



Recruit-A-Duke

JMU Career & Academic Planning

Employer Relations & Recruiting Newsletter

Fall 2009: Volume 1, Issue 2



Letter From Denise

Dear Employer Partners,

I feel fairly certain that we are sending this newsletter to you during a timeframe in which we all have to remind ourselves to breathe in and out. Perhaps it is just me, but it seems like each year becomes a bit more hectic than the last. It is our hope that this newsletter will provide you with pertinent information and timely communication to alleviate some of the stress and hopefully not overburden your ever growing to-do lists.

First and foremost, we are excited to introduce to you, Brooke Shaffer, our new Recruiting Programs Coordinator. She recently graduated with her M.A. in Student Affairs in Higher Education from Indiana University of Pennsylvania. She has a strong foundation of skills and knowledge from her experiences at Pennsylvania State University and Carnegie Mellon. You may have already heard from Brooke through email and we look forward to the opportunities you will have throughout this academic year to get to know and work with Brooke.

An initiative for our area this year is to continue to look at how we can implement technology into our practices in order to provide students and employers with innovative services and opportunities for interaction. One such method is the use of SKYPE in lieu of phone interviews and/or as a means to conduct first round interviews that assist you and students with saving on travel costs and an investment of staff time. If you are interested in this option, we've established a webpage on our site at <http://www.jmu.edu/cap/Interviewing/Employers/Skype.htm> for more details on what this entails.

In addition, we've established a Twitter account at <http://twitter.com/JMURecruitADuke>. We have 163 followers as of today which includes other career services offices, employers, JMU departments, student groups, alumni chapters and career resources. We highly recommend this as means for our office and your organization to engage in information sharing along with making connections with other areas across our campus. So, come and tweet with us.

We look forward to another productive year of working with you to make connections with the JMU community. We welcome your ideas and conversations regarding new programming ideas and strategies to strengthen these connections, so please always feel free to open up the lines of communication with a member of our team.

Warmest Regards,

JMU Employer Relations and Recruiting Services Team

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Points to Consider:

- Dates are scheduled on a first-come, first served basis
- Try to schedule at least 8 weeks in advance
- Scheduling early will assist you in securing a date that is suitable & ensure a sufficient number of rooms also

Recruiting Guidelines

JMU's **Recruiting Services Program** highly recommends the following policy for university recruiting activities. The intent of these guidelines is to ensure that employers and students are engaged in a mutually beneficial process which allows for an adequate time period to contemplate opportunities. In doing so, provides for optimal results in establishing long term employment relationships.

- Use of exploding offers and/or bonuses is discouraged as a high pressure technique which may not provide students with the opportunity of timely consideration in order to make an informed decision
- Employers are encouraged as part of their recruiting process to request unofficial transcripts from students to ensure successful progression through their curriculum and an adequate academic knowledge base for employment with your organization
- The On Campus Recruiting Program requires that those organizations that are hiring for a position that is 100% commission or one that requires a candidate to pay a fee for training, equipment, application procedures or other job related expenses (this does not apply to federal and state licensing requirements such as real estate, securities, etc.) communicate this to prospective candidates during the interview process.
- Encourage flexibility and consideration of students' academic obligations when scheduling second round interviews, particularly in an instance of same day second round interviews or next day second round interviews, and/or those that may take place during exam time periods.

Please visit <http://www.jmu.edu/cap/interviewing/employers/guidelines.htm> for the full list of employer guidelines, including:

Principles for Professional Conduct

Employer Offer Guidelines (Fulltime and Internship Employment)

Access to Resume Books

Important Note for 3rd Party Employers



E-Bulletin Advertising at JMU

If you choose to recruit on campus, registered students can search Recruit-A-Duke for information on each organization recruiting on campus. One of the most innovative ways to promote your visit to campus is to post an announcement on JMU's "e-bulletin boards". E-bulletin boards are flat screen monitors that are used to display electronic announcements. There are several located across the campus which give us - **and YOU** - the opportunity to post electronic announcements to targeted specific student populations.

To advertise and promote your visit, we ask for your announcement to be one PowerPoint slide as this is the most user-friendly format for us to disseminate across the campus. Please keep in mind that your slide will display for a matter of seconds so the intent is to catch the eye of passersby and relay relevant content quickly. Possible items to include are:

- Your company logo/design
- Date of your recruiting visit to JMU
- The position(s) you are interviewing for
- A line on your slide that instructs students to submit their resumes on Recruit-A-Duke to be considered (Note: You may want to reference your resume submission deadline as well).

If you choose to use this option, we must receive your slide **two weeks prior to your position's resume submission deadline**

Skype Has Officially Made Its Way to Recruiting at JMU!



What is Skype? Skype is a free online resource that allows individuals all over the world to communicate for free through video calls.

How do we intend to use Skype? We've been able to find a few key areas in our office where Skype would be very useful to all parties.

(1) *Mock Interviews*

(2) *Job/Internship (etc.) interviews from your remote location. This could be used in lieu of phone interviews, on campus interviews (saves employers from incurring travel expenses), or on-site second round interviews (saves students from incurring travel expenses).*

ers from incurring travel expenses), or on-site second round interviews (saves students from incurring travel expenses).

Using Skype can cut costs for your organization in a number of ways, including:

- Mileage reimbursements - Lodging costs - Food per diem

What preparation is needed in order for your company to conduct interviews via Skype?

(1) Webcam (preferably a webcam with an internal microphone built in)

(2) PC Microphone/Headset (only if this is not already built into your webcam)

(3) Free Skype software download from www.skype.com

After those few steps, consider yourself ready to go! JMU still values the advantages in having employers interview students on campus and, in no way, do we intend on weeding this successful practice out. But we also understand that times are changing, and in the midst of those changes we'll continue to make the best options available in order to benefit all parties involved.

Follow @JMUREcruitaDuke on Twitter!

JMU Recruiting Services continues to ride the wave of technology and is now active on Twitter. This social networking/micro blogging service is proven to have true business value. Your company could very well have a Twitter account that you're currently unaware of! Look into it, and if it doesn't exist it may benefit you to consider it as an option.

Is your company already on Twitter **AND** a recipient of this newsletter? If the answer is "yes" to both of those questions, follow @JMUREcruitaDuke to stay in contact and in-the-know with our up to date information. This will also benefit us as we'll know to follow you and remain current with *your* company's information as well. Visit www.twitter.com/JMUREcruitaDuke.



Fall Career Fair 2009

Date: Monday October 5, 2009

Time and Location: 12-4pm in the Festival Ballroom/
Highlands Room

Contact: Laura Haas at haaslm@jmu.edu or 540-568-8173

This Career Fair will provide fulltime and internship opportunities to a variety of majors. **REGISTRATION IS NOW AVAILABLE..** Here are your instructions:

1. Go to the *Recruit-A-Duke Login* page for employers
2. Log in with your username and password
3. Click the tab labeled “Career Fair & Information Sessions”
4. Click on the “Register” button next to the Career Fair that you would like to register for
5. Proceed to filling in all of the required fields
6. You will receive a confirmation from our office upon approval of your registration



Be sure to visit <http://www.jmu.edu/cap/careerfair/fallfair.htm> for the entire Career Fair index, including:

[Registration Deadlines](#)

[How to Mail Displays](#)

[Career Fair Fees](#)

[Driving, Parking, and Maps](#)

[Event Schedule](#)

[Local Accommodations](#)

Special Note: Information Session Parking

Employers,

You **will need** to pick up your parking pass from the Information Desk at the Festival and **hang this in your vehicle so that it is visible**. JMU Recruiting Services greatly appreciates you and your company for lending your time in the form of an Information Session, but cannot be responsible for any parking tickets received as a result of parking passes that **are not** visible and/or have not been displayed in vehicles. We've worked with nothing but great employers in the past (that means you), therefore we have no doubt that we'll all be successful in executing this new practice.



THIS MESSAGE WAS APPROVED BY, NONE OTHER THAN, THE JMU CAREER AND ACADEMIC PLANNING DUKE DOG:

Let the Recruiting Begin!!!

Spring 2010 Events

Healthcare Recruitment Fair

This career fair will provide full-time and internship opportunities to undergraduate health-related majors including **Dietetics, Health Service Administration, Health Sciences, Kinesiology, Nursing, Athletic Training, and Social Work.**

Date: Thursday, February 11, 2010

Time and Location: 10-2pm in the Festival Ballroom

Registration: Open November 2, 2009

Contact: Please contact Heather Strine at strinehj@jmu.edu or 540-568-4710. Learn more about majors to recruit at www.jmu.edu/cap/health.

Teacher Recruitment Day Fair

Many JMU education students express interest in teaching abroad. To better inform students about this unique teaching opportunity we would like to find educators who have teaching experience in the areas listed below and who would be willing to serve as a panelist sharing with students their teaching overseas experience.

International Schools (American or International Curriculum)

English as a Foreign Language Schools

Teacher Exchange Programs

The Peace Corp

National Education Systems (public school systems of other countries)

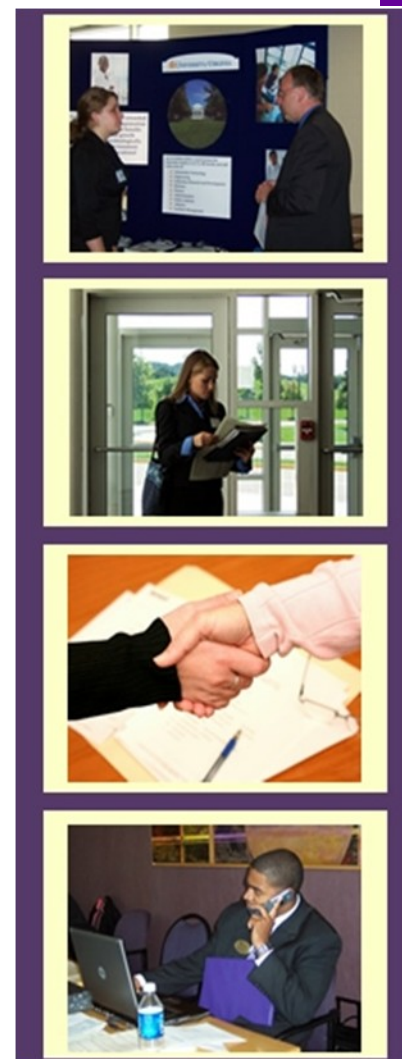
Mission based schools

Date: Monday, February 22, 2010

Time and Location: Fair 11-12:30pm in the Festival Ballroom, Interviews 12:30-4pm in Festival Ballroom

Registration: Begins Monday, September 14, 2009 and will run through Friday, February 12, 2010. To find out more about this event go to www.jmu.edu/cap/careerfair/trd.htm.

Contact: If you have this experience and would be willing to serve on a panel please contact Teresa Gleisner at 540-568-2929 or at gleisntg@jmu.edu.



Recruit the Dukes!!!