EMPLOYER GUIDE
TO RECRUITING AT VIRGINIA TECH

2017-2018
Dear Employer Partners,

Welcome to Virginia Tech! Thank you for your interest in hiring Virginia Tech students for internships, cooperative education (co-op), and post-graduation jobs. Virginia Tech’s Career and Professional Development office is a comprehensive center serving all students in all majors, first year through graduate level.

Dedicated to its motto Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education by preparing scholars to be leaders in their fields and communities. Virginia Tech offers 250 undergraduate and graduate degree programs to more than 33,000 students. We are proud of our students and our university and we look forward to helping you recruit and interact with students on our campus.

Visibility of your company and its opportunities has a significant impact on your recruiting plans. We are excited to partner with your organization by supporting your recruiting efforts at Virginia Tech. Our Employer Relations team is available to assist you in developing on-campus branding strategies and a recruiting plan to connect you with and recruit Virginia Tech students.

Our Employer Guide has been created to introduce you to our services, resources, programs and events. From utilizing Hokies4Hire to career fairs, from on-campus interviewing to brand awareness, this guide is essential to your recruiting success.

Our Employer Relations team is relationship and customer service driven. We are committed to creating and maintaining strong relationships with our employers. We work hard to ensure that each employer visit to Virginia Tech is a positive recruiting experience.

We look forward to working closely with your organization! Please always feel welcome to contact us with any questions, suggestions or concerns. We are sincerely appreciative of the great opportunities you provide to our students!

Virginia Tech Employer Relations Team

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Contact Us:

Career and Professional Development
Smith Career Center
870 Washington Street SW
Blacksburg, VA 24061

Phone: 540-231-6776
Fax: 540-231-8018
www.career.vt.edu
hireahokie@vt.edu
Vision
The vision of Career and Professional Development is to empower students to discover and pursue a path to a fulfilling career, so they can make their own unique marks on the world.

Mission
Recognizing that career development is a life-long process, the mission of Career and Professional Development is to educate and support students as they explore and further understand themselves and career options, gain valuable experience, develop as professionals, and launch their post-graduation career plans.

Core Values
We build relationships:
We believe in building relationships with students throughout the career and professional development process. Our expertise, experience, connections, and energy are available to each student. We are committed to helping students find the answers they need to make smarter, more informed career decisions.

We believe in passion:
We believe strongly that each great career fit makes the world better. We make our mark on the world by helping others make theirs. Actively discovering and pursuing passions leads to more valuable and impactful professionals who feel personally fulfilled.

We are catalysts:
We are action-oriented. We help students discover where they want to go and help them make that happen.

We are educators:
Learning doesn’t just happen in the classroom. We work with students at any stage in the career development process. We teach students about navigating the world of work. The skills and strategies they learn will serve them well for a lifetime.

We are open to all ideas:
Every person is different, and so is each career path – traditional or wildly unique. Career options are numerous and exploring them can be exhilarating.

We are challengers:
We motivate and challenge students. We encourage them to explore varied career ideas, to become involved in more experiences during college, and to aim higher to achieve their career goals.

We have valuable connections:
Our connections build relationships that build careers that build a better world. Networking is critical to gathering key information, gaining experience in different fields, and learning about job opportunities.

We are a team:
Our team members are professionals who work together and complement one another’s strengths. We pursue healthy and productive working relationships through open communication, mutual respect, and collaboration, while growing in our collective professional development.

Our vision, mission, and core values

Background and points of interest

Founded in 1872, Virginia Tech has approximately 213 campus buildings, a 2,600-acre main campus, statewide educational facilities in six regions, a study-abroad site in Switzerland, and a 1,800-acre agriculture research farm near the main campus. The campus proper is located in the Town of Blacksburg in Montgomery County in the New River Valley and is 38 miles southwest of Roanoke.

The university offers more than 100 bachelor’s degrees through its seven undergraduate academic colleges: Agriculture and Life Sciences (which also offers an associate degree in agricultural technology), Architecture and Urban Studies, Engineering, Liberal Arts and Human Sciences, Natural Resources and Environment, Pamplin College of Business, and Science. On the postgraduate level, the university offers approximately 150 master’s and doctoral degrees through the Graduate School, a professional degree from the Virginia-Maryland College of Veterinary Medicine, and a medical degree from the Virginia Tech Carilion School of Medicine.

Virginia Tech Corps of Cadets Citizen-Leader Track
The Citizen-Leader track is an option for those students who enjoy the camaraderie of cadet life but are aspiring to lead others in the civilian sector. Students in the Citizen-Leader track earn a minor in Leadership Studies and develop skills in teamwork, emotional intelligence, time management, critical thinking, etiquette, communication and personal discipline. If your organization would like to learn more about the Citizen-Leader track, please contact our office.

International Students
Virginia Tech enrolls 3,500 undergraduate and graduate international students from over 40 countries each year. Benefits of hiring international students include language skills, cultural and ethnic diversity, flexibility, adaptability, understanding of diverse cultures, knowledge of business practices in their home country and a different approach and style of thinking and problem-solving.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers more than 250 undergraduate and graduate degree programs to more than 33,000 students and manages a research portfolio of $504 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.
2016-2017 Academic Year

**Race**

- **Undergraduate Students**
  - 25,741
  - 66% White
  - 10% Asian
  - 6% Nonresident Alien
  - 6% Hispanics of any race
  - 4% Black/African American
  - 4% Nonresident Alien

- **Graduate Students**
  - 4,860
  - 46% White
  - 41% Hispanic of any race
  - 3% Black/African American
  - 2% Asian
  - 2% Nonresident Alien
  - 1% Not reported

- **Veterinary Medicine Students**
  - 489
  - 76% White
  - 72% Female
  - 1% Not reported

**Gender**

- **Undergraduate Students**
  - 25,741
  - 43% Female
  - 57% Male

- **Graduate Students**
  - 4,860
  - 46% Female
  - 54% Male

- **Veterinary Medicine Students**
  - 489
  - 72% Female
  - 27% Male

**2016-2017 On-Campus Enrollment**

- **31,090**
- **Top 5 states of out-of-state freshmen**
  1. New Jersey
  2. Maryland
  3. Pennsylvania
  4. North Carolina
  5. New York

**2016-2017 Rankings**

*Virginia Tech is consistently recognized for its value and the quality of its programs. These rankings represent a few of the broader measures of excellence that the university garners.*

**Undergraduate**

- U.S. News & World Report’s “America’s Best Colleges 2017” (fall 2016)
  - Among national public universities: 27th
  - Among all national universities: 74th

- College of Engineering: 8th among public institutions; 16th overall

- Pamplin College of Business: 27th among public institutions; 43rd overall

- Grado Department of Industrial and Systems Engineering: 5th

**Graduate**

- U.S. News & World Report’s “America’s Best Graduate Schools 2017” (spring 2017)
  - #7: Evening MBA program
  - #7: Civil Engineering
  - #6: Environmental and Environmental Health Engineering
  - #6: Industrial/Manufacturing/Systems

**Average SAT Percentile, Entering Freshmen**

<table>
<thead>
<tr>
<th>Year</th>
<th>Math</th>
<th>Verbal</th>
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</thead>
<tbody>
<tr>
<td>2007</td>
<td>617</td>
<td>586</td>
</tr>
<tr>
<td>2008</td>
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<tr>
<td>2015</td>
<td>624</td>
<td>588</td>
</tr>
<tr>
<td>2016</td>
<td>621</td>
<td>591</td>
</tr>
</tbody>
</table>

*Verbal is now called Critical Reading

**2016-2017 On-Campus Enrollment by College**

- **Agriculture & Life Sciences**
- **Architecture & Urban Studies**
- **Business**
- **Engineering**
- **Intercollege**
- **Natural Resources & Environment**
- **Science**
- **Veterinary Medicine**
### College of Agriculture and Life Sciences
- Agribusiness
- Agricultural Sciences
- Agricultural Technology
- Agriculture Undecided
- Animal and Poultry Sciences
- Applied Economic Management
- Biochemistry (College of Agriculture & Life Sciences)
- Crop and Soil Sciences
- Dairy Science
- Environmental Horticulture
- Environmental Science
- Food Science and Technology
- Human Nutrition, Foods and Exercise
- Landscape Contracting
- Life Sciences Undecided

### College of Architecture and Urban Studies
- Architecture
- Art History, Studio Art, and Visual Comm. & Graphic Design
- Building Construction
- Environmental Policy and Planning
- Industrial Design
- Interior Design
- Landscape Architecture
- Public and Urban Affairs
- Real Estate

### College of Business
- Accounting and Information Systems
- Business (undecided)
- Business Information Technology
- Finance
- Hospitality and Tourism Management
- Management
- Marketing

### College of Engineering
- Aerospace Engineering
- Biological Systems Engineering
- Chemical Engineering
- Civil & Environmental Engineering
- Computer Engineering
- Computer Science
- Construction Engineering and Management
- Electrical Engineering
- Engineering Science and Mechanics
- General Engineering
- Industrial and Systems Engineering
- Materials Science and Engineering
- Mechanical Engineering
- Mining Engineering
- Ocean Engineering

### College of Liberal Arts and Human Sciences
- Classical Studies
- Communication Studies
- Consumer Studies
- Creative Writing
- Criminology
- English, Literature & Language
- Family & Consumer Sciences
- Fashion Merchandising and Design
- French
- German
- History
- Human Development
- International Public Policy
- International Relations
- International Studies
- Liberal Arts, Undecided
- Literature and Language
- Multimedia Journalism
- Music
- National Security and Foreign Affairs
- Philosophy
- Political Science
- Pre-Education and Human Sciences
- Professional and Technical Writing
- Property Management
- Public Relations
- Religion & Culture
- Residential Environments and Design
- Russian
- Sociology
- Spanish
- Theatre and Cinema

### College of Natural Resources and Environment
- Environmental Informatics
- Environmental Resources Management
- Fish Conservation
- Forestry
- Geography
- Meteorology
- Natural Resources (undecided)
- Natural Resources Conservation
- Packaging Systems and Design
- Sustainable Biomaterials
- Water, Resources, Policy, and Management
- Wildlife Conservation

### College of Science
- Biochemistry (College of Science)
- Biology
- Chemistry
- Clinical Neuroscience
- Cognitive and Behavioral Neuroscience
- Computational and Systems Neuroscience
- Computational Modeling and Data Analytics
- Economics (College of Science)
- Experimental Neuroscience
- General Biosciences
- Geosciences
- Mathematics
- Microbiology
- Nanoscience
- Neuroscience
- Physics
- Psychology
- Statistics
- Systems Biology

### Additional Career Paths
Continued from page 8...

**Pre-Health Professions.** Students will choose a major and receive guidance on the specific requirements of professional schools from an advisor on our Health Professions Advising team.

For students interested in the human health professions or veterinary medicine, undergraduate study at Virginia Tech provides a solid academic background for graduate or professional school. Academic advisors are available to guide students planning to pursue careers in medicine, dentistry, optometry, pharmacy, physical therapy, clinical science, or veterinary medicine.

**Pre-Law.** Because no particular course of study is required to go to law school, undergraduate students will choose a major and receive guidance on the specific requirements for their particular major from a departmental advisor.

**Pre-Veterinary Medicine.** Undergraduate students will choose a major and receive guidance on the specific requirements of professional schools from an advisor on our Health Professions Advising team.

For students interested in veterinary medicine, undergraduate study at Virginia Tech provides a solid academic background for graduate or professional school.

### XT: Explore Technology Program
XT allows students to explore majors related to technology and adds technological skills to other existing majors. All students in XT will take the Exploring Technology Pathways to Success First Year Experience (FYE) course. This course allows students to explore different majors that fit their skills and interests. In addition to the XT FYE course, students will take courses in programming, data analysis, and technological applications. These courses will allow students to explore different aspects of technology in different majors and improve skills as in preparation for the 21st century workforce.
T he Career and Professional Development Employer Relations Team provides many opportunities for you to increase engagement on campus and connect with students from different academic majors.

Getting Started with Hokies4Hire

When recruiting at Virginia Tech you should register for a Hokies4Hire account. Hokies4Hire is Career and Professional Development’s on-line management system for connecting students and employers. Registration is free and benefits include the ability to:

✓ Post jobs for full-time, internships, co-ops, and part-time opportunities
✓ View student resumes
✓ Schedule On-Campus Interviews
✓ Register for career fairs sponsored by Career and Professional Development
✓ Advertise Information Sessions

Registering For Your Account

You can register for a Hokies4Hire account at http://www.myinterface.com/vt/employer. Once the required information has been submitted, the Employer Relations Team will then review your request and contact you if there are any questions about your registration. You will be notified via email when your account is approved.

Post Jobs and Use the Student Search Feature

There is no charge to post your job(s) in the Hokies4Hire database, and your postings will be visible to students 24/7/365. The student search feature allows you to search for potential candidates by major, degree, graduation date, and other key word searches. After conducting a search, you can download or print resumes and contact those students directly.

Position Statement about Campus Recruiting and Job Postings by Employer Organizations

Career and Professional Development provides and supports opportunities for students to explore and pursue a wide variety of career options. Among these options are job postings, recruitment visits, and career fairs that bring hundreds of prospective employers, including private businesses, non-profit organizations, and government agencies, to campus each year. Many of the career fairs are sponsored and hosted by various departments, student organizations, and colleges on campus. Career and Professional Development advertises these career fairs and helps to prepare students to learn the job search skills they need to be successful.

Career and Professional Development also hosts prospective employers in the Smith Career Center throughout the academic year so that they can conduct interviews with students through the On-Campus Interviewing Program and offer information sessions. Providing space for prospective employers on campus, and enabling employers to post jobs, does not imply an endorsement of the missions or activities of any visiting or posting organization. As an academic institution, we strongly encourage students to research information and options in order to make informed employment choices.

Planning and Scheduling Your Virginia Tech Visit

Building and maintaining a relationship are key elements for recruiting success. Make the most of any visit to campus by contacting Lisa Boothe, Assistant Director for Employer Relations, 540-231-8875 or Jim Henderson, Associate Director for Employer Relations, 540-231-8079. Employer Relations staff can create a custom agenda for your organization to interact with various departmental contacts throughout campus. Campus visits provide an opportunity for you to discuss your organization and your hiring needs.

Expectations of Employers

Employing organizations that recruit Virginia Tech students are expected to follow the Principles for Ethical Professional Practice (page 17) established by the National Association of Colleges and Employers. Students who believe an employer has not acted in accordance with professional standards in the job search process are asked to please contact us to discuss the matter.

Expectations of Students

Career and Professional Development expects students who are conducting a job search — whether for an internship, a cooperative education position, or a permanent position to begin at graduation — to conduct themselves in an ethical and responsible manner. Specifically,

• Students should attend scheduled interviews.
• Students should not renege after accepting an employment offer.

Employers who believe a student has not acted in accordance with these expectations are asked to contact a member of the Employer Relations staff.

Steps to Participate in the OCI Program:

• Schedule interview date(s)
• Provide specific information related to your interview date (job description, your interview schedule(s) timing)
• Schedule optional information session
• Review resumes and make candidate selection
• Conduct one-on-one interviews in Smith Career Center

Interviews are Scheduled:

• Late September to early December
• Late January to early April
• Dates can be secured during other times of the year using our informal process

To Schedule Your Interview Dates:

• Reservations begin approximately 10 months before interviews begin, beginning January for the next academic year. Interview space is limited and may fill quickly. However, we encourage you to contact us at any time to discuss fall recruiting dates.
• Visit the Hokies4Hire website (www.myinterface.com/vt/employer) or contact our Employer Relations Staff to reserve dates at hireahokie@vt.edu.

The Informal Interview Program

If the formal program does not meet your needs, the informal program permits you to visit on shorter notice and during weeks outside the formal program schedule. We will provide interviewing space as available. To participate:

• Collect resumes from students through means convenient to you. Access resumes on-line through Hokies4Hire or other sources such as job fairs, resume books, job postings, presentations to student groups, unsolicited resumes you have received, etc.
• Contact our Employer Relations Staff to establish an interview date at hireahokie@vt.edu.
• You contact your selected students to establish the interview schedule.

Virtual Interviews

Does your organization want to recruit on campus but have budget constraints for travel? Think about using Skype to schedule your campus interviews. Our office has several interview rooms equipped with computers to allow for Skype interviewing. Please speak with our staff regarding Skype interviews please contact us at hireahokie@vt.edu.

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The On-Campus Interviewing Program (Formal OCI Program)

The On-Campus Interviewing program enables you to interview in our comfortable facility and meet with many students during your campus visit. You may interview for internships, cooperative education positions, and permanent employment positions for graduating students. Interview rooms are available Monday-Friday 8:30am - 4:30pm. Schedule your on-campus interviewing date by contacting Donna Weikel, Employer Relations Coordinator, 540-231-8089 or by logging into Hokies4Hire to reserve interview space.

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• Students should not renege after accepting an employment offer.

Employers who believe a student has not acted in accordance with these expectations are asked to contact a member of the Employer Relations staff.
Interview time slots are usually 30 minutes; occurring during business hours 8:30 am and 4:30 pm.

Student and employer deadlines are based on the interview week.

Interview dates are booked by employer through Career and Professional Development in advance; scheduling opens 10 months before interviews begin.

Interviews are held at Career and Professional Development in the Smith Career Center.

### 2017-2018 on-campus interviewing dates

<table>
<thead>
<tr>
<th>Interview Week</th>
<th>Dates</th>
<th>Student application deadline</th>
<th>Employers Prescreening Deadline: Employers have 3 days after application deadline to review resumes. Submit names of invited &amp; alternate students in Hokies4Hire</th>
<th>Deadline for all student sign up and cancellation in Hokies4Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Sept. 18-22</td>
<td>Sept. 3</td>
<td>Sept. 6</td>
<td>Sept. 14</td>
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<tr>
<td>2</td>
<td>Sept. 25-29</td>
<td>Sept. 10</td>
<td>Sept. 13</td>
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<td>3</td>
<td>Oct. 2-6</td>
<td>Sept. 17</td>
<td>Sept. 20</td>
<td>Sept. 28</td>
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<tr>
<td>4</td>
<td>Oct. 9-13</td>
<td>Sept. 24</td>
<td>Sept. 27</td>
<td>Oct. 5</td>
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<td>7</td>
<td>Oct. 30-Nov. 3</td>
<td>Oct. 15</td>
<td>Oct. 18</td>
<td>Oct. 26</td>
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<tr>
<td>8</td>
<td>Nov. 6-10</td>
<td>Oct. 22</td>
<td>Oct. 25</td>
<td>Nov. 2</td>
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<tr>
<td>9</td>
<td>Nov. 13-17</td>
<td>Oct. 29</td>
<td>Nov. 1</td>
<td>Nov. 9</td>
</tr>
<tr>
<td>Nov. 20-24</td>
<td>Thanksgiving break week.</td>
<td>No interviewing.</td>
<td></td>
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<tr>
<td>10</td>
<td>Nov. 21-Dec. 1</td>
<td>Nov. 5</td>
<td>Nov. 8</td>
<td>Nov. 16</td>
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<td>Spring 2018</td>
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</tr>
<tr>
<td>1</td>
<td>Feb. 5-9</td>
<td>Jan. 21</td>
<td>Jan. 24</td>
<td>Feb. 1</td>
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<tr>
<td>2</td>
<td>Feb. 12-16</td>
<td>Jan. 28</td>
<td>Jan. 31</td>
<td>Feb. 8</td>
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<td>3</td>
<td>Feb. 19-23</td>
<td>Feb. 4</td>
<td>Feb. 7</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Mar. 5-7</td>
<td>Spring break week.</td>
<td>No interviewing.</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Mar 12-16</td>
<td>Feb. 18</td>
<td>Feb. 21</td>
<td>Mar. 1</td>
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<td>6</td>
<td>Mar. 19-23</td>
<td>Feb. 25</td>
<td>Feb. 28</td>
<td>Mar. 15</td>
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<td>Mar. 26-30</td>
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<td>Mar. 7</td>
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<td>8</td>
<td>Apr. 2-6</td>
<td>Mar. 11</td>
<td>Mar. 14</td>
<td>Mar. 29</td>
</tr>
</tbody>
</table>

### On-Campus Interviewing Tips for Success

**Complete Your Schedule Details by the Designated Deadline**

It is important to enter your schedule details early so that students have ample time to apply for your jobs/on-campus interviewing dates. We recommend two to three weeks prior to the student resume deadline.

**Pre-select Students by the Designated Deadline**

Follow the instructions sent to you by Employer Relations staff for making your student pre-selections. Once the student resume deadline has passed, you will have three days to make your pre-selections.

**Provide Your Recruiters with Details of Interviews**

Often representatives who make arrangements for an on-campus interviewing date are not those who actually come to campus to conduct the interviews. Be sure to provide representatives coming to campus with information regarding interview location, schedules, resumes, parking pass and Employer Relations staff contact information.

**Review and Print Your On-Campus Interview Schedules**

The primary contact for on-campus interviews will receive an email prior to coming to campus. The email will include instructions for reviewing and printing your schedules and resumes. Please print schedules and resumes for each of your recruiters.

**On-Campus Interviewing Tips for Success**

**Recruiter Evaluation**

Please complete the recruiter evaluation located in each interview room and return it to the receptionist at the front desk. This information is used by our office to ensure we are providing excellent customer service to our employers.

**Presentations to Student Organizations**

There are over 900 student organizations on campus. Many student organizations hold career/professional development meetings and events. Interaction with a student organization provides additional branding opportunities. Use the link for GobblerConnect to identify relevant organizations and offer to sponsor one of their meetings: [http://gobblerconnect.vt.edu](http://gobblerconnect.vt.edu).

**Bring Materials and Business Cards**

We suggest that each recruiter bring business cards to give to students who may ask for them during the interview.

**Building Your Brand at Virginia Tech**

**Career and Professional Development**

- Endorses the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice. We ask employers to be aware of, and voluntarily abide by the NACE Principles for Ethical Professional Practice. The principles are listed on page 17.

- University and Career and Professional Development weather-related closing policy: if the university closes early, closes for the day, or has a delayed opening, Career and Professional Development must do likewise. This policy would impact On-Campus Interviewing. ([http://career.vt.edu/about/Cancellation-Policy.html](http://career.vt.edu/about/Cancellation-Policy.html)).
Information Sessions

Information sessions are an opportunity to educate students about your organization and the opportunities available. Some employers choose to schedule information sessions the evening prior to an interview day. This allows employers to meet with students in a less formal atmosphere and share general information about their organization so the interview time can be spent more effectively.

On-Campus Information Sessions

Information sessions are held in the Smith Career Center as well as other locations on campus. Our meeting spaces will accommodate 25-40 students for your event and include audiovisual equipment. Meeting space is free Monday – Friday from 9:00am – 4:00pm. There is a charge for any space used in the Smith Career Center after normal business hours.

To arrange an information session in the Smith Career Center, contact:
Employer Relations
540-231-6776
hireahokie@vt.edu

To arrange an information session elsewhere on campus, contact:
*Event Planning Office:
540-231-5005
psarah@vt.edu

*The Event Planning Office will notify Career and Professional Development of your arrangements, and your information session will be publicized on-line through Hokies4Hire.

Off Campus Information Sessions

If you arrange an information session off campus, please notify a member of the Career and Professional Development Employer Relations staff of the location if you would like for our office to publicize your event on-line through Hokies4Hire.

Tips for Successful Information Sessions

- Conduct your information session early in the semester or the day before holding on-campus interviews. Information sessions held early in the semester and several weeks before your interviews will raise student awareness of your organization and increase the number of resumes you may receive for your on-campus interviews.
- Your presenter should know your organization very well. He/she should be approachable. Students’ initial connection with your organization will be with that person.
- Information sessions should be short (typically no longer than one hour) and should allow some time for student questions.
- Provide refreshments for your information session. Employer Relations Staff can make recommendations for local caterers.
- Bring door prizes or give-aways.

Publicity to Students

Employers are encouraged to email an invitation to those students they plan to interview or other students they want to recruit. Employer information sessions are publicized to students on-line through Hokies4Hire. Career and Professional Development strongly encourages students to attend employer information sessions. We ask employers to be aware that students sometimes have schedule conflicts that prevent them from attending all sessions in which they have an interest.

Alcohol Policy

Career and Professional Development follows the policy of most career centers at universities which state that serving alcohol should not be part of the recruitment process. We ask you to voluntarily abide by this policy.

Career/Job Fairs

Career and Professional Development follows the policy of most career centers at universities which state that serving alcohol should not be part of the recruitment process. We ask you to voluntarily abide by this policy.

Employer Sponsorship Program

The Employer Partnership Program provides opportunities for your organization to collaborate with Career and Professional Development and create additional awareness of your organization. This program is designed to increase employer branding and visibility to our students and to help fund many of our student products and services. Included in the partnership program are opportunities to enhance your visibility within Career and Professional Development, Career and Professional Development website presence, and opportunity to support and participate in events held by our office. If you would like additional information regarding these opportunities, please contact Jim Henderson (email: jim.henderson@vt.edu or telephone: 540-231-8079).

<table>
<thead>
<tr>
<th>Platinum (1K)</th>
<th>Gold (2K)</th>
<th>Silver (3K)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY</td>
<td></td>
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<tr>
<td>Organization logo on large screen TVs in Smith Career Services Building</td>
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<tr>
<td>Recognition plaque with organization name on Sponsorship Wall</td>
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<tr>
<td>Two free information sessions in Smith Career Services Building</td>
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<tr>
<td>CAREER &amp; PROFESSIONAL DEVELOPMENT WEBSITE PRESENCE</td>
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<tr>
<td>Organization logo on Career and Professional Development websites</td>
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<tr>
<td>EVENT INVOLVEMENT</td>
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<tr>
<td>Waived registration fee for Spring Connection Job Fair</td>
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<tr>
<td>Sponsor of Career and Professional Development Career Fair (Open House or Employer Dinner)</td>
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Additional branding options can be included in any sponsorship package, such as sponsorship of on-line student resource, naming of interview rooms and much more. 100% of money from the Employer Partnership Program goes directly to student services, programs and resources.
Cooperative Education and Internship Program (CEIP)

<table>
<thead>
<tr>
<th>Internship</th>
<th>Cooperative Education</th>
</tr>
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<tbody>
<tr>
<td>Part-time or full-time*</td>
<td>Full-time</td>
</tr>
<tr>
<td>Paid or unpaid</td>
<td>Paid</td>
</tr>
<tr>
<td>Students usually work during the school breaks, particularly summer, so as not to interfere with classes</td>
<td>Structured Experience integrating classroom studies with learning through productive work experiences</td>
</tr>
<tr>
<td>One-term work experience, lasting 6-12 weeks</td>
<td>Traditionally students work 3 work terms, alternating between work terms and school terms</td>
</tr>
<tr>
<td>Some academic departments offer academic credit for internships</td>
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</tbody>
</table>

The Cooperative Education & Internship Program is a partnership among our office, employers and students. This program prepares students for participation in full-time internships and co-ops in order to provide employers with qualified candidates to meet short-term employment needs and offers a more effective way to select and train future full-time staff. Your role in the program includes:

- Developing a job description and criteria for eligibility
- Reviewing resumes and conducting interviews to select students
- Finalizing agreement on responsibilities, pay and work schedules with the student in the offer letter
- Assisting students with the development of their learning objectives
- Providing supervision on the job and evaluating student performance
- Providing a work experience related to a student’s career or academic field

*If an employer hires a student as an intern (one term only) through the Cooperative Education & Internship Program, the internship must be a full-time position related to the student’s academic or career goals. It may occur during the summer, fall or spring.

The dedicated individuals who make up the membership of the National Association of Colleges and Employers (NACE) are involved in an important process—helping students choose, prepare for, and attain personally rewarding careers.

NACE’s Principles for Ethical Professional Practice are designed to provide everyone involved in the career development and employment process with two basic precepts on which to base their efforts: maintain a recruitment process that is fair and equitable; support informed and responsible decision making by candidates.

The environment in which we all work is subject to continuous and rapid change, with advances in technology, increased competition, diversifying constituencies, and differences among generation. Therefore, the Principles are intended to serve as an enduring framework within which those involved in the career development and employment processes operate and as a foundation upon which professionalism and ethical behavior are promoted. NACE members are expected to use the Principles to guide processes, decisions, and outcomes.

The Principles for Ethical Professional Practice Committee is in place to provide leadership in the ethics area and facilitate the ongoing dialogue on ethics-related issues. The committee also provides advisory opinions to members on the application of the Principles, acts as an informational clearinghouse for various ethical issues, and periodically reviews and recommends changes to the Principles.

**Principles**

1. **Practice reasonable, responsible, and transparent behavior ...**
   ... that consciously avoids harmful actions by embodying high ethical standards... by clearly articulating and widely disseminating your organization’s policies and guidelines... that guarantees equitable services for all constituencies... that is commensurate with professional association standards and principles... when resolving differences and addressing concerns... by nurturing sustainable relationships that are respectful and transcend transactions.

2. **Act without bias ...**
   ... when advising, servicing, interviewing, or making employment decisions... when defining what constitutes employment.

3. **Ensure equitable access ...**
   ... without stipulation or exception relative to contributions of financial support, gifts, affiliation, or in-kind services... in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, or economic status... by proactively addressing inclusivity and diversity.

4. **Comply with laws ...**
   ... associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action... in a timely and appropriate way if complaints of non-compliance occur... and respond to complaints of non-compliance in a timely and prudent manner.

5. **Protect confidentiality of ...**
   ... all personal information related to candidates and their interviews, engagement with services, programs, and resources... student information related to professional plans.

Approved by the NACE Board of Directors. Posted June 2017. Effective August 1, 2017.
2015-2016 Post Graduation Report

Career & Professional Development collects and publishes this data on behalf of the university. Information is collected from those who completed their undergraduate degree via survey open through six months after commencement.

What are graduates doing after graduation?
45% Employed or have accepted a job offer (not employed by self or family)
17% Admitted to continuing education
16% Seeking employment, but don’t yet have a job offer
5% Both seeking employment and applying to continue education
5% Plan to continue education, but details not firm yet
4% Have job offer(s), but undecided on accepting
3% U.S. military service commitment
3% Plan to seek employment later
1% Self-employed or working in a family-owned business
1% Service/volunteer program (non-military)

When did students receive offers?
March 2016 (4-6 months prior to May commencement)
April 2016 (0-1 month prior to commencement)
May commencement to August 2016 (0-3 months after commencement)

How many job offers did students receive?
43% One
31% Two
14% Three
5% Four
5% Five or more

When did students receive offers?

December 2015 graduates
34% Before September 2015
32% November or December 2015
24% September or October 2015
7% January, February or March 2016
3% After March 2016

May - Summer 2016 graduates
50% Before January 2016
27% After Spring Break 2016 - May 2016
18% January 2016 through Spring Break 2016
4% June, July or August 2016
1% After August 2016

Do you consider your job to be related to your... ...career goals?
77% Yes
23% Somewhat
0% No

...college major?
67% Yes
25% Somewhat
8% No

The full Post-Graduation Report can be found on http://www.career.vt.edu/
Use the checklist below to identify ways in which you can optimize your recruiting efforts!

**CAREER FAIRS**
- Send the right people to events on campus. Bring dynamic, engaging, and approachable staff.
- Leverage your recent alumni.
- Use space in Career and Professional Development to conduct your next day interviews (contact our office at 540.231.8089 to reserve interview rooms).
- Attend appropriate career fairs to optimize your recruiting $$$.
  - Architecture & Design (February)
  - Business Horizons (September and January)
  - CAMEO Engineering CareerFest (February)
  - Civil and Environmental Engineering (October and February)
  - Computer Science Resources Consortium (September and February)
  - Connection (October and February)
  - Engineering Expo [September]
  - Hospitality & Tourism Management (February)
  - Myers-Lawson School of Construction (October and February)
  - Natural Resources and Environment (September)
  - Property Management (March)

**CONNECT WITH CAREER AND PROFESSIONAL DEVELOPMENT EMPLOYER RELATIONS & FACULTY**
- Schedule a telephone call with Employer Relations to discuss your recruiting strategy.
- Schedule a campus visit to meet with Career and Professional Development as well as departmental representatives (our office can create a custom agenda for your organization).
- Take advantage of Career and Professional Development partnership opportunities.
- Host a visit with Employer Relations/Faculty at your location.

**CONNECT WITH STUDENTS**
- Create an ambassador program using current intern/co-op students to tell your organization’s story when on campus.
- Invite individual students to attend your career fairs, information sessions, etc. (Use Hokies4Hire, networking opportunities, classroom presentations to identify those students).
- Participate in the Cooperative Education & Internship Program.
- Participate in the Formal On-Campus Interviewing Program (late September – early April).
- Reach out to student organizations/sponsor a student organization meeting.
- Schedule an information session on-campus.

**UTILIZE HOKIES4HIRE**
- Post job opportunities for full-time, internship, externship, co-op, and part-time employment.
- Use the “Student Search” feature.
- Schedule On-Campus Interviewing Program dates.
- Register for career fairs held by Career and Professional Development.

Would you like additional information on any of these services/resources? Please contact us at 540.231.6776

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**2017-2018 academic calendar**

**Fall 2017**
- Monday, August 28: Classes Begin
- Monday, September 4: Labor Day (No Classes - University Offices Closed)
- Friday, October 13: Fall Break Begins (No Classes - University Offices Open)
- Sunday, October 15: Fall Break Ends
- Saturday, November 18: Thanksgiving Holiday Begins
- Sunday, November 26: Thanksgiving Holiday Ends
- Wednesday, December 13: Classes End
- Thursday, December 14: Reading Day
- Friday, December 15: Exams Begin
- Wednesday, December 20: Exams End
- Thursday, December 21: University and Graduate School Commencement Ceremonies

**Spring 2018**
- Monday, January 15: Martin Luther King Holiday (No Classes - University Offices Closed)
- Tuesday, January 16: Classes Begin
- Sunday, March 3: Spring Break Begins
- Sunday, March 11: Spring Break Ends
- Wednesday, May 2: Classes End
- Thursday, May 3: Reading Day
- Friday, May 4: Exams Begin
- Wednesday, May 9: Exams End
- Thursday, May 10: Graduate Commencement Ceremony and Senior Day
- Friday, May 11: University Commencement and College and Departmental Ceremonies
- Saturday, May 12: College and Departmental Commencement Ceremonies
Career and Professional Development is located in the Smith Career Center, highlighted in red on the map below. The closest parking is the Coliseum Lot, referred to as Washington Street Parking Lot on the map below (also highlighted in red).

Parking passes are required for visitors. If you are planning a trip to visit our office, please let us know so we can provide you with a visitor pass. Visitor passes will be emailed to employers participating in on-campus interviewing the week prior to the interview date. Visitor passes can also be obtained at the Visitor Center located at 925 Prices Fork Road.

With a visitor parking pass, you may park in any section for F/S (faculty/staff) or C/G (commuter/graduate student). DO NOT PARK in spaces designated C/P (carpool passes only) or handicapped spaces.

notes

To reach the campus from Interstate 81 (southbound and northbound):
- Take Exit 118.
- Take Exit 118B onto U.S. 460 West. Follow the signs for Blacksburg/Virginia Tech.
- To reach the Visitor Center, continue on U.S. 460 for 8.5 miles to the Prices Fork Road exit called “Downtown.” Turn right at the first traffic light on Prices Fork Road.
- Take an immediate right into the Visitor and Undergraduate Admissions Center.

To reach the campus from Interstate 77 (northbound):
- Take exit 32 onto I-81 North. Continue for about 36 miles to Exit 118. There is only one exit ramp serving multiple exits; missing the ramp means a trip north to Exit 128 to turn around.
- Take Exit 118B onto U.S. 460 West, then follow the directions on the left.

To reach the campus from Interstate 77/West Virginia Turnpike (southbound):
- In West Virginia, take Exit 9, “U.S. 460-Princeton/Pea Ridge, VA.” Turn left at the stoplight onto U.S. 460 East.
- Continue on U.S. 460 East for about 44.9 miles. Take the Toms Creek Road exit and turn left onto Toms Creek Road.
- Turn right onto University City Boulevard at the first traffic light. Continue on University City Boulevard for about 1.2 miles until reaching the Prices Fork intersection (third light on University City Boulevard). Go straight at the light.