



Recruit-A-Duke

JMU Career & Academic Planning

Employer Relations & Recruiting Newsletter

Spring 2010: Volume 1, Issue 3



CAREER & ACADEMIC PLANNING
MAKE YOUR NEXT MOVE

Letter From The Team

Greetings Employers,

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We hope that this year has been a success for your organizations' recruitment efforts, and that JMU contributed to that success! As the recruiting season winds down we wanted to use this newsletter as an opportunity to bring things to a close for the 09-10 academic year and get you thinking about recruiting for the next one.

We hear time and time again that JMU graduates are well-rounded students. They have been through a rigorous academic program, yet they have taken part in a campus that is known for its extracurricular activities. Whether its sports, volunteer service or clubs JMU students have a strong work ethic both inside and outside of the classroom. Couple this with outstanding career preparation, and you will see why JMU graduates are excellent candidates with the skills needed for the workforce of the 21st century. Working together, we can brand your organization here at JMU and strengthen your presence on our campus in the 2010-2011 academic year.

In this newsletter you will find a few ways that we can assist you in creating recognition of your company on our campus, as well as Fall 2010 Recruiting Dates and how we can help make your recruiting visit as successful as possible. Be sure to check out the section on Skype interviews, it's a great alternative to phone interviews! In addition, we also recognize those employers who contributed their time and resources to mock interviews, resume reviews and our Resume Round Up event.

For those of you who haven't recruited on campus in the past we hope you will consider a visit in the fall. For those of you who have we look forward to your return and hope that you will consider some new and innovative ways to become even more active on our campus!

Best Regards,

James Madison University
Recruiting Services Team

DUKE DATES:

- May 17, 2010: Fall 2010 Recruiting Season Registration OPENS
- June 1, 2010 : Fall 2010 Career Fair Registration OPENS
- Sept. 20—Nov. 12 2010: Recruiting Season
- September 13, 2010: Resume Round-Up
- October 4, 2010: Fall 2010 Career & Internship Fair

Many Thanks To Our Employers



JMU Recruiting Services would like to recognize those employers who participated in either Mock Interviews, Resume Reviews or Resume Roundup during the 2009-2010 academic year.

Thank you for your contribution!



Recruit At JMU Using



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? Currently, Skype has been worked successfully for Mock Interviews and Job/Internship interviews from remote locations. Using Skype can cut costs for your organization in a number of ways, including: mileage reimbursements, lodging costs, & food per diem. What do you need to use Skype? All that is needed for Skype is a webcam, microphone (which are often built-in to laptops) and the free Skype software at www.skype.com. 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 will continue to make the best options available in order to benefit all parties.



Fall Career Fair 2010

Date: Monday, October 4, 2010

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

This Career Fair will provide fulltime and internship opportunities to a variety of majors. **REGISTRATION OPENS JUNE 1, 2010.** 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

Visit <http://www.jmu.edu/cap/careerfair/fallfair.htm> for the entire Career Fair index.

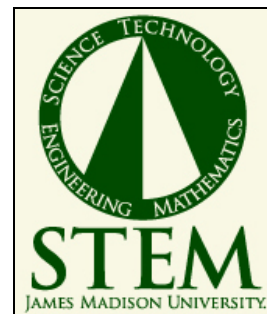
Other Fall 2010 Recruiting Dates

- ▶ Fall 2010 Recruiting Season Registration
OPENS: May 17th
- ▶ Fall 2010 Recruiting Season Dates: September 20- November 12th
- ▶ Resume Round-Up: September 13th
- ▶ Meet the Firms: September 15th

Introducing the School of Engineering at JMU

It is an exciting time for the School of Engineering. The new school was formed in January of 2007 with a vision that our engineering graduates will improve the sustainability of Virginia and our world by considering the environmental, energy, financial, security, and social impacts when analyzing problems and designing solutions by:

- ◆ analyzing and solving real-world human problems
- ◆ modeling, simulating, and testing complex interdependent socio-technical systems
- ◆ integrating business, social, and ethical aspects into engineering solutions
- ◆ working effectively in interdisciplinary teams and international environments
- ◆ managing engineering projects in a timely and cost-effective manner
- ◆ communicating solutions effectively to diverse audiences
- ◆ striving toward lifelong learning and creative critical thinking



Rather than splitting into separate departments that address the sub-disciplines of the engineering profession, we offer a single, integrated, engineering degree that focuses on sustainability, design, and systems analysis in order to educate and train “engineering versatilitists” who can address the wide range of ever-changing engineering challenges of the 21st century.

Although our students may not currently be seeking full-time employment, many are actively pursuing internship possibilities for the summer – even as early as 2010. As of this spring, we have 155 engineering students and we look forward to graduating our first class in May 2012.

JMU Recruiting Guidelines

Employer Relations & Recruiting Services strongly recommends the following policy for university recruiting activities. The intent of the following 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 (Full-time and Internship Employment), Access to Resume Books, & an Important Note for 3rd Party Employers

Creating A Presence at JMU

► Ways To Get Involved

Employers have a number of opportunities to get involved on campus with:

- **Mock Interviews**
- **Resume Reviews**
- **Information Sessions & Tables**
- **Resume Round-Up**

► Marketing

Employers can even market themselves to the JMU community without coming to campus with:

- **Newsletter**
- **Email Communication with Department Liaisons**
- **Social Networking** (such as LinkedIn, Facebook, & Twitter)
- **Announcements on Recruit-A-Duke homepage**
- **Microsoft PowerPoint Slides**

Successful Recruiting at JMU

Working together, we can brand your organization here at JMU and strengthen your presence on our campus. Here are just a few things that we can do for you to make your campus visit as successful as possible!

What we can do for you.....

The Employer Relations & Recruiting Services Staff's goal is to make your recruiting visit as successful as possible. Here are some of the things that we can do to help you!

- ▶ Tell you about the student population here at JMU
- ▶ Educate you on the various majors, minors and other academic programs
- ▶ Help you understand the complex nature of the University and its offices
- ▶ Make the faculty, staff, and student organization connections you need
- ▶ Coordinate "Meet & Greets" with various key players here on campus, such as department heads and faculty members from the majors you are looking to recruit
- ▶ Advise you about recruiting activities that may work for you
- ▶ Inform you about the various employer related events and programs that our office coordinates on an annual basis
- ▶ Distribute targeted emails to the student populations you are hoping to recruit to inform them about your opportunities
- ▶ Review your advertising plans for clarity, accuracy, and timeliness
- ▶ Offer insight into developing successful information sessions
- ▶ Help you learn about and prepare for the many career fairs
- ▶ Manage your visit so that you can make the most effective use of your time

We would be more than happy to help you plan your visit to our campus. Contact Denise Meadows at 540-568-6229/ meadowdr@jmu.edu to set up a meeting here on campus or over the phone.

*Good luck with the remainder of your recruiting season.....
we look forward to seeing you in the Fall!*