We meet great students at the career fairs, information sessions and résumé critiques. It allows us to expose Northwestern Mutual to a diverse group of students and educate them on career opportunities. ~ Northwestern Mutual Financial Network

UT does an exceptional job in presenting, educating and coaching students on what is important for the employer from a Talent Acquisition Management perspective. ~ GEICO

The benefits to partnering with The University of Tampa are numerous. Having the ability to put our brand in front of so many students showcasing our opportunities or how we operate is extremely valuable. The students are eager to learn and start their careers, and it has been very educational for me to walk them through the path to success. ~ Tampa Bay Rays

What are the benefits of partnering with The University of Tampa?

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Why do you partner and recruit at UT?
Why Recruit at UT

OUR UNIVERSITY

4 Academic Colleges
plus the John P. Lowth
Entrepreneurship Center

College of Arts and Letters;
Sykes College of Business; College of Natural and Health
Sciences; College of Social Sciences, Mathematics and
Education.

- UT is regarded as one of the nation’s best 379 institutions
  for undergraduate education by The Princeton Review.
  Only 15 percent of four-year colleges in the U.S. share
  this honor.

- U.S. News & World Report has ranked: 1) UT in the top
tier in the category Best Regional Universities (South); 2)
the Sykes College of Business as a “Best Business
School;” 3) the part-time MBA in the “Best Business
Schools.” In addition, UT’s graduate nursing program is
rated among the “Best Health Schools.”

- UT is included in the Forbes’ 2015 annual ranking of
America’s Best Colleges, an honor the University has re-
ceived six times since the start of the annual list in 2008.

- UT’s Sykes College of Business is a member of the
University Partnership Program with the National Society
of Hispanic MBAs (NSHMB). The partnership provides
select academic institutions an expanded pool of qualified
Hispanic applicants for graduate business programs.
NSHMB is widely known as the “Premier Hispanic
Organization.”

- UT is one of 39 universities in the nation that is lauded for
its creative writing program in Creative Colleges: A Guide
for Student Actors, Artists, Dancers, Musicians, and Writ-
ers (2013)

- UT has again been named a military friendly university by
Victory Media and Military Advanced Education, putting it
in the top 15 percent of all U.S. colleges and universities.

OUR STUDENTS

Total Enrollment for Fall 2016: 8,310
Undergraduates & Graduates
57% Female; 43% Male

30% Minority Enrollment
12% Hispanic
5% Black
2% Asian
0.3% American Indian/Alaska Native

Distribution of Majors
Arts & Letters: 16%
Business: 33%
Natural & Health Sciences: 30%
Social Sciences, Mathematics & Education: 17%

The University of Tampa’s globally connected campus is
the beating heart of a vibrant urban oasis

OUR CAREER CENTER

- Talented Employer Relations team to manage your full-time
  hiring, help your on-campus recruiting needs, and build your
brand’s visibility at UT

- Committed Experiential Learning team to assist you with
  recruiting interns and part-time employees

- Hands-on Career Advising and Coaching team to help
  prepare your future employees for life after graduation

www.ut.edu/career
EMPLOYER SERVICES

The University of Tampa Office of Career Services is committed to connecting employers with one of the top candidate pools in the state of Florida. We offer comprehensive recruitment services including on-campus recruiting, career fairs, resume referral services, job listings and more.

8 Career Fairs with over 1500 students in Attendance*

29,000 student & alumni applications for job & internships completed in HIRE-UT*

14,450 Student & Alumni registered users in HIRE-UT, the Career Center’s online jobs database*

*Data taken from 2015 Career Services executive summary
Recruitment Calendar

Fall 2016

August 29  Classes Begin
September 1  Part Time Job Fair
September 5  Labor Day | University Closed
September 7  Internship Fair
September 9  Spartan Street Fair (Student Org Expo)
September 21  On Campus Interviewing Begins
October 19  Accounting & Finance Fair
November 11  On Campus Recruitment Ends
November 23-25  Thanksgiving | University Closed
December 10  Last Day of Classes
December 12-16  Final Exam Week
December 17  Fall Commencement

Spring 2017

January 6  Annual Recruiting Trends
January 16  Martin Luther King Day | University Closed
January 17  First Day of Classes
January 20  Internship Fair
January 26  Part Time Job Fair
February 16  Full Time Professional Job Fair (CCFCC Expo)
March 6-10  Spring Break Week | Classes Excused
April 21  On Campus Recruitment Ends
May 1  Last Day of Classes
May 2-5  Final Exam Week
May 6  Spring Commencement

Fall 2017

August 28  Classes Begin
August 31  Part Time Job Fair
September 4  Labor Day | University Closed
September 6  Internship Fair
September 20  Meet the Firms (Accounting & Finance)
October 18  Full Time Professional Job Fair
ON-CAMPUS RECRUITING

Recruit UT students for full-time, part-time or internship positions in Riverside Center (RIVC), first floor, and fill your hiring needs. We hold interviews Monday through Friday between 8:30 a.m. and 4:30 p.m.

On-campus recruiting is encouraged in the fall (end of September through November) and spring (February through April).

Planning and Scheduling Your Visit

The University uses HIRE-UT, a CSO System, to coordinate all on-campus recruiting (OCR) schedules. Recruiting partners can make, schedule and finalize reservations online.

Interested in scheduling an interviewing date? Contact the Employer Relations Recruitment Coordinator at 813.253.6236.

ON-CAMPUS RECRUITING PROCEDURES

Scheduling Options

1. Preselection - Choose students you would like to interview from the applicant pool for each posted position on HIRE-UT. You may also include students you meet at Career Fairs in your pre-selection list as long as the student is registered in HIRE-UT to allow for their addition to the schedule at a later date.

The names of preselected students and alternates must be chosen using HIRE-UT two weeks prior to the scheduled recruiting date. After choosing students for preselection, you may contact them via email through the system to prompt them to sign up for an interview slot online.

2. Open Sign-Up

Schedules not filled by prescreened candidates may also be filled by open sign-up. Any student who is interested in the position and who meets your requirements (major, degree, graduation date, GPA, and work authorization) is welcomed to sign up for an interview.

ON-CAMPUS RECRUITING THROUGH HIRE-UT

To Register as a New Employer

- Visit ut.edu/hireut
- Click “HIRE-UT for Employers”
- Select the “Click Here to Register!” option to create a new employer account

Note: Please allow 1-3 business days for your account to be vetted for approval. Once we approve your account, you will receive a system notification.

To Request a Schedule

- Visit ut.edu/hireut
- Click “HIRE-UT for Employers”
- Log in with your username (business email address) and password (set during your registration)

Note: Use the “Forgot Password” tool if you do not know your password.

- Choose “New Schedule Request” from the My Interview Schedules tab on the employer homepage.
- Complete the Interview Request Preferences field.
- Select the number of rooms you will need and choose your interview date(s) based on the display of available dates.

Note: We will make every effort to accommodate your request.

- Input at least one position that you will be interviewing for and its requirements
- Review your approved request once you receive the email confirmation from our Recruitment Coordinator within 3-5 business days.

Changing or Cancelling Schedules

Changes and/or cancellations to scheduled date(s) or recruiting requirements will be accommodated if they are made at least three weeks prior to your recruiting date(s). Cancellations during this period are still accepted and no further action is necessary.

Note: Changes made less than three weeks prior to your recruiting date(s) will not give adequate time for publicity, which may result in a less effective recruiting visit.

Once appointments are scheduled two weeks prior to your recruiting date, the commitment to honor those arrangements rests equally with candidates and employers. Therefore, changes made by the employer resulting in cancellation of appointments should be accompanied by formal communication from your organization to the candidates. Contact information from candidates’ resumes obtained through HIRE-UT will facilitate this courteous contact. Candidates are bound to the same courtesy—they are expected to write a letter of explanation if they do not give adequate notice of cancellation or do not appear for a confirmed appointment.
In fact, in some cases, it is our policy to ban students and/or alumni from further on-campus interviewing for missed appointments.

To make a change or cancellation, call the Employer Relations Recruiting Coordinator at 813.253.6236.

**INFORMATION SHARING SESSIONS**

Promote your organization and meet potential candidates before your recruiting visit by hosting an information session or reception. Please make requests at least 3 weeks in advance to help ensure space availability and necessary coordination across the campus community for a successful event.

Room reservations for on-campus information sharing sessions can be made through HIRE-UT.

- Visit [ut.edu/hireut](http://ut.edu/hireut)
- Click “HIRE-UT for Employers”
- Log in to HIRE-UT with your username (email address) and password.
- On the homepage, click “New Event Request” from the Career Events tab.
- Fill out all required fields for the request and submit for review. You will receive a confirmation email from our Employer Relations team.

Should your company have materials to ship in advance of your visit, please clearly label the boxes and send to:

The University of Tampa  
Attn: Office of Career Services  
401 W. Kennedy Blvd. | Box K  
Tampa, FL 33606

Be sure to note that the materials are for an information session by your company. You may pick up your materials at our Front Office, which is located on the 1st floor of Riverside Center.

Note: Audio/visual equipment will NOT always be available. If you need on-campus catering, please contact Dining Services at 813.257.3121.

**HIRE-UT: A JOB LISTING SERVICE**

Post full- and part-time job listings, internships and externships specifically targeted at UT students and alumni through HIRE-UT. There is no fee for this service for our recruiting partners.

**To Post a Job (Full or Part Time)**

- Visit [ut.edu/hireut](http://ut.edu/hireut)
- Click “HIRE-UT for Employers”
- Log in with your username (email address) and password
- Choose “New Job” from “My Jobs” drop-down menu at the top of homepage
- Complete Job Posting information and click Save.  
  **Note:** Please allow 3-5 business days for our team to review your job posting before activating it on HIRE-UT.

**To Re-activate an Expired Job Listing**

- From the “My Jobs” drop-down menu, click “Job List” and then click the title of the job you wish to edit or re-post.
- Once the job posting opens up, select “Copy Job” on the left hand menu under “Page Functions.”
- Edit the posting or the expiration date, then Save.

**INTERNSHIPS**

Create a successful internship program or build upon your organization’s existing internship structure with valuable information found in the [Employer Internship Guide](http://www.ut.edu/career). Contact the Assistant Director of Internship Programs at 813.253.6236 for more information.

**THE SPARTAN EXCHANGE**

Volunteer with the Office of Career Services’ Spartan Exchange program and give back to students by sharing your knowledge and expertise. Spartan Exchange is a career network made up of alumni, parents, and friends of The University of Tampa. As a Spartan Exchange member, you may be contacted by students to learn more about a particular career field, industry or employer, to discuss internship opportunities, or to get advice about their job search. [Become a member today](http://www.ut.edu/career).

![Spartan Exchange poster](image-url)
CAREER FAIRS

Several career fairs are held throughout the year to help you meet your sourcing needs.

Part-Time Job Fair
Meet over 250 students at the Part-Time Job Fair, the perfect opportunity to recruit UT talent for part-time or seasonal help. This fair is held each fall and spring and is free of cost.

Internship Fair
Meet over 300 students at the Internship Fair, the most popular career fair with the broadest reach across the student population. This fair is held each fall and spring and is free of cost.

Accounting & Finance Career Fair
Our largest career fair, Meet the Firms Accounting and Finance Fair provides employers access to one-third of the UT student population as well as their Faculty members. This event is hosted by the UT chapter of Beta Alpha Psi and brings nearly 350 students per year. Cost is $300.

Full Time Professional Job Fair (All Majors Career Fair)
Bringing students from all disciplines and backgrounds, employers from all industries are invited to attend this event. It is held in October and February. Cost is $175.

Law School Fair
Represent your law/professional program and share details about the application process, program requirements and why the institution is the right fit for our students.

Colleges of Central Florida Career Consortium
Take advantage of this unique opportunity every Spring to meet with Talent from the 12 member colleges and universities of the CCFCC. Attending this event is an excellent way for your organization to gain visibility and maximize recruiting potential. Learn more about the CCFCC and the annual expo here.

Call the Office of Career Services at 813.253.6236 or visit ut.edu/career/events for more information.

UT After Hours Business Networking Series
The Career Services team offers networking nights aimed at specific populations on campus. Aimed at helping students redefine their perceptions of career pathways, employers representing a single or like career interest clusters across multiple industries are encouraged to attend. Held in the fall and spring, these events also target underrepresented student populations on campus in partnership with faculty and student organization leaders. These are free of cost and may be held on campus or hosted by employer partners for increased brand awareness.
**TIPS FOR SUCCESSFUL ON-CAMPUS RECRUITING**

**Preselect Students by the Designated Deadline**
Be sure that you have identified all preselected students in HIRE-UT at least two weeks prior to your visit.

**Provide Recruiters with Necessary Information**
Often those making arrangements for on-campus interviews and receiving our information are not the ones visiting campus to recruit. Please be sure that those coming to campus and conducting the interviews are provided all scheduling, location, procedure, and contact information.

**Inform The Career Center of Special Needs**
If you have applications, other materials to be distributed or any special needs, please let us know as soon as possible so we can make the appropriate preparations ahead of time. **Note:** We do not provide facilities for testing.

**Verify Schedule on Day Prior to Visit**
Interview schedules are finalized the day prior to your visit date. Please check the interview schedule in HIRE-UT the day before your visit to be sure you have the most current information.

**Arrive on Time**
Please arrive at the interviewing location 15-30 minutes prior to the first interview. If you have any problems or need to make any changes in your schedule, please contact 813.253.6236 as soon as possible.

**Park in the Designated Parking Areas**
Refer to the [UT Campus Map](#) for parking information.

**Bring Plenty of Business Cards**
Career Services staff will ask for at least two of your business cards to keep on file in our database. Many students will also ask for your business card during the interviews.

**Bring Extra Materials and Check Employer Profile in HIRE-UT**
Please check your employer account in The HIRE-UT to verify that it contains your most current information, and bring extra materials to leave with The Career Center.

**Complete the Employer Evaluation**
Please complete and return the Recruiter Survey that will be provided to you before your departure. Your feedback plays an integral part in our providing you the best possible service.

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**TIPS FOR A SUCCESSFUL CAREER FAIR**

**Know Your Audience**
Knowing UT’s student demographics and population characteristics is important. To learn more about our students, refer to [page 1](#) of this guide or visit [ut.edu/utprofile](http://ut.edu/utprofile).

**Send Your UT Alumni Back to Campus**
UT alumni are proud of their institution and love to return to their alma mater. Alumni can serve as great advertisements for your organization, especially when they are sharing your organization’s brand and message with students.

**Reflect Organizational Diversity**
Homogeneity in a recruiting team may cause suspicion or wariness among students of diverse backgrounds. UT is a diverse university. Over one-third of current students are multicultural. Make sure your team sends the right message.

**Staff Your Booth Appropriately—Prepare for Peaks and Valleys**
If possible, arrange to have more than one recruiter at your booth during job fairs.

**Integrate High Tech and High Touch**
Multimedia displays and impressive technology will attract students to your booth; however, remember to complement the display with knowledgeable team members. Check with Career Services staff regarding your technology needs.

**Giveaways Attract Job Prospects**
Name recognition and recall go a long way. Identify promotional materials that will arouse interest and link to your recruiting message. Always have enough to make it through your event.

**Be Very Careful About Shipping Materials and Have a Back-Up Plan**
We provide shipping instructions in your career fair confirmation; however, you should always have a Plan B in case your materials don’t arrive or are misplaced. Your fellow recruiters recommend carrying at least 25 copies of materials with you, just in case.

**Pursue Several Goals at the Career Fair**
Make your time at UT as productive as possible. In addition to attending the fair, schedule opportunities to meet with key people on campus. Faculty members, Career Services staff, and relevant student organizations may be valuable resources in your recruiting efforts.
TIPS FOR A SUCCESSFUL CAREER FAIR

Follow Up - Follow Up - Follow Up
Once you have attracted a quality group of prospective employees, do not miss the opportunity to keep them interested. Determine your follow-up strategy prior to the fair.

*Condensed with permission from the National Association of Colleges & Employers (NACE).

ON CAMPUS RECRUITING POLICIES
All employment professionals participating in the On Campus Recruiting Program (this includes postings, on-campus interviews, employer information sessions, meet-ups, coffee chats and other visibility events and programs coordinated in conjunction with Career Services) must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the The University of Tampa’s Policy on Harassment, the NACE Principles for Professional Practice and the United States Department of Labor FLSA Guidelines (as it relates to paid vs. unpaid internships) as well as abide by the recruiting and offer policies outlined below. Recruiting organizations that do not comply with our Campus Recruiting Policies, including Offer Policy, as outlined below risk losing the support of Career Services for their UT recruiting.

Non-Discrimination and Sexual Harassment Statement
The University of Tampa is committed to maintaining a safe and healthy educational and work environment and to building an inclusive community where students from all backgrounds, ethnicities, gender identities, sexual orientation, race and socioeconomic status feel welcomed, valued and respected. Participants are reminded to be respectful of differences and sensitive to conduct that may be perceived as disrespectful or inappropriate. Employers and alumni are expected to conduct themselves in a professional manner in all interactions with students (both on and off campus) and refrain from any one-on-one activities with undergraduate students where alcohol is involved. We thank you for your commitment to supporting UT students in their career development.

Reporting Visits to Campus Policy
A. All employer visits to campus must be reported to the Office of Career Services via HIRE-UT prior to the event date. This includes events in Vaughn Center (events with student groups, alumni events where students are invited, events at local restaurants, etc.)
B. Only one networking and information session per employer is permitted during peak September dates.

C. No educational sessions, information sessions, interviews (including off-campus interviews) or other recruiting activities may take place during UT’s exam weeks (reference the Recruitment Calendar).

Job Posting Policy
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 offering full-time positions listed with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend)
- Employers offering internships that do not provide a learning environment supported by supervision for their interns
- Employers using personal email address (e.g., Gmail, Yahoo, etc.); employer must always use their business email addresses

Scheduling Policy
All employers participating in our on-campus recruiting program are required to use our HIRE-UT system (powered by GradLeaders) for posting positions and scheduling on-campus interviews at UT Career Services. Students and alumni must apply to your position(s) in HIRE-UT to be eligible to interview on campus. If there are students you wish to interview who did not submit an application through HIRE-UT, you must notify our staff. In a rare occasion where employers are required to use other scheduling systems by their own organizations, they must provide a final schedule at least 72 hours in advance of their on-campus interview date. Failure to provide this information may result in the cancellation of your assigned interview date.

All on-campus interviews and information sessions must be held at the Office of Career Services or in UT campus buildings assigned by Career Services. Tests may not be administered as part of the application process (i.e. before a student is selected for a first-round interview.

Please note that alcohol is strictly prohibited in the On-Campus Recruiting Program.

Interview Cancellation Policy
Cancellation requests must be submitted to the Office of Career Services in writing to hireut@ut.edu prior to the Employer Preselect Date. Late cancellations violate the integrity of the program and employers may be denied early registration privileges for future recruiting cycles.
Second-Round Interview Policy

Our second round interview policy is intended to give students the opportunity to be able to attend all scheduled first-round interviews with employers of their choice. Students should not be asked to cancel a first-round interview in order to attend a second-round interview. Employers should make every effort to accommodate candidates’ class and interview schedules, including offering one or more alternative dates and/or second round interview time slots, if feasible.

Employers who violate the “Second-Round Interview Policy” will be subject to penalties, which may include being unable to schedule interviews during the first two weeks of the next recruiting season in which they participate.

Note: Students who cancel a first round interview to attend a second round interview are subject to suspension from the Campus Interview Program.

Offer Guidelines

We encourage all employers to provide a reasonable time frame for students to consider all full-time and internship opportunities and offers. It is our conviction is that students must have the opportunity to explore all of the options open to them in order to make effective decisions. A student who makes a hasty or ill-considered decision regarding employment precludes his or her exploration of these options which can lead to reneging on job offers.

Note: UT Career Services explicitly prohibits any practice that improperly influences or pressures students to accept offers earlier than the time frames posted below. This includes exploding offers to induce early acceptance via bonuses, frequent phone calls to students, the ability to choose a particular department and assignment, etc.

All employers participating in the Campus Interview Program (which includes all interviews with students who have applied through HIRE-UT) must at minimum follow these policies:

A. Full Time Hiring:

- If employers make full time offers to summer interns with a Spring start date, interns should be given until November 11, 2016 to make a decision so that these students may participate in the Fall Campus On-Campus Recruiting Program.
- If employers make full time offers to students through Fall recruiting, students should be given until November 11, 2016 or two weeks from date of offer to make a decision (whichever is later).
- If employers make full time offers to students through Spring recruiting, students should be given until April 21, 2017 or two weeks from date of offer to make a decision (whichever is later).

B. Internship Hiring:

- If employers make internship offers to students to return for a second internship the following spring or summer, the interns should be given until November 11, 2016 to make a decision.
- If employers make internship offers to students through Fall recruiting, students should be given until November 11, 2016 or two weeks after the date of offer to make a decision (whichever is later).
- If employers make internship offers to students through Spring recruiting, students should be given until April 21, 2017 or two weeks after the date of offer to make a decision (whichever is later).

C. No Exploding Offers

We expect employers to honor all offers made to students. Exploding offers are prohibited; no conditions may be placed on an offer and no incentives may be offered to induce students to accept early. An exploding offer refers to any condition that places undue pressure on the student to accept early (e.g., “We have 10 offers outstanding for 8 openings and will hire the first 8 students who accept,” or “We will provide a $5,000 bonus if you sign today,” etc.).

D. Expectation of Written Offers

All employers should extend offers in writing and be prepared to exhibit written offers to the Office of Career Services. Please examine the contract you ask students to sign very carefully. Should there be a need for your organization to defer start dates or rescind offers for UT students, we request that you notify our office prior to contacting those students who are impacted by this decision. We would like the opportunity to discuss with you and the student(s) involved the particular circumstances surrounding the deferred start date or rescinded offer (i.e., compensation issues, new start date, etc.). Recruiting organizations that fail to comply with this request risk or employers who rescind or alter contract conditions after both parties have signed risk losing their On-Campus Recruiting privileges.

Inclement Weather Policy

If the University is closed for non-essential personnel at any point during the year, all on-campus recruiting activities, including interviews and information sessions, will be cancelled. Activities will be rescheduled for the earliest available date. This is to ensure the safety of our employers, students and staff during unfavorable weather conditions. Whenever inclement weather is predicted that may lead to the delay or closure of campus, Career Services staff will make every effort to notify and coordinate alternate scheduling accommodations with employers and students the day prior to scheduled interviews.
Decisions regarding University closings are generally posted in the early morning hours on the University home page. To confirm whether the University is closed due to inclement weather, please call the Office of Career Services main line at (813) 253-6236. A recorded message will provide additional details.

**Event and Program Advertising Policy**

Career Services is happy to broadly publicize information sessions, programs and events that are coordinated in conjunction with our team. However, we will not be able to publicize both on- and off-campus events and programs that are not coordinated with our office. To reach the broader campus community, you may tag or mention us through social media channels to promote your opportunities and events to students and alumni.

**Email Policy**

The University of Tampa does not permit blanketing students with emails. Messages must not misrepresent the identity of the sender and should not “broadcast” indiscriminately to large numbers of individuals. Only those students who have given your organization their email address should be solicited outside of the On Campus Recruiting program. Employers may reach out to student organizations for help with promotion and partnership but may not have their programs or events posted on organizations’ email lists.

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**The University of Tampa**

Office of Career Services
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www.ut.edu/career