



*Job Location and Development*

# EMPLOYER RECRUITING GUIDE



**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

# Build Your EMPLOYER BRAND

Job Location and Development at The University of Southern Mississippi assists students with making connections between their academic and job experiences. One of the ways that we achieve this is by being committed to partnering with you, the employer, to meet your recruitment needs.



Let students

**GET HANDS-ON WITH YOUR BRAND,**

**MEET YOU IN PERSON,**

**LEARN FROM YOU,** and

**SHARE IT WITH THEIR FRIENDS.**

When they do, they'll understand your values and why your company excels. After all, today's Southern Miss students are tomorrow's future leaders.



# Reasons to RECRUIT EAGLES

There are many **VALID** reasons to recruit on Southern Miss' campuses and hire Golden Eagles.

**Variety** – We provide the opportunity to connect with over 14,000 students from two campuses and over 200 student organizations.

**Ability to Learn** - Golden Eagles are eager to obtain new job skills that will assist them in their college careers.

**Loyalty and Stability**- Many students stay with the same employers throughout their college careers.

**Informed and Prepared** - Students are proficient with new technology and are job-ready upon graduation.

**Different** - We offer multiple ways to make a presence on our campus to help build relationships with future candidates.

## OUR FOUR-YEAR PLAN *and How You Fit Into It*

### **FRESHMAN** › *Discovery and Awareness*

- Host career workshops.
- Post part-time/summer work opportunities in Handshake.

### **SOPHOMORE** › *Assessment and Exploration*

- Host job-shadowing opportunities.
- Post internship opportunities on Handshake.

### **JUNIOR** › *Affirm Career Decisions*

- Mentor a student in a related major.
- Perform on-campus mock interviews.

### **SENIOR** › *Job Search and Placement*

- Continue to post job and career opportunities.
- Host facility tours for interested students.



We encourage all of our students to attend job fairs from their freshman to senior year. We believe it is a valuable resource they should utilize to familiarize themselves with career options and how to present themselves.



## Connect ON CAMPUS



### *Tabling and Talking*

Need to reach a variety of students? We set up a table midday, typically for two to four hours, in the highest traffic area of campus. Employers love this informal way to meet and talk with students about employment opportunities. You can contact us, and we will set everything up. All you have to do is show up and connect.

### *On-campus Interviews*

Handshake now makes scheduling on-campus interviews easier than ever in order for you to screen potential candidates. Our interview suites offer a professional and convenient environment for our students to connect with you.

### *Information Sessions and Employer Workshops*

We offer facilities for you to host an informational session or employer workshop for our students. A great way to help build your company's presence on campus and help provide students with job search skills is to partner with Job Location and Development in co-presenting skills workshops. Opportunities are available for presentations on part-time job search, résumé preparation, applications, interview skills and other similar workshops. We'll help you get students to RSVP.

### *Student Organization Presentations*

We have over 200 student organizations that welcome companies to speak at their meetings or events. Many organizations have monthly meetings or annual events. We can help make connections to those groups for your convenience.

### *Email to Students*

We can help draft an email to go out to students registered in the Handshake database to announce a position or open house.

### *Become a Featured Employer*

Sign up for the Job Location and Development Featured Employer Program. The Featured Employer Program allows employers to target recruiting information to Southern Miss students for up to one year. As part of the Featured Employer Program, your company will be exclusively highlighted for one week by Job Location and Development.

#### **ELEMENTS OF THE PROGRAM INCLUDE THE FOLLOWING:**

- Your logo will be displayed on the Job Location and Development website, highlighting your company as a featured employer with direct link to your opportunities.
- Your job opportunities will be advertised through the Job Location and Development Twitter and Instagram accounts.
- Your company logo and job postings will be included in our Featured Employer booklet.
- You'll be a named sponsor at the Part-time Job and Internship Fair.
- You'll be given one sponsored program during the semester.

The Featured Employer Program is limited to a maximum of 15 employers. The cost is \$75 for the week.

Job Location and Development will coordinate your entire Featured Employer week and create your Employer Profile for you, using text and the logo you provide. You will review and approve the profile and advertisement before it goes live on the website. In addition, we will send email blasts and distribute flyers throughout the Southern Miss campus, including in the residence halls, student centers, Fresh Food Company and classroom buildings.

*\*Job Location and Development serves as a referral source only. Employers are responsible for screening candidates.*

# LET US HELP YOU *advertise your event!*

We will promote your event on campus! In order to promote your event, please include your preferred marketing language. That way, we can effectively reach our students with accurate messaging.

*Note:* Student interest or participation cannot be guaranteed.

## OUR POLICIES

### LEAD TIME

We require a minimum of five business days of notice for email blasts and two weeks of notice for all other branding/engagement events.

### QUALIFICATIONS

These special opportunities are exclusively for employers who have already created an employer account and posted a job on Handshake. If you have not yet completed this step, contact us at 601.266.4159 or [jld@usm.edu](mailto:jld@usm.edu).

### CANCELLATIONS

Cancellations must be received within five business days of the event, or payment will still be due. The only exception is for inclement weather, in which case an alternate day will be scheduled for outdoor events.

### PAYMENT

If payment is due after the event is approved, we will email you an invoice. Payment is due in full by the day of the event. Payment is by check or credit card only; we are a no-cash office.

## JOB POSTING POLICY

Handshake is for the listing of part-time, seasonal, intern, short-term, neighborhood jobs, and local on-site community service positions by small and large businesses, government agencies, nonprofit organizations, households and individuals who adhere to Equal Employment Opportunity regulations. A position is defined as an opportunity that is salaried and does not require the candidate to pay a fee for training or other job-related expenses.

Employer profiles on Handshake must contain a functioning website (in English or with an English option), complete street address and phone number. Users within a profile must have email addresses that are affiliated with the organization. Please refer to our website for specific job posting requirements.

## EQUAL OPPORTUNITY EMPLOYMENT / NON-DISCRIMINATION POLICY STATEMENT

Job Location and Development does not make its interviewing facilities and online job listing services available to employers who unlawfully discriminate in the selection of employees on the basis of age, national origin, race, religion, sexual orientation, disability or any other basis prohibited by applicable local, state and federal laws. We reserve the right to refuse service to employers due to any violation of The University of Southern Mississippi rules and regulations. We reserve the right to refuse Handshake access to employers requiring, at the time of application, personal information, such as Social Security numbers; misrepresentation by dishonest information or absence of information; fraud; harassment of students, alumni or staff; breach of confidentiality; and failure to adhere to stated policies.

## TERMS AND CONDITIONS

By submitting this request, you are agreeing to all of the terms and conditions stated in this form.





# Create a Presence on THE SOUTHERN MISS CAMPUS

Email this completed form to [jld@usm.edu](mailto:jld@usm.edu), along with logo or flyer (if desired). We will be in touch with you shortly! If you have questions, contact our Job Location and Development coordinator at 601.266.4159 or [jld@usm.edu](mailto:jld@usm.edu).

## EMPLOYERS (CONTACT FORM)

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

### CHOOSE YOUR BRANDING AND RECRUITMENT OPPORTUNITIES. LIMIT TWO PER QUARTER.

- INFORMATION TABLE\*  
Time for information table is 4 hours: 10 a.m.–2 p.m. or 1–5 p.m. Table and chair provided.
- INFORMATION SESSION  
(Fee may be required, depending on location.) 1 hour
- TARGETED EMAIL
- FEATURED EMPLOYER OF THE WEEK: \$75

### CHOOSE YOUR TARGET POPULATION.

- FRESHMEN
- SOPHOMORES
- JUNIORS
- SENIORS

PREFERRED MAJORS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### TELL US YOUR NEEDS.

- COMPUTER
- PROJECTOR
- EXTENSION CORD
- WHITEBOARD
- DRY ERASE PENS
- SPEAKERS
- OTHER \_\_\_\_\_

*\*Equipment cannot be reserved for information tables. Fee may be required for equipment.*

**WILL YOU BE ORDERING FOOD FOR YOUR EVENT?**  
If yes, visit [usm.edu/event-services](http://usm.edu/event-services) to view catering options and Conference and Event Services policies.

**TAG US  
IN YOUR PART-TIME JOB  
OPPORTUNITIES!**

  **@USMSTUDENTWORK**



**THE UNIVERSITY OF  
SOUTHERN  
MISSISSIPPI.**

EOE/FF/M/VETS/DISABILITY UC80828

