“A world-class faculty that stresses teaching and mentoring students. A curriculum that not only provides a well-rounded liberal arts foundation, but also emphasizes hands-on learning experiences that give a JMU education real-world relevance. An educational community that stresses teamwork, collaboration and strategic partnerships with business, industry and the community. And an ethos of public service that ranks JMU among the 8 percent of American colleges and universities designated by the Carnegie Foundation as a Community Engaged Institution.”

Pam Brock
Madison Magazine
James Madison University is a comprehensive university that is part of the statewide system of public higher education in the Commonwealth of Virginia and is the only university in America named for James Madison. Established March 14, 1908, the university offers programs on the bachelor’s, master’s and doctoral levels with its primary emphasis on the undergraduate student. JMU provides a total education to students — one that has a broad range of the liberal arts as its foundation and encompasses an extensive variety of professional and pre-professional programs, augmented by a multitude of learning experiences outside the classroom. The university has been a coeducational institution since 1966. JMU’s “impressive balance of educational, social and extracurricular activities to enrich students’ experience” earned the school a place in The Princeton Review’s “The Best Value Colleges: 2014 Edition,” subtitled “The 150 Best Buy Colleges and What It Takes to Get In.” The university takes pride knowing that James Madison University Dukes enter the workforce with the technical skills needed to make an active contribution from the start, interpersonal skills that make them valuable team members, and a drive to make a difference in the world.

For an overview of the university and student demographics, please view the JMU Factsheet.

Admire Dukes. Hire Dukes. Inspire Dukes
Dear Employer Partners,

As the new Director of Career and Academic Planning, I want to introduce myself and extend a warm welcome to you and your organization. My experience working in Career and Academic Planning in various direct service and administrative roles provides for a unique understanding of our student population, our academic programs, and ways we can facilitate your connection with our students earlier in their college career. I am fortunate to work with the entire staff in Career and Academic Planning; a team of dedicated professionals striving to provide you and our students with the best services possible to help you each achieve your goals. I look forward to working with you, and meeting you during any visits to our campus.

Thank you for including James Madison University in your recruiting plans. Our goal is to help your organization connect with students who possess the knowledge, skills and academic training that best meet your hiring needs. Our staff is ready to help you communicate opportunities, establish a presence, and determine the best way to find the high quality talent you are seeking.

There are many exciting things happening at JMU, and you are an important part of that. Our recruiting space in the new Student Success Center was specifically designed to better meet your needs, and we look forward to showing it to you. This new facility offers expanded interview capacity along with a wonderful environment to interact with CAP staff, faculty and students.

JMU’s vision is to be the national model of the engaged university. Our office is dedicated to facilitating your connection to our campus community and foster engagement which will further our common goals. I appreciate the opportunity to partner with you on these efforts, and look forward to working with you in the year ahead.

Sincerely,

Mary D. Morsch
Director, Career and Academic Planning
Meet the Recruiting Team

Denise Meadows
Assistant Director
meadowdr@jmu.edu
540-568-6229

Morgan Vega Gomez
Recruiting Coordinator
vegagome@jmu.edu
540-568-3457

Danielle Brooks
Recruiting Assistant
brook3de@jmu.edu
540-568-7133

Logan Zeigler
Administrative Assistant
zeiglecl@jmu.edu
540-568-7379

For a full list of our staff, please visit http://www.jmu.edu/cap/about/staff.shtml

2016-2017 by the Numbers

Employer Relations and Recruiting Services provides numerous services and opportunities for you to increase engagement and connect with students of varied academic and cultural backgrounds.

Let us help you reach your target audience. Please contact our team at recruitaduke@jmu.edu for more information.

6,385
Resumes submitted for On-Campus Interviews (OCI)

261
Students attended ResumePREP

3,034
Students attended Career and Internship Fairs

13,698
Non-OCI Resumes Submitted to Job Postings

2,558
On-Campus Interviews

175
Employers participated in On-Campus Interviews
Areas of Study & Academic Liaisons

Liaisons serve as a vital information resource for you as an employer. Liaisons gather and disseminate career information, using approaches adapted to best serve the needs of the academic disciplines they represent. For more information about JMU’s academic programs, please visit http://www.jmu.edu/academics/index.shtml. If you would like to get in contact with one of the individual departments, please refer to the appropriate liaison. If there is a department you are looking for but do not see, you may contact recruitaduke@jmu.edu.

Health & Human Services, Pre-Health
Cassidy Lawson
lawsoncj@jmu.edu

Science & Math
Courtney Miller Pelfrey
mille4ce@jmu.edu

Humanities, Arts, Communications
Kate Bergey
bergeyka@jmu.edu

Education
Bonnie Fisher
fisherbr@jmu.edu

Hospitality, SRM, Social Sciences
Drew Savage

Technology & Engineering
Aimee Stright
strighac@jmu.edu

Business
Quintrel Lenore
lenoreqs@jmu.edu
Employers who recruit at James Madison University must adhere to the Principles for Professional Conduct for Employment Professionals taken from the National Association of Colleges & Employers (NACE) principles statement.

For additional information regarding our privacy policy, university recruiting guidelines, employment offer guidelines, access to resume books, and third party employers please visit our website.

**Posting Jobs and Internships**

Prior to posting any job or internship positions, we ask that you please review our criteria for posting positions, which are located on our Post Jobs and Internships website.

**Internships Guides**

If you are interested in how to start an internship program or need guidance on the process, our office highly recommends that you visit InternMatch’s Internship Guides. On their site you will find information on Federal Work Study, internship laws, virtual internships, internship offer letters, and internship compensation.

**Unpaid Internships**

In addition to the recruiting policies stated on our Recruiting Policies website, JMU’s Recruiting Services Program requires that you adhere to the criteria designated by the Fair Labor Standards Act, as set forth by the Department of Labor, for all unpaid internships. Please see the Fair Labor Standards Act Fact Sheet for detailed information about unpaid internship guidelines.

**Important Dates**

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**Spring OCR & Career Fair Registration Opens**

**On-Campus Recruiting Season**

**Spring 2018 Career & Internship Fair**

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**Spring Break (No Recruiting)**

**Teacher Recruitment Day**

**1st Day of Career Fair (No Recruiting)**
Get Involved

1. Create an Account on Recruit-A-Duke

To recruit at James Madison University, you will need to register for an employer account in Recruit-A-Duke, which is James Madison University’s online career services management system. Registration for a Recruit-A-Duke account is free and has several benefits including:

- Creating job postings
- Scheduling on-campus interviews
- Requesting information sessions and tables
- Accessing resume books
- Registering for career fairs
- Remaining up-to-date with our current events

First time users can register for an account at jmu-csm.symplicity.com/employers

Seven Steps for Highly Effective Employers

Does your company stand out amongst the rest? Take the time to complete your Recruit-A-Duke Profile to make sure you do .. .

Get started on Recruit-A-Duke
Click the Employer Profile Tab
Navigate through 7 easy steps using the completion status bar

- Who We Are
- Key Statistics
- Company Culture
- Logo
- Student Viewable Contacts
- Photos
- Video
2) Expand Your Reach

Career Fairs
Showcase your organization at one of JMU’s Career Fairs offered each semester. Visit the employer homepage of our website at http://www.jmu.edu/cap/employers/index.shtml. This page provides dates, times, locations, and contacts for each event. You will register to participate in these events using Recruit-A-Duke.

ResumePREP
ResumePREP (Personal Reviews with Experienced Professionals) is a day of employer resume reviews for JMU students with a casual theme! This event is a wonderful complement to our Practice Interview Program and our Career Fairs, and typically draws a crowd of 200-300 students. If interested in participating in this event, which is held during the fall semester, please contact our office at recruitaduke@jmu.edu.

Practice Interviews
The Practice Interview Program is held various times each semester at the Student Success Center. This program gives students the opportunity to practice their interview skills with employers. You can register for an all-day session (8:30 a.m. - 4:15 p.m.), or half-day sessions (morning or afternoon), with lunch provided. You’ll interview students and share feedback with them on what they did well and how they can improve their interview skills. We can arrange phone and/or Skype sessions if an employer is unable to schedule onsite. If you are interested in participating in this program, contact our office at recruitaduke@jmu.edu.

Information Sessions and Tables
Visit campus to engage students face-to-face in high traffic areas with an information table. If you would prefer to meet with a group of students or student organization, then our office can help you book a conference room to present your opportunities to interested students. Reservations for these events may be made through Recruit-A-Duke.

Presentations to Classes and Student Organizations
Class presentations must be scheduled well in advance so that proper arrangements may be made and the date will coincide with topics on the instructor’s syllabus. Please be aware that the availability of class time is limited. Many student groups on campus incorporate presentations into their calendar of events for the year that relate to the group’s focus and objectives. If you are interested in connecting with these student groups, you can obtain contact information at https://beinvolved.jmu.edu/Organizations. In addition, we can help arrange a presentation to targeted faculty and staff in order to help build a relationship and provide them with information to share with their students.
On-Campus Recruiting
When you want to visit campus for recruitment, a request will be submitted through Recruit-A-Duke for an available date with the position(s) attached. The resume submission deadline will be two-weeks prior to the interview date. You can then review resumes and make selections for the student you wish to invite for interviews.

Off-Campus Recruiting using SKYPE
The benefits of using SKYPE to recruit at JMU include saving on travel and lodging costs allowing you to maintain a campus presence when budget constraints exist in order to conduct first round and practice interviews. To find out equipment needs and instructions for set up and implementation, view the tutorial on how to successfully use SKYPE for interviews with JMU students. You can obtain this information at http://www.jmu.edu/cap/employers/recruit/interview.shtml.

Office Hours in the Interview Center
If you have candidates that you would like to meet with or would like to be available to answer questions one-on-one with interested students, then you may reserve a Room Only Reservation in Recruit-A-Duke to hold office hours in our Interview Center. Our office can help you promote and schedule your office hours.

Job Search and Career-Related Presentations
Another great way to showcase your organization is to provide a presentation on job search topics. If you have a topic that you’d like to present to students, contact us! We welcome the opportunity for you to share your expertise with our students—it can be a great part of their educational process!

E-Bulletin Board Announcements
There are many “e-bulletin boards” (which are flat screen monitors that display electronic announcements) located across the campus which give us - and YOU - the opportunity to post electronic announcements to targeted specific student populations. This method is best used to get the word out about your on-campus recruiting visit to encourage students to submit their resumes to be considered for interviews.

Telepresence
Our office has telepresence capabilities if you are unable to travel to James Madison University or would like to connect with our students remotely. You are welcome to conduct virtual information sessions or hold webinars through use of our video conferencing software.
Career & Academic Planning would like to invite your organization to engage in our Partners Program, to strengthen our collaboration and ensure the success of your recruiting efforts at James Madison University, while enhancing opportunities for our students and alumni.

**Partner Recognitions Include:**

- Organization logo with hyperlink to website on student homepages in Recruit-A-Duke for the duration of the calendar year
- Organization logo to appear in CAP electronic newsletter once per semester
- Organization advertisement to appear on electronic bulletin boards throughout campus for the duration of each semester
- Advanced access to scheduling on campus interviews each semester
- Preferred placement at Career Fairs with recognition as a CAP Partner in all promotions of those events
- An opportunity to engage with the CAP Student Advisory Council
- Participation for up to 2 representatives from your organization in the annual CAP Employer Drive-In Conference
- Start of the year recruiting strategy WebEx video conference with the Employer Relations and Recruiting Services team to ensure that our collaborative efforts are coordinated and discuss other engagement options that are of interest to your organization
Becoming a CAP Partner:

CAP Partners have access to all recognitions by making an annual gift to the department that is based on their size and/or status as described below:

Start-Ups/Small Organizations: $1,000
Mid-Size Organizations: $2,500
Large Organizations: $5,000
Small Organizations = less than 100 employees
Start-Ups = been in business less than 3 years
Mid-Size Organizations = 101 – 500 employees
Large Organizations = 500+ employees

If your company is interested in learning more about the program, is ready to become a partner or would like to discuss additional opportunities, please contact Career & Academic Planning’s Employer Relations & Recruiting Services Office at recruitaduke@jmu.edu or 540-568-6229. We look forward to partnering with you!
Affiliate Offices

Corporate and Foundation Giving
cfr@jmu.edu
540.568.4121

Alumni Office
alumni@jmu.edu
540.568.6234

Office of Disability Service
disability-svcs@jmu.edu
540.568.6705

Community Service-Learning
csl@jmu.edu
540.568.6366

Center for Multicultural Student Services
multicultural@jmu.edu
540.568.6636
Stay Connected

Find us on Facebook
Career and Academic Planning-JMU

Tweet at us on Twitter
@JMUCAP

Read and comment on our Blog
http://jmucap.wordpress.com/

Repin us on Pinterest!
@JMUCAP