  
Classes Begin: Mon., August 22  
Classes End: Fri., December 2

#### Spring 2023

Recruitment Period: January 16 – April 15  
Classes Begin: Mon., January 9  
Semester Ends: Fri., April 21

### Career Fair Dates

#### Fall 2022

Super Day Career Fair  
October 4, 2022, 11am-4pm (tentative)

#### Spring 2023

Career Expo  
March 1, 2023, 11am-4pm (tentative)

### Howard University Academic Calendar

Fall 2022	Spring 2023
August 22 - Formal Classes Begin	January 9 - Formal Classes Begin
September 5 - University Closed, Labor Day	January 16 - University Closed, Martin Luther King Jr. Birthday
September 17 - Opening Convocation	February 3 - University Closed, Mental Health Day
October 10 - University Closed, Mental Health Day	February 20 - University Closed, Presidents Day
November 11 - University Closed, Veterans Day	March 3 - Charter Day Convocation
November 24-27 - University Closed, Thanksgiving Recess	March 4-12 - University Closed, Spring Recess
December 2 - Formal Classes End	April 28 - Formal Classes End
December 19 - January 1 - University Closed, Winter Recess	

## GUIDELINES FOR RECRUITMENT ACTIVITIES

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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.

## **OFFER POLICIES**

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We encourage all employers to provide a reasonable time frame for students to consider all full-time and internship opportunities and offers. We have outlined our offer deadline policies below. Please note that the Office of Career Services explicitly prohibits any practices that improperly influence or pressure students to accept offers earlier than the time frames posted below.

All employers participating in the Campus Recruiting Program, including postings, on-campus interviews, employer information sessions, meet-ups and other student engagement events and programs coordinated in conjunction with the CCE, will be expected to follow the Offer Policy. Employers who violate the “Offer Policy” will be subject to penalties that may include forfeiture of the use of Career Services programs, including on-campus interviewing, participation in employer information sessions and other visibility programs and events, for the following academic year:

### **Summer Offers**

Full-time or internship offers extended to students during the summer should expire no earlier than October 25, 2022.

### **Fall Offers**

Full-time and internship offers extended to students during the Fall semester should expire no earlier than November 15, 2022.

### **Spring Offers**

Full-time and internship offers extended to students during the Spring semester should expire no earlier than April 15, 2023.

These deadlines will give our students enough time to explore their options and make as informed a decision as possible. In the end, we want you to obtain the best candidates and we want our students to have the best opportunities! In the spirit of collaboration, we ask that you inform us of any offers made and let us know of any student who reneges on an acceptance of an internship or full-time job offer.

### **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

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We have developed some exciting packages that are designed to help companies cultivate relationships with students through consistent engagement and heighten brand visibility. The prices listed below are valid for the full academic year, 2022-2023. Prices are subject to change and are non-refundable.

**\* The career partner packages are at capacity for 2022-2023.\***

### Bison Partner - \$2,000.00

Includes:

- Branding in the Center for Career Excellence (CCE), branding on the website, career fair registration waived, events considered for the CCE credit, jobs advertised in the weekly career bulletin, (1) job posted on the CCE social media platforms, resume book, student engagement opportunities

### Chair's Partner - \$3,500.00

Includes:

- Branding in the Center for Career Excellence (CCE), branding on the website, career fair registration waived, events considered for the CCE credit, jobs advertised in the weekly career bulletin, (2) jobs posted on the CCE social media platforms, priority job placement in the weekly career bulletin, resume book, (1) spotlight in the weekly career bulletin, (1) spotlight on social media platforms, student engagement opportunities

### Dean's Partner - \$5,000.00

Includes:

- Branding in the Center for Career Excellence (CCE), branding on the website, career development opportunities, career fair registration waived, company items displayed in the CCE suite, events considered for the CCE credit, first right of refusal to renew partnership for an additional year, invitation to engage with students in class, jobs advertised in the weekly career bulletin, (4) jobs posted on the CCE social media platforms, partner residency, priority job placement in the weekly career bulletin, resume book, (2) spotlights in the weekly career bulletin, (2) spotlights on social media platforms, student engagement opportunities



## Package Process & Payment

An email will be sent to our engage database in April once the partner application form is available on our website. When the application period closes (typically two weeks), a CCE staff member will confirm your application status. Welcome emails will be sent to include the partner agreements. Once the signed agreements are received, the Director of Development will ~~then~~ invoice the company to obtain full payment. Partners can begin accessing their benefits one week after the start of classes.

## Career Partner Package Details

Additional details related to some of the most frequently requested partner benefits are below. For further information, contact us at [HUSB-Career@howard.edu](mailto:HUSB-Career@howard.edu).

### Career Development Opportunities

Dean's partners have access to the career development opportunities below. Opportunities can be hosted Monday-Thursday. Events should be posted in Handshake so that students can register. To request a career development opportunity, complete the Event Request Form at least 14 days prior to your event and submit it to [HUSB-Career@howard.edu](mailto:HUSB-Career@howard.edu).

- **Mock Interviews:** The CCE hosts mock interviews to provide students with the necessary skills to have successful interviews.
- **Workshops:** Career development workshops can be hosted by partners to enhance the skills and knowledge of our students. Some examples are evaluating job offers, negotiating, networking, personal brand & social media presence, leveraging LinkedIn, creating your elevator pitch, etc.
- **Resume Critiques:** The CCE hosts resume critiques throughout the semester. Partners can submit the form to join us for resume critiques.

### Events Considered for Center for Career Excellence (CCE) Credits

Some 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 opportunities for our partners. Companies must submit completed form and email to [HUSB-Careers@howard.edu](mailto:HUSB-Careers@howard.edu) at least 14 days prior to event for consideration.

### Jobs Advertised in the Weekly Career Bulletin

The CCE sends a weekly career bulletin to all students (undergraduate and graduate) to include company internships, full-time jobs, and events. Please email your position description and/or event details to [HUSB-Career@howard.edu](mailto:HUSB-Career@howard.edu) by Wednesdays at 12 noon to be included in the bulletin sent on Mondays.



## Student Engagement Opportunities

All partners have access to the student engagement opportunities below. Student engagement events are hosted Monday-Thursday. Events should be added to Handshake so that students can register. To request a student engagement opportunity, complete the CCE Request Form at least 14 days prior to your event and submit it to HUSB-Career@howard.edu.

- **Lobby Day:** Company booth setup on the first-floor lobby of the School of Business to allow partners to speak with students in between classes about their company and opportunities. We recommend~~ed~~ that you provide a company tablecloth, signage, swag and/or snacks to attract students to your booth.
- **Lunch and Learn:** The partners are responsible for the presentation, the purchase of food, set-up, and cleanup. The suggested format is lunch, a 30-minute company presentation, 15-minute Q&A, and networking for the remainder of the session.
- **Office Hours/Coffee Chats:** Partners can host company office hours in a CCE suite interview room to discuss company opportunities with students.
- **Info Sessions/Open House:** Partners can host info sessions to introduce students to their company and the current career opportunities. Info sessions should be interactive, provide skill development and/or an activity (examples: professional head shots provided to students, learning company software or equipment, hands-on experience, etc.). We suggest providing an incentive (food, gift cards, giveaways, etc.) to increase student attendance.

## STUDENT CLUBS & ORGANIZATIONS

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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.

### Student Club & Organization (SCO) Partner – starting at \$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 weekly career 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	Beta Alpha Psi
HU Consulting Club	HU Investment Group
National Association of Black Accountants	Howard University Real Estate Club
Supply Chain Management Student Association	School of Business Student Council

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 between 3:30pm – 8:00pm 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](mailto:HUSB-Career@howard.edu).

## HOWARD UNIVERSITY COVID-19 PROTOCOL

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Howard University continues to monitor the (COVID-19) pandemic and has implemented the necessary actions to help maintain a safe and healthy environment, while sustaining services required to deliver an exceptional education to our students and conduct critical research in the safest manner possible.

### General Guidance

1. Masks must be worn indoors in public spaces (shared offices, classrooms, etc.) as well as outdoors in group settings. When outdoors, an individual may be unmasked if traveling alone. Any gathering of two or more individuals will require masks and recommended social distancing (designated by the CDC as 3 feet currently).
2. Appropriate physical distancing should be practiced, whenever possible.
3. Anyone who is symptomatic should be tested as soon as possible on the same day.
4. Students and employees should not report to class/work if they are experiencing symptoms until they have been tested.
5. For those who are symptomatic, Rapid Antigen tests will be available in each dormitory as well as at the Student Health Center. If the rapid test is positive, the individual should be placed on isolation and have a reflex PCR test.
6. Anyone who is positive should be in isolation for 7 days, and then should have 2 negative PCR tests in order to return to duty/school.

7. Testing will be once weekly, using PCR for all students and faculty/staff.
8. Because of the close contact and physical activity of Athletes, they will be tested 3 times per week; twice with a rapid antigen test and once with a PCR test. These tests will be conducted prior to the initiation of practice or event. If an individual tests positive on an antigen test, they will be prohibited from entering the activity. A reflex PCR test will be performed, and the protocol for positives will be initiated if that test confirms positivity. All results (positive and negative) will be reported to the Student Health Center.
9. Certain activities such as band practice, choir, and cheer squads will also have more frequent testing up to 3 times per week. Rapid antigen testing will be utilized to quickly identify potentially infected students prior to the initiation of the sessions.
- 10. In keeping with campus policy, all visitors to the campus who will be on the campus for greater than 4 hours or meet the criteria for being a close contact are required to be vaccinated. Individuals must fill out the Bison Safe attestation form prior to entering the campus. The Bison Safe app can be downloaded the [App Store](#) (iOS) and [Google Play](#).**



For the complete Howard University COVID-19 Protocol, click here:  
<https://home.howard.edu/pandemic-response/protocol>

# Center for Career Excellence

## Contact Information

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