

## **Thank you for your interest in recruiting South Dakota State University's talented Jackrabbits!**

The Career Development staff is excited to support your efforts in connecting with our exceptional students and alumni. We are dedicated to making your recruitment experience positive, efficient, and successful.

SDSU offers a range of opportunities to help you identify the right candidates to meet your hiring needs. Whether you're seeking undergraduate students, graduate students, or alumni, our services are designed to facilitate meaningful connections that highlight the value SDSU talent can bring to your organization.

In return, we ask that our recruiting partners maintain a professional and collaborative relationship with our Career Development staff. Our office adheres to the **NACE Principles for Professional Practice for Career Services and Employment Professionals** ([View the Principles](#)) and expects all employers to do the same.

Please note:

- All services provided by our office are free of charge to students and alumni.
- We serve as a clearinghouse for job and internship opportunities.
- A job or internship listing does not constitute an endorsement by SDSU.

Employers must be familiar with and abide by all applicable South Dakota State University campus policies and procedures: <https://www.sdstate.edu/university-policies-procedures>. In particular, the SDBOR Policy 6.13 applies to employers and their activities on campus. Alcohol is prohibited at any South Dakota State University recruiting event.

### **Service Guidelines:**

1. Career Development reserves the right to refuse any job or internship posting that is not compatible with the mission and values of South Dakota State.
2. Career Development reserves the right to refuse service to any employer that violates the NACE Principles for Professional Practice.
3. Career Development will not select candidates for employers or recommend one student/alumnus over another.
4. Career Development will not accept job/internship postings which require an initial monetary investment on behalf of students/alumnus. One-time application fee must be specified. Positions that require participants to raise their own financial support must clearly specify this within the job description.

5. Recruiters may not enter classrooms to handout materials or present without prior approval from the professor of the class they wish to enter.

## **WAYS TO CONNECT WITH SDSU STUDENTS**

1. Job/Internship/Career Fairs on campus
2. Job or Internship postings on Handshake
3. Table display in the Student Union
4. Flyers on campus bulletin boards
5. Interviews on campus
6. Employer site visits
7. Job Shadows or informational interviews
8. Class presentations
9. Document reviews

## **Handshake: Your Gateway to Recruiting at SDSU**

At South Dakota State University, we use Handshake as our official job-posting and career event platform. This free tool allows employers to:

- Post job and internship opportunities
- Register for career fairs and recruiting events
- Connect and communicate directly with SDSU student talent

Handshake is a nationally recognized platform, designed specifically for recruiting college students and recent graduates. By using Handshake, employers can also connect with multiple institutions across the country—greatly increasing the visibility of their opportunities and expanding their reach.

Connecting with Handshake is the first step to recruiting our SDSU students.

## **Here are 5 reasons you need Handshake:**

### **1. Competitive Advantage**

Handshake is the only place that connects employers, students and career centers together. Everyone will see jobs and internships posted specifically for students and employers actively recruiting.

## **2. Active Recruitment**

Employers on Handshake can message students with event invites, interview requests, and new job opportunities.

## **3. No experience required**

The jobs on Handshake are meant for students to gain work experience. As an employer, you will have an opportunity to shape and mold future employees.

## **4. Curated work opportunities**

As students fill out their profile, Handshake will show you students that match your jobs and skills.

## **5. Engaged employers**

All of the top employers are recruiting students on Handshake, including Fortune 500, startups, nonprofits and more.

If you aren't set up in Handshake, the process is very simple to register for your free account. Create a new account: [app.joinhandshake.com/employer\\_registrations/new](https://app.joinhandshake.com/employer_registrations/new)

Follow the prompts and confirm your e-mail address. When prompted, make sure to connect with South Dakota State University as an institution.

To ensure the safety of all South Dakota State students, employers will undergo an approval process by Handshake staff members before approval is granted on Handshake.

Handshake serves as our platform for career fair registration. Keep in mind these timeframes for registration:

1. Registration for Fall fairs opens in July.
2. Registration for Spring fairs opens in November.

Students will be viewing your account in Handshake once you register for the fair. Because they have a short span of time to attend the fair, please be sure to put all pertinent information on your account so students can find your booth at the fair. Jobs posted in Handshake will draw students to your booth for discussions.

### **Post your Jobs or Internships**

- Postings must be actual, current openings for internships and/or traditional, W-2 or 1099 full-or part-time employees
- Postings or e-mails must contain sufficient detail to convey clearly to the user the nature and basic requirements of the job opportunity, as well as application instructions
- Internship requirements vary by major or area of study. Please contact the Career Development office for information regarding a specific major

### **Recruit On-Campus**

Recruiting on the campus of SDSU may take several different forms, including the following:

#### **Table Display in the Student Union**

- Employers request a date by calling our office at 605.688.4425
- One 6 ft table, two chairs and electrical access will be provided
- Career Development will advertise your display on the university's internal website

#### **Flyers on Campus Bulletin Boards & Electronic Signage**

- All flyers must be approved by the Student Services office before posting
- Employers may design a flyer and deliver or send to campus for distribution
- Flyers will be posted by Career Development staff as time allows
- Electronic signage can be purchased by contacting our Blueprint Center

#### **On-Campus Interviews**

- Employers should request on-campus interviews through our recruiter page at [Employers – Office of Career Development | South Dakota State University](#)
- Employers may request up to two interview rooms
- After your initial request in Handshake, a member of the Career Development staff will contact you

## **Job/Internship Fairs**

- The Career Development office sponsors several career fairs each year where industries can find student talent for both full-time positions and internships/co-ops
- Contact the Career Development office (605-688-4425 or [careers@sdstate.edu](mailto:careers@sdstate.edu)) to learn about the specific majors or industries represented each semester

## **Information Sessions**

- Employers are welcome to deliver presentations directly to student clubs and groups through information sessions
- Employers should contact the Career Development office to make arrangements and receive best practices guidance
- Career Development staff will reserve a space on campus and distribute flyers and emails to advertise your event
- Employers are responsible to design a flyer or electronic advertisement (PowerPoint slide) and make arrangements for food, if applicable

## **Class Presentations**

- Employers may make arrangements to speak in classes by contacting individual faculty members directly. A list of faculty is available at <https://www.sdstate.edu/directory>
- **NOTE:** Not all faculty or academic disciplines are able to allocate class time for this purpose. Please be respectful of the limitations presented by faculty members

## **Additional Ways to Connect**

**Employer Site Visits** – students and faculty benefit greatly from experiencing how a company works by visiting the employer on site. If your company would be willing to host a class, student club, or other group of SDSU students, please contact the Career Development Office.

We look forward to working with you and helping you discover the outstanding talent South Dakota State University has to offer!