



CAREER AND PROFESSIONAL
DEVELOPMENT
VIRGINIA TECH

EMPLOYER GUIDE TO RECRUITING

AT VIRGINIA TECH®



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THE GARNETT E. AND PATSY T. SMITH CAREER CENTER



Jim Henderson
Associate Director for
Employer Relations



Lisa Boothe
Employer Relations
Industry Manager



Donna Weikel
Employer Relations
Coordinator

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. Career and Professional Development at Virginia Tech 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, engaged approach to education by preparing scholars to be leaders in their fields and communities. Virginia Tech offers 280 undergraduate and graduate degree programs to more than 37,000 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 employment 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 Virginia Tech students.

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

The Employer Relations Team works with your organization to create a strategic plan for recruiting on Virginia Tech's campus. Our goal is to connect your organization to those resources and services we offer as well as help to get your organization in front of the right audiences who can be helpful in your recruiting efforts.

We look forward to working closely with your organization. Please contact us with any questions, suggestions or concerns. We appreciate the great opportunities you provide to our students!

-Virginia Tech Employer Relations Team

CAREER AND PROFESSIONAL DEVELOPMENT

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 believe in purpose:

Actively discovering and pursuing purpose leads to more valuable and impactful professionals who feel personally fulfilled and live up to our university motto, *Ut Prosim*, that I may serve.

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 and our partners about navigating the world of work.

We build relationships:

Our expertise, experience, connections, and energy are available to all whom we serve. Our valuable connections build relationships that build careers that build a better world.

We are catalysts:

We help students discover where they want to go and help them make that happen. We motivate and challenge students to aim higher. Every person is different, and we are here to serve their diverse needs.

We are a team:

Our team members are professionals who work together. We pursue healthy and productive working relationships through open communication, mutual respect, and collaboration, while growing in our collective professional development.

ABOUT VIRGINIA TECH

Founded in 1872, Virginia Tech has approximately 213 campus buildings, a 2,600 acre main campus, a significant presence in the commonwealth, including the Innovation Campus in Northern Virginia, the Health Sciences and Technology Campus in Roanoke and sites in Newport News and Richmond; educational and research facilities; a study-abroad site in Switzerland, and an 1,800 acre agriculture research near the main campus.

Student Population

38,170
(79.8% undergraduate
20.2% graduate)

Degrees

110 undergraduate degree programs
170 master's and doctoral degree programs

Colleges

Agriculture & Life Sciences
Architecture and Urban Studies
Business
Engineering
Liberal Arts and Human Sciences
Natural Resources and Environments
Science

Rankings

75 Best National Universities
#250 Best Global Universities
(US News & World Report - 2022)

Special Academic Programs

The Cooperative Education and Internship Program allows sophomores and juniors to alternate semesters of study with semesters of professional work.

The Honors College inspires and facilitates an extraordinary education for students of exceptional motivation and ability who seek to be active learners and will apply their knowledge and skills to critical real-world problems.

The Virginia Tech 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.

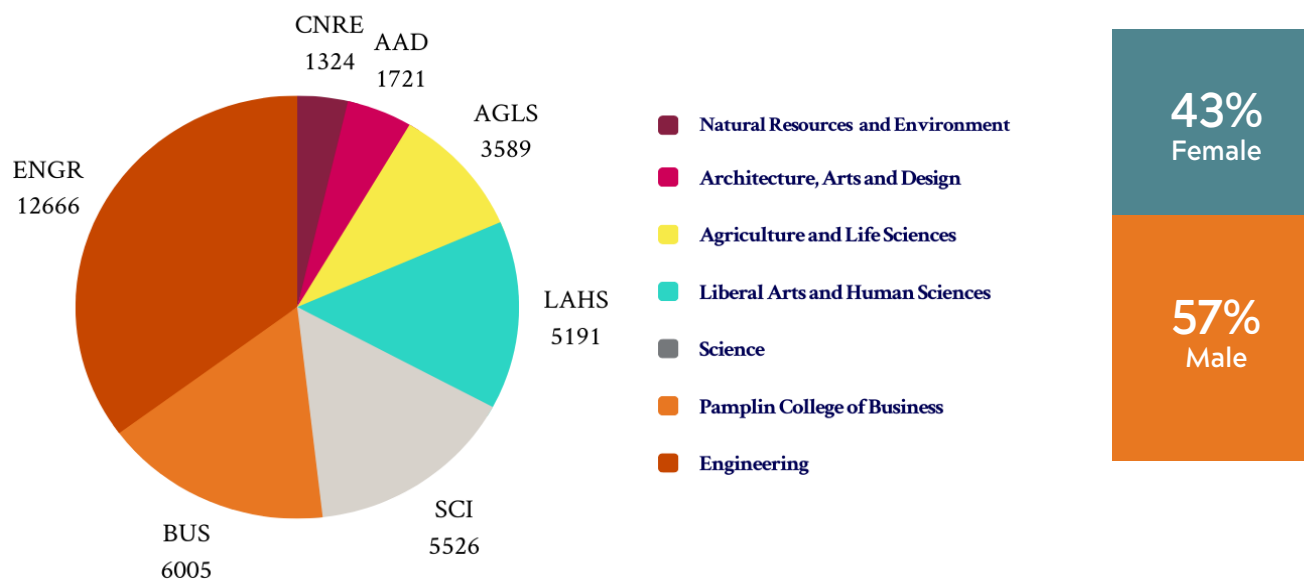
Cybersecurity

Virginia Tech offers multidisciplinary opportunities in cybersecurity education and research, with participating faculty from the departments of Computer Science, Electrical and Computer Engineering, Political Science, and Business. With its strong engineering and science focus, Virginia Tech offers deeply technical undergraduate and graduate programs in cybersecurity. Centers such as the Hume Center for National Security and Technology researches defense and intelligence applications of cyber attack and defense.

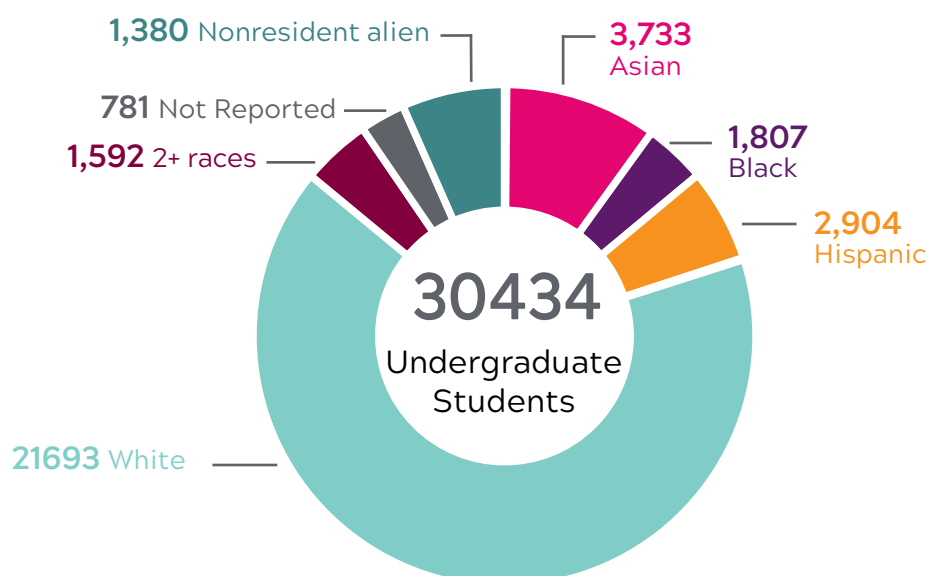


38,170 full and part-time student enrollment

Enrollment By College



Enrollment By Gender





UNDERGRADUATE MAJORS

COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Agribusiness
Agricultural Sciences
Agricultural Technology
Animal & Poultry Sciences
Biochemistry
Community Economic Development
Crop & Soil Sciences
Dairy Science
Environmental Economics: Management and Policy
Environmental Horticulture
Environmental Science
Food & Health Systems Economics
Food Science & Technology
Human Nutrition, Foods & Exercise
Integrated Agriculture Technologies
International Trade and Development
Landscape Horticulture & Design
Plant Science

COLLEGE OF ARCHITECTURE, ARTS AND DESIGN

Architecture
Art History
Cinema
Creative Technologies
Graphic Design
Industrial Design
Interior Design
Landscape Architecture
Music
Studio Art
Theatre Arts

COLLEGE OF BUSINESS

Accounting & Information Systems
Business Information Technology
Cybersecurity Management and Analytics
Entrepreneurship, Innovation and Technology Management
Finance and Real Estate
Financial Planning and Wealth Management
FinTech and Big Data Analytics
Hospitality & Tourism Management
Human Resource Management
Management
Management Consulting and Analytics

Marketing
Real Estate for Commerical Properties
Real Estate for Residential Properties

COLLEGE OF ENGINEERING

Aerospace Engineering
Biological Systems Engineering
Biomedical Engineering
Building Construction
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science
Construction Engineering & Management
Electrical Engineering
General Engineering
Industrial & Systems Engineering
Materials Science & Engineering
Mechanical Engineering
Mining Engineering
Ocean Engineering

COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES

Advertising
Arabic
Career and Technical Education
Career and Technical Education - Agriculture Education
Childhood Pre-Education
Classical Studies
Communication
Consumer Studies
Creative Writing
Criminology
Elementary Education (PK-6)
English
English Language Arts Education
Environmental Policy and Planning
European and Transatlantic Studies
Family and Consumer Science
Fashion Merchandising & Design
French
German
History
History and Social Sciences Education
Human Development
Humanities for Public Service
International Public Policy
International Relations
International Studies
Mathematics Education

Multimedia Journalism
National Security & Foreign Affairs
Philosophy
Philosophy, Politics, & Economics
Political Science
Professional & Technical Writing
Property Management
Public Relations
Religion & Culture
Residential Environments & Design
Russian
Smart and Sustainable Cities
Sociology
Spanish
Sports Media and Analytics

COLLEGE OF NATURAL RESOURCES AND ENVIRONMENT

Environmental Conservation & Society
Environmental Data Science
Environmental Resources Management
Fish Conservation
Forestry
Geography
Meteorology
Packaging Systems & Design
Sustainable Biomaterials
Water: Resources, Policy, & Management
Wildlife Conservation

COLLEGE OF SCIENCE

Biological Sciences (Biology)
Chemistry
Clinical Neuroscience
Cognitive & Behavioral Neuroscience
Computational & Systems Neuroscience
Computational Modeling & Data Analytics
Economics
Experimental Neuroscience
Geosciences
Mathematics
Medicinal Chemistry
Microbiology
Nanomedicine
Nanoscience
Physics
Polymer Chemistry
Psychology
Statistics
Systems Biology

The 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.

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.

Career and Professional Development hosts prospective employers in the Smith Career Center throughout the academic year. Employers can conduct interviews with students through the On-Campus Interviewing Program. Providing space for prospective employers on our 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.

GETTING STARTED WITH HANDSHAKE

When recruiting at Virginia Tech, you should register for a Handshake account. Handshake is Career and Professional Development's on-line 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

Handshake

Registering Your Account

You can register for a Handshake account at <https://vt.joinhandshake.com>.

- Create your user account
- Connect with or create a company profile
- Request to connect with Virginia Tech

The Employer Relations team will review your request and Handshake will notify you via email when you are successfully connected with Virginia Tech.

Post Jobs and Use the Student Search Feature

There is no charge to post your job(s) in Handshake, and your postings will be visible to students 24/7/365. The student search feature allows employers with an active job to search for potential candidates. After conducting a search, you can contact those students directly.

HANDSHAKE TIPS: HOW TO

... download applications?

- Select the job and click *Download Applicant Packages*
- Check all the documents you'd like to include and click *Next*
- Click *Confirm* and then retrieve the file
- Applicant Package will also be sent to your email

... send a student a message?

New employers with a trust score of N/A or less than 80 will **not** be able to message students.

- Click *Search Students* tab
- Filter for your criteria
- Click on the small conversation bubbles next to the student's name OR click on their name from the search results
- Scroll down to the actions section of the student profile
- Click *Send a Message*
- Format message & send

Companies can contact up to 100 students per recruiting season (January 1-June 30 and July 1-December 31).

... post an interview schedule to a school?

Virginia Tech offers the following types of interviews through the On-Campus Interviewing Program:

Room Only: Creates a room reservation, but employer will sign students up for interviews outside of Handshake.

Open: Allow any student that meets specified job requirements to reserve an interview slot without manual approval.

Preselect: Define an application period and separate interview sign-up periods for primary and alternate candidates. You will select primary and alternate candidates from the applicant pool after application

period has ended. Candidates designated as primary are allowed to sign up any time after primary sign-up starts. Candidates designated as alternate are allowed to sign up after alternate sign-up start.

To participate:

- Select the interviews tab and click *Request Interview Schedule* in upper right corner
- Fill out the basics section of the form
- Click *Timeline* at bottom of the screen
- Select the date for your on-campus interviews and how many rooms you need
- Select the time slots you would like to interview
- Attach a job to the schedule
- Review and select *Request*

... add a job to an interview schedule?

- Select the *Interviews* tab
- Select the interview you would like to attach a job
- Click *Manage Jobs* in the top right corner of the screen
- Select from the options to add a job:
 - **Create New Job**
 - **Copy Job Details** (use existing job to create new posting, but will not import job applicants)
 - **Use Existing Job** (attach an existing job and its current applicants to the interview schedule)
- When job is attached, click on *Save Changes* in the bottom right corner of the screen
- Students can now apply to your interview schedule through the associated jobs

... download applicants for an interview schedule?

- Select the *Interviews* tab and the interview you're interested in
- Select *Review Applicants*
- Filter to the group of students you are interested in OR place a check mark next to the students you would like to download OR select the top checkbox to select all applicants
- Select *More Actions* and then *Download Applicant Data* to generate a CSV with applicant details

PLANNING AND SCHEDULING YOUR VIRGINIA TECH VISIT

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

THE ON-CAMPUS INTERVIEWING PROGRAM (FORMAL OCI PROGRAM)

The On-Campus Interviewing program enables you to conduct interviews in our comfortable facility and meet many students during your campus visit. You may interview for internships, cooperative education positions, and permanent employment positions for graduating students. Schedule your on-campus interviewing date by contacting Donna Weikel, Employer Relations Coordinator, donnaw@vt.edu, or by logging into Handshake to reserve interview space. Interview rooms are available Monday-Friday 9:00 a.m. - 4:00 p.m. during interview season. Do you want to participate in the On-Campus Interviewing Program but are unable to come to campus? Think about conducting virtual interviews which are also available through the On-Campus Interviewing Program. Our office has multiple rooms equipped with computers to allow for virtual interviews

Steps to Participate in the OCI Program:

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

Interviews are Scheduled:

- Mid-September to mid-November
- Early February to late March
- Other dates can be secured using our informal process

To Schedule Your Interview Dates:

Reservations begin approximately 10 months before the start of interviews and can be scheduled beginning in January for the next academic year. Interview space is limited and may fill quickly. We encourage you to contact us at any time to discuss recruiting dates. Visit Handshake or contact our Employer Relations Staff to reserve dates at donnaw@vt.edu.

THE INFORMAL INTERVIEW PROGRAM

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 sources such as job fairs, resume books, job postings, presentations to student groups, unsolicited resumes you receive, etc.
- Contact the Employer Relations Staff to establish an interview date at donnaw@vt.edu.
- Contact your selected students to establish the interview schedule.

ON-CAMPUS INTERVIEW DATES

DATES	STUDENT APPLICATION DEADLINE	EMPLOYER FINAL PRESCREENING DEADLINE	DEADLINE FOR ALL STUDENT SIGN-UPS AND CANCELLATIONS IN HANDSHAKE
Mon-Fri	Sun 11:59 p.m.	Fri	Thurs 11:59 PM
FALL 2023			
Sept. 11-15	Aug. 27	Sept. 1	Sept. 7
Sept. 18-22	Sept. 3	Sept. 8	Sept. 14
Sept. 25-29	Sept. 10	Sept. 15	Sept. 21
Oct. 2-6	Sept. 17	Sept. 22	Sept. 28
Oct. 9-13	Sept. 24	Sept. 29	Oct. 5
Oct. 16-20	Oct. 1	Oct. 6	Oct. 12
Oct. 23-27	Oct. 8	Oct. 13	Oct. 19
Oct. 30-Nov. 3	Oct. 15	Oct. 20	Oct. 26
Nov. 6-10	Oct. 22	Oct. 27	Nov. 2
SPRING 2024			
Feb 5-9	Jan. 21	Jan. 26	Feb. 1
Feb. 12-16	Jan. 28	Feb. 2	Feb. 8
Feb. 19-23	Feb. 4	Feb. 9	Feb. 15
Feb. 26-Mar. 1	Feb. 11	Feb. 16	Feb. 22
Mar. 4-8	Spring Break - No Interviews		
Mar. 11-15	Feb. 18	Feb. 23	Feb. 29
Mar. 18-22	Mar. 3	Mar. 8	Mar. 14
Mar. 25-29	Mar. 10	Mar. 15	Mar. 21

All interviews are held in the Smith Career Center unless otherwise noted.

Interview timeslots are usually 30 minutes occurring between business hours (9:00 a.m. to 4:00 p.m.).

Students agree to the Missed Interview & Cancellation Policy found on our website before signing up for interviews.

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 schedule details be completed 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. Ensuring you meet the deadline will allow students enough time to select his/her interview timeslot.

Shipping Materials

Employers are permitted to ship materials for on-campus interviews (and information sessions held in Smith Career Center) to our office in advance of your visit. We ask that any materials shipped be sent the week prior to your interviews. Space is limited, so be sure to contact a member of Employer Relations Staff prior to shipping.

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.

Arrive on Time for Interviews

Our office opens at 8:00 a.m. and interviews begin at 8:30 a.m. Please arrive at least 15 minutes prior to your first interview and check in at the reception desk on the second floor of the Smith Career Center to receive your room assignment(s).

Park in Designated Parking Areas

Virginia Tech has partnered with ParkMobile to provide a convenient, contactless electronic payment option for parking on the Blacksburg campus. Recruiters can visit the ParkMobile website or download the ParkMobile app to create an account and pay for parking.

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.

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.

RECRUITING GUIDELINES

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 16.

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 might impact on-campus interviewing. (<http://career.vt.edu/about/Cancellation-Policy.html>).

INFORMATION SESSIONS

Information sessions are an opportunity to educate students about your organization and opportunities. 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. The Smith Career Center can accommodate 20-30 students and includes audiovisual equipment. Meeting space is free Monday - Friday 9:00 a.m. – 4:00 p.m. There is a \$100 charge for space in the Smith Career Center after normal business hours.

To arrange an information session in the Smith Career Center, contact Employer Relations

540-231-8089

donnaw@vt.edu

To arrange an information session elsewhere on campus, contact Event Services*

540-231-5005

https://campuslife.vt.edu/secl_services/event_planning.html

*Please ask Event Services to notify Career and Professional Development of your arrangements if you would like your information session publicized through Handshake.

Off Campus Information Sessions

If you arrange an information session off campus, notify a member of the Employer Relations Staff if you would like to publicize your event through Handshake.

Tips for Successful Information Sessions

- Conduct your information session early in the semester or the day before on-campus interviews
- Information sessions held early in the semester and before your interviews will raise student awareness of your organization and increase the number of resumes you 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 allow some time for questions
- Provide refreshments. 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 and other students they want to recruit. Employer information sessions are publicized to students through Handshake. We strongly encourage students to attend employer information sessions. We ask employers to be aware that students sometimes have scheduling conflicts that prevent them from attending all sessions in which they have an interest.

Alcohol Policy

Serving alcohol should not be part of the recruitment process. This includes receptions, dinners, company tours, etc. We ask you to voluntarily abide by this policy.

PRESENTATIONS TO STUDENT ORGANIZATIONS

There are over 800 student organizations on campus. Many student organizations hold career/professional development meetings and events. Interaction with a student organization provides additional branding opportunities. Use GobblerConnect to identify relevant organizations and offer to sponsor one of their meetings: <https://gobblerconnect.vt.edu>.

CAREER/JOB FAIRS

Career/job fairs provide an opportunity to showcase your organization. There are many career/job fairs affiliated with Virginia Tech sponsored by academic colleges, departments, or student organizations. Career and Professional Development sponsors the Connection fair in both the fall and spring semesters. We know that your time is valuable and want to assist you in selecting the fair(s) that will work best for your recruiting goals. Contact our employer relations staff for guidance on which fair(s) may best meet your recruiting needs. The full list of Virginia Tech affiliated career fairs can be found on our website at <http://career.vt.edu/events/Career-fairs.html>

COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

The Cooperative Education & Internship Program is a partnership among our office, employers, and students. The 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

Internship:

- Part-time or full-time
- Paid or unpaid
- Students usually work during school breaks, particularly summer, so as not to interfere with classes
- One-term work experience, lasting 6-12 weeks
- Some academic departments offer academic credit for internships

Cooperative Education:

- Part-time or full-time
- Paid or unpaid
- Structured experience integrating classroom studies with learning through productive work experiences
- Traditionally students work three work terms, alternating between work and school

FIRST DESTINATION AFTER GRADUATION REPORT

The First Destination After Graduation Report contains data from our annual survey of Virginia Tech graduates completing an undergraduate degree. Graduates may self-report continuously from one month prior to commencement to six months after commencement. The purpose is to learn graduates' first destination after the undergraduate degree, whether continuing education, or employed. After the survey closes, the report is published the winter following May commencement.

Employed respondents are asked to report their salary, whether or not they received a bonus and the amount of the bonus. The last completed survey had a 69% response by the graduates. Employers can view salary and bonus information at <https://career.vt.edu/about/postgrad-survey/report.html>.

Career and Professional Development provides partnership opportunities for employers to enhance brand and name recognition while providing needed resources, services, and events that help in the professional development of our students. Regardless of your organization’s recruiting budget we’re confident you’ll find a fit with one of our four partnership levels. Take this opportunity to strengthen your campus recruiting program by joining the Employer Partnership Program below!

VIRGINIA TECH EMPLOYER PARTNERSHIP PROGRAM			
2 Year Branding & Marketing Package Platinum	Branding & Marketing Package Gold	Marketing Package Silver	Friends Orange & Maroon
\$5,000+	\$3,000+	\$1,000+	\$500+
Name prominently displayed on our Career and Professional Development website and “Employer Partners Wall” inside Smith Career Center	Name prominently displayed on our Career and Professional Development website and “Employer Partners Wall” inside Smith Career Center	Name prominently displayed on our Career and Professional Development website and “Employer Partners Wall” inside Smith Career Center	Name prominently displayed on our Career and Professional Development website and “Employer Partners Wall” inside Smith Career Center
Notified of Career and Professional Development employer panels and student engagement opportunities	Notified of Career and Professional Development employer panels and student engagement opportunities	Notified of Career and Professional Development employer panels and student engagement opportunities	Notified of Career and Professional Development employer panels and student engagement opportunities
One Employer Spotlight flyer to targeted student population each semester	One Employer Spotlight flyer to targeted student population each semester	One Employer Spotlight flyer to targeted student population each semester	One Employer Spotlight flyer to targeted student population each semester
Targeted marketing to promote your jobs	Targeted marketing to promote your jobs	Targeted marketing to promote your jobs	
Registration for the Fall and Spring Connection Career Fairs (1 per year)	Registration for the Fall and Spring Connection Career Fairs		
Branded on one of our on-line professional development student resources (Career Spots, Career Shift, or Candid Career)	One information session per semester		
One information session per semester			

Thanks to our Employer Sponsors!

Platinum

Digital Cloak
 The Branch Group
 Verizon

Gold

Insight Global
 JA Street & Associates
 Navy Systems Management Activity
 Northrop Grumman
 S.B. Ballard Construction
 Virginia Transformer
 Visa

Silver

Accenture Federal
 Boeing
 CapTech
 Cherry Bekaert
 Cunningham Engineering
 Independence Excavating
 Keiter
 Pantar Solutions, Inc. IT
 YHB CPA's & Consulting

Orange & Maroon

Alpine Consulting Partners
 Altec
 Balzer and Associates
 General Electric

PRINCIPLES FOR ETHICAL PROFESSIONAL PRACTICE

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 generations. 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.

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, economic status, or veteran 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, and their engagement with services, programs, and resources... student information related to professional plans.

Approved by the NACE Board of Directors. Posted June 2017. Updated October 2019

VIRGINIA TECH RECRUITING CHECKLIST

Use this checklist 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 dollars
 - Aerospace Defense & Intelligence Career Fair (September)
 - Architecture & Design (February)
 - Biomedical Engineering and Mechanics (September)
 - Business Horizons (September and January)
 - CAMEO Engineering CareerFest (February)
 - Civil and Environmental Engineering (September and February)
 - Computer Science Resources Consortium (September and February)
 - Connection (September and February)
 - Engineering Expo (September)
 - CareerScope Hospitality & Tourism Management (October and February)
 - Myers-Lawson School of Construction (October and February)
 - Natural Resources and Environment (September)
 - REAL Fall Career Fair (September)
 - Property Management (March)

CONNECT WITH EMPLOYER RELATIONS AND FACULTY

- ☐ Schedule a telephone call with Employer Relations to discuss your recruiting strategy (contact 540-231-6776)
- ☐ Schedule a campus visit to meet with Career and Professional Development as well as departmental representatives (our office can create a customer agenda for your organization)
- ☐ Take advantage of Career and Professional Development partnership opportunities

CONNECT WITH STUDENTS

- ☐ Invite individual students to attend your career fairs, information sessions, etc. (Use Handshake, networking opportunities, classroom presentations, etc. to identify those students)
- ☐ Create an ambassador program using current intern/co-op students to tell your organization's story when they are on campus
- ☐ Participate in the Cooperative Education & Internship Program
- ☐ Attend appropriate career fairs to optimize your recruiting \$\$\$
- ☐ Participate in the formal On-Campus Interviewing Program (mid-September to late March)
- ☐ Reach out to student organizations/sponsor a student organization meeting
- ☐ Schedule an information session while on campus

UTILIZE HANDSHAKE

- ☐ Post job opportunities for full-time, internship, co-op, and part-time employment
- ☐ Use the student search feature to review student profiles
- ☐ Schedule On-Campus Interviewing Program Dates
- ☐ Register for career fairs held by Career and Professional Development or other departments on campus

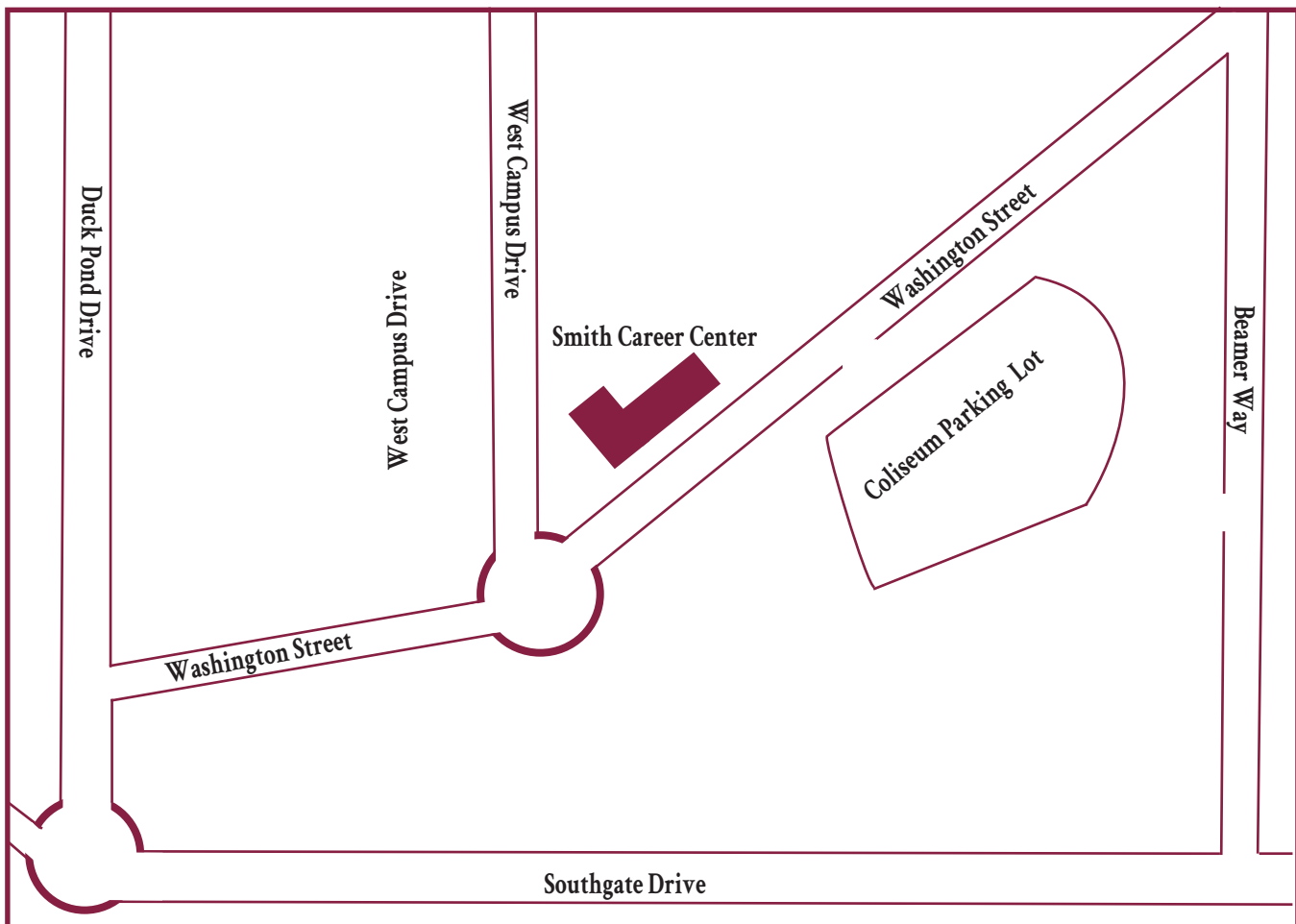
PARKING INFORMATION

Career and Professional Development is located in the Smith Career Center, 870 Washington Street SW, shown on the map below. The closest parking is the Coliseum Lot, referred to as Washington Street Parking Lot on the map below.

Virginia Tech has partnered with ParkMobile to provide a convenient, contactless electronic payment option for parking on the Blacksburg campus. Anyone visiting and parking on the Blacksburg campus Monday-Friday 7:00 a.m.-10:00 p.m. will need to display a parking permit, utilize the ParkMobile app, pay the daily charge for a pass, or pay for parking using an hourly meter. We suggest recruiters use the **ParkMobile** website or download the **ParkMobile app** to create an account and pay for parking. This process allows you to purchase your pass in advance of visiting campus.

You may park in any section marked F/S (faculty/staff) or C/G (commuter/graduate student). DO NOT PARK in spaces designated C/P (carpool passes only), handicap, or meter.

Map



NOTES:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**CAREER AND PROFESSIONAL
DEVELOPMENT**
VIRGINIA TECH™

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Blacksburg, VA 24061

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