



Employer Welcome & Resource Guide

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I. Welcome:

On behalf of the University of Connecticut and the Department of Career Services (the Department), we would like to thank you for your interest in our students. The Department looks forward to partnering with you in order to meet your recruitment needs. We are glad to help our students benefit from the wealth of experiential learning acquired by connecting with employers on-and-off campus.

This document has been compiled to provide you and your colleagues with helpful information to assist you in connecting with the right resource, either within the Department or the larger university setting.

II. Location and Directions:

The Department of Career Services is located at 368 Fairfield Way in Room 217 in the Center for Undergraduate Education building, which is also referred to as the CUE building.

Our regular hours of business are Monday through Friday 8:00 AM to 5:00 PM.

For directions to the campus and parking information, or for walking directions from both the North and South parking garages, please refer to:

http://career.uconn.edu/location_hours_directions.html

Please note that it is about a ten-minute walk from either parking garage.

The University has an interactive virtual map of the campus that you may find helpful.

To obtain this map, please go to: <http://admissions.uconn.edu/virtualtour/search/>

Bus lines which are in close proximity to the Center for Undergraduate Building (CUE) are the red and yellow line. Information about each bus may be found at:

<https://web2.uconn.edu/transportation/routes/RedLineMap.pdf>

<https://web2.uconn.edu/transportation/routes/OrangeLineMap.pdf>

III. Services available for Employers while Visiting:

Parking validation is offered to employers participating in any Career Services event for either North or South garages. Please bring your parking ticket with you to the Career Services office. Complementary coffee, tea and water is available within the office.

While visiting, employers may use of the copier, shredder and fax machines. In addition, employers may also have guest access to the internet. Phone chargers are available to recharge most cellular phones. Computer stations are also available to employers and are located in CUE 217.

IV. Staff Information:

The Department is comprised of many talented individuals who work directly with students. Information about the Department's staff and their areas of responsibilities may be found at:

http://career.uconn.edu/staff_listing.html

The dedicated phone line for employers is 860-486-6156. General inquiries may be directed to the reception area at (860) 486-3013. The department's fax number is (860) 486-5287. Employers may email recruiting@uconn.edu with any questions or requests they may have. The department's web site, which includes comprehensive information, is located at: <http://www.career.uconn.edu/>

V. Specific Employer Inquiries:

In order to connect with the staff member who can best address your questions or concerns, please refer to the following:

For employers who have previously worked with the Department, are interested in the on-campus interview program, or would like to post a job, please contact Darlene Reynolds, On-Campus Interview Coordinator, at (860) 486-6156 or recruiting@uconn.edu.

For employers who have not previously worked with our office and would like to establish a relationship or participate in the Department's Friends of Career Services program to donate financial support or volunteer time, please contact Laura Newbury, Assistant Director, Manager of Employee Relations at (860) 486-3013 or laura.newbury@uconn.edu

For general questions concerning employer relations, please contact Laura Evangelista Newbury, Assistant Director, Manager of Employer Relations, at (860) 486-3013 or laura.newbury@uconn.edu.

Please contact a member of the Internship Resources Team if you would like to discuss details of your internship program or have questions about how to get one started at your organization. Please contact Beth Shapiro Settje or Jennifer Grunwald at (860) 486-3013 or beth.settje@uconn.edu or jennifer.grunwald@uconn.edu.

VI. Informational Resources for Employers:

The following information may be of assistance to you or your organization for reporting purposes or for building your relationships with students at UConn. You are encouraged to utilize these resources as they are current and will assist you with your initiatives.

For Reporting Purposes

Demographic Reporting

Employers often inquire about student body demographics, University facts and figures, specific courses of study or other pertinent information that is of assistance to them regarding internal affirmative action reporting.

The University's Office of Institutional Research posts comprehensive data that address many of these questions. We recommend the following resources to address your particular question.

Historical overview and University data may be found at: <http://www.oir.uconn.edu/factbook.html>.

For information regarding degrees conferred by school or college, please refer to: <http://www.oir.uconn.edu/Degrees-Main.html>.

Information about the composition of the student body may be found at: <http://www.oir.uconn.edu/StudentData.html>. This web site provides student enrollment information by various classifications.

Salary Reporting

The Department does not track information regarding students' offers and initial reported salary. Many of the specific academic departments, schools, or colleges on campus track this information independently. Information about a specific academic department, school, or college may be found on the index page of <http://uconn.edu/azindex.php>.

Additionally, the National Association of Colleges & Employers (NACE) annually surveys membership to document entry-level salary by specific academic discipline and by occupation. You must be a member of NACE in order to review this information on-line but it is available in hardcopy in the office.

More information about membership and the salary survey may be found at: http://naceweb.org/research/salary_survey/?referral=research&menuID=71&nodetype=4.

Marketing Survey

The Potential Park University Report 2011 – US edition annually surveys students on their preferences on technology as it pertains to the job search and makes available these findings for employers and universities.

Universum Survey

This survey has helpful information for companies who want to improve their performance through more successful recruitment and retention by ensuring improvements to their Employer Brand.

GoTo Meetings Hosted By the Department of Career Services

During the course of the academic year, the department will host virtual learning sessions via GoTo meetings that are of interest to employers. Topics will vary and employers are always welcome to submit future topics of interest. To receive an invitation, please ensure that your organization is registered on HuskyCareerLink and you are listed as a contact.

Universitas 21

Universitas 21 is an international network of 23 leading research-intensive universities in fifteen countries. Collectively, its members enroll over 830,000 students, employ over 145,000 staff and have approaching 2.5 million alumni. This resource may be of assistance to employers who want to work with the University of Connecticut to gain access to this global initiative.

National Association of Colleges & Employers

Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college educated. The professional association connects more than 5,200 college career services professionals at nearly 2,000 colleges and universities nationwide, and more than 3,000 HR/staffing professionals focused on college relations and recruiting.

NACE forecasts trends in the job market; tracks legal issues in employment, the job search, and hiring practices; and provides college and employer professionals with benchmarks for their work. NACE provides research and information to its professional members through NACEWeb, a survey of starting salaries for new college graduates, a quarterly journal, a biweekly newsletter, and surveys of employer and college members.

VII. Information for On-Campus Visits

Room Reservations

The Department will assist you with securing rooms in the CUE building that are associated with information sessions or on-campus recruiting schedules. Employers are welcome to make their own arrangements for recruitment initiatives at other locations on campus. Rooms outside of the CUE building may incur a fee. For information regarding room reservations at the Student Union or outside the Student Union on Fairfield Way, please refer to:

<http://www.studentunion.uconn.edu/reservations.html>. Information regarding catering for your event may be found at <http://www.dining.uconn.edu/catering.html>.

Food and Beverage

There are many venues on campus in which to enjoy a snack, lunch, or dinner. The CUE building is in close proximity to the Student Union. The Student Union has a food court as well as a full-service restaurant called Chuck & Augie's. Information about the food court may be found at: <http://www.studentunion.uconn.edu/foodanddining.html>, and information about Chuck & Augie's may be found at: <http://www.chuckandaugies.uconn.edu/>.

Hotel Arrangements

Information regarding the Nathan Hale Inn & Conference Center, located on campus, may be found at: <http://www.nathanhaleinn.com/meetings-social-events/index.cfm>.

VIII. How Information Sessions and the On Campus Interview Program is Marketed:

The Department of Career Services will promote Information sessions and On-Campus Interview information to students utilizing several marketing initiatives which may include social media platforms (Facebook & Twitter), email, targeted emails or flyers.

In addition, we encourage employers to also utilize the resources listed below for additional means to promote their events to students.

IX. Resources for Outreach and Relationship-Building:

Employers can announce on-campus interviews and information sessions, place an ad announcing opportunities, or promote their organization and meet with students informally through the following means:

Daily Campus newspaper
Published daily for students, staff, and faculty

Phone: (860) 486-3407
Website: <http://www.dailycampus.com/>

Transportation Services
Advertise on UConn shuttle buses

Phone: (860) 486-6637
Website: <http://www.park.uconn.edu>

WHUS campus radio
Broadcast your message live

Phone: (860) 486-4007
Website: <http://www.whus.org>

UCTV campus television
Place an ad and promote your company

Phone: (860) 486-1000
Website: <http://uctv.uconn.edu/>

UConn Student Union
Rent table space in a busy location

Phone: (860) 486-3421
Website:
<http://www.studentunion.uconn.edu>

UConn Athletics, Marketing, and
Corporate Relations
For advertisement and
sponsorship information

Phone: (860) 486-2387
Website: <http://www.uconnhuskies.com>

Student Clubs and Organizations

Employers often find it beneficial to work with student clubs and organizations, to become involved in club meetings or events, or to present general information sessions. UConn boasts a wide range of diverse groups. For a complete list of campus organizations, faculty advisors, and student organization leaders, please visit: <http://www.studentactivities.uconn.edu/vdStuOrg/index.cfm?fusaction=orgsearch>

Diverse Population

Many organizations find success by targeting their marketing efforts toward UConn's diverse student population. A listing of UConn cultural centers and related contact information can be found at: <http://www.studentunion.uconn.edu/culturalcenters.html>. Companies looking to partner with the Center for Students with Disabilities can contact (860) 486-2020 or visit: <http://www.csd.uconn.edu>.

Student Leadership Programs

Employers seeking highly motivated candidates with proven leadership experience may benefit from working with one or more of UConn's student leadership programs. Contact the Leadership Programs Office in the Department of Student Activities at (860) 486-6588, or visit their web site at: http://www.studentactivities.uconn.edu/leadership_index.php for information on various programs.

Faculty Collaboration

Working with faculty and staff at UConn may lead to greater awareness of your organization and your recruiting needs. Opportunities for collaboration may include, but are not limited to, in-class presentations, sponsorship of academic projects, opportunities to teach or guest lecture, or sponsorship of scholarships. Please visit: <http://uconn.edu/schools-and-colleges.php> for links to individual academic departments and their faculty listings.

Husky Alumni Network

The Husky Alumni Network is the UConn Alumni Association's free online community for alumni and students. UConn alumni can access the alumni directory, post job opportunities, search a résumé data bank for potential candidates, share career experiences, and serve as career mentors for undergraduate students. Employers, who may or may not be UConn alumni, can also take advantage of the network by posting jobs and searching résumés. For more information, visit the Alumni Association web site at: <http://uconnalumni.com>.

X. Closing Comments:

On behalf of the Department of Career Services, we look forward to working with you in the future. If you have any questions or concerns regarding our programs, services, or events, please do not hesitate to contact Laura Evangelista Newbury, Assistant Director, Manager of Employer Relations, at (860) 486-3013 or laura.newbury@uconn.edu.