

Howard University School of Business



Center for Career Excellence Recruitment Guide

2022-2023

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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 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.

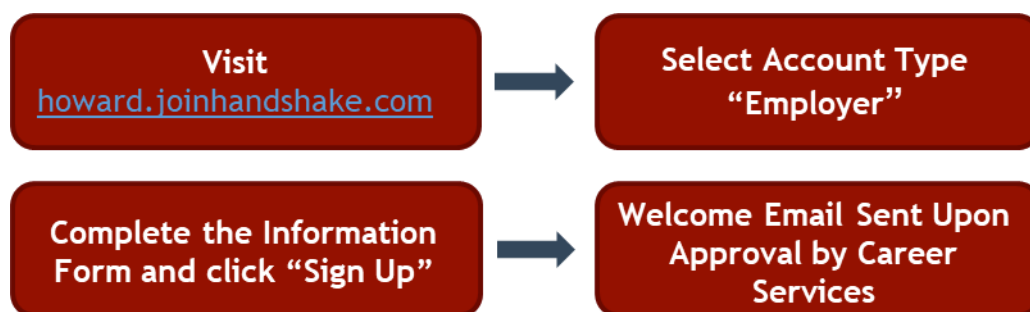
All recruiting companies must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the [Equal Employment Opportunity Policy of Howard University](#), the [NACE Principles for Professional Practice](#), and the [United States Department 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

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 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, 9am-4pm (tentative)

Spring 2023

Career Expo
March 1, 2023, 9am-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

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

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

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 the 2022-2023 academic year.***

Bison Partner - \$3,000.00

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 - \$5,000.00

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, (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 - \$7,000.00

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 (must confirm by deadline), 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 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.

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.

- **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 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 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 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

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.

HOWARD UNIVERSITY COVID-19 PROTOCOL

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 are optional.
2. Anyone who is symptomatic should be tested as soon as possible on the same day.
3. Visitors, students, and employees should not report to events/class/work if they are experiencing symptoms until they have been tested.
4. For those who are symptomatic, Rapid Antigen tests should be taken. If the rapid test is positive, the individual should be placed on isolation and have a reflex PCR test.
5. Anyone who is positive should be in isolation for 7 days, and then should have 2 negative PCR tests to return to duty/school.
6. **In keeping with campus policy, all visitors to the campus 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](#). Attending events acknowledges that you have been fully vaccinated.**



For the complete Howard University COVID-19 Protocol, click here:

<https://home.howard.edu/pandemic-response/protocol>

Bison Safe Instructions

Click the link below to follow the Bison Safe Instructions. For Step 4, click "Register" and enter your phone number when the system requests a student/faculty ID number.

<https://howard.edu/sites/home.howard.edu/files/2022-01/BisonSafeNewRegistrationInstructionsv1.pdf>

Center for Career Excellence

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