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Howard University’s Office of Career Services (OCS) is pleased that you are interested in recruiting our students and alumni! OCS offers many services and programs to help both students and employers find their perfect match. This employer recruitment guide details ways to partner with OCS, answers general questions regarding recruiting on Howard’s campus, and details on-campus recruitment policies and procedures. On-campus recruitment is a core component of the operations and mission of the OCS, helping to connect the best and brightest students and alumni of Howard University through on-campus interviews, career fairs, networking events, professional workshops and other recruiting events. OCS provides services to, all undergraduate and graduate students, except Howard Law School students. Job search services via Handshake and career fairs are available to all alumni.

All employment professionals participating in the On-Campus Recruiting Program (this includes job postings, on-campus interviews, employer-hosted events, student workshops and other events and programs coordinated in conjunction with Career Services) must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the Nondiscrimination Policy of Howard University, the NACE Principles for Professional Practice, and the United States Department of Labor FLSA Guidelines (as it relates to paid vs. unpaid internships) as well as abide by the recruiting and offer policies outlined throughout this guide.

**EMPLOYER REGISTRATION ON HANDSHAKE**

The Office of Career Services utilizes, Handshake which is a free web-based system for on-campus recruiting at Howard University. It allows employers to identify candidates and students to locate employer postings and events. Registration with the University via Handshake will be constituted as your agreement to abide by our policies and procedures. Failure to comply with the OCS’ policies as outlined below may forfeit your organization’s right to recruit at Howard University.

Register online using Handshake by completing the following steps:

2. Select account type "Employer"
3. Complete the information form and click “Sign Up”
4. Upon approval by an OCS team member, you will receive a welcome email.

Please note that it may take 2 - 4 business days to research your organization before a decision for approval is made.

**Employer Approval Guidelines:** Employers must provide the following prior to Handshake registration approval:

- First and last name of a contact person
- A legitimate physical address and valid phone number
- A legitimate working website (Facebook and LinkedIn are not acceptable)
- A legitimate business domain email (Gmail, yahoo, Hotmail etc...is not acceptable)
- A complete company description
- A company logo

**Please note that we do not approve the following companies:**

- Companies that charge program/employment fees to students, or require upfront purchases of products or services
- Companies offering employment/entrepreneurial opportunities based on a "pyramid" or "multi-level" networking structure requiring or encouraging the recruitment of others who recruit others to sell products and services will not be permitted to recruit on campus or attend Career Fairs
KEY DATES & FAIRS

ON CAMPUS RECRUITMENT PERIOD

This is the only time companies can host student engagement events or on-campus interviews during the semester.

Fall 2019 On-Campus Recruitment Period: September 9 - November 14
Classes Begin: Mon., August 19
Classes End: Thurs., November 14

Spring On-Campus Recruitment Period: January 27 - April 9
Classes Begin: Mon., January 27
Semester Ends: Thurs., April 9

CAREER FAIR DATES

Fall Semester 2019
Pharmacy Career Fair – TBD
School of Business Super Day - Thurs., September 11
OCS All Majors Jobs and Internships Fair – Tues., October 15 & Wed., October 16
Graduate/Professional Schools Fair – Weds., November 13
Nursing and Allied Health Sciences Career Fair – December

Spring Semester 2020
Engineering and Architecture Career Fair – TBD
OCS All Majors Jobs and Internships Fair – Tues., March 3 & Wed., March 4
Communications Career Fair – Late October
Education Career Fair – TBD

Please refer to page 4 for a list of school/college contacts for each fair.

CAREER FAIR INFORMATION

The Office of Career Services hosts a university-wide (all majors – undergraduate & graduate jobs and internships) fair every fall and spring semester and a Graduate/Professional schools fair in November the fall (November). The fall jobs and internships fair is typically hosted late September, early October while the spring fair is late February early March.

Post Fair Interviews:
Thursday and Friday following the fair is reserved for recruiters not local to the DMV, who would like to interview on-campus. On-Campus interviews must be requested and approved via Handshake.

Fall: Thurs., October 17 - Fri., October 18
Spring: Thurs., March 5 - Fri., March 6

There are also school specific fairs that are held each academic year. Career Fair Registration must take place via Handshake. All fairs are for Howard University students and alumni ONLY unless otherwise stated. Career fair registrations are approved through a combination of first-come, first-serve, and providing the best recruiting experience for our students.

*Please address all social media postings about your campus visit(s) to Howard students and alumni only.
CAREER SERVICES CONTACTS

SCHOOL/COLLEGE CAREER SERVICES

*College of Engineering & Architecture*
Caryn Cabaniss, Director of Student Services: caryn.cabaniss@howard.edu, 202 806-6572

*College of Arts and Sciences*
Porsha Hartwell, Academic Advisor: Porsha.hartwell@howard.edu, 202 806 2363

*College of Nursing and Allied Health Sciences*
Suzy Guerrier-Adams, Director of Student Affairs: Sguerrier-adams@howard.edu, 202 808 6509

School of Business
Kim Wells, Executive Director, Center for Career Excellence, kim.wells@howard.edu, 202 806 6100

*School of Communications*
Candy Lewis, Director of Programming and Planning: clewis@howard.edu, 202 865 0114

*School of Education*
Dr. Wilma Bonner, Director of Teacher Education: wilma.bonner@howard.edu, 202-806-0117

*School of Social Work*
Dr. Cynthia Harris, Associate Professor - Instruction: c_e_harris@howard.edu, 202 806 7318

*College of Medicine*
Leiza O’Neil, Program Coordinator – Office of the Dean: Loneil@Howard.edu, 301 792 3092

*School of Divinity*
Serena Parks, Admissions/Retention Coordinator – Office of the Dean: Skparks@Howard.edu, 202 806 8275

*School of Law*
Shaani Budram, Legal Outreach Assistant. – School of Law: Shaani.Budram@law.howard.edu, 202 806 8135

*College of Dentistry*
Deborah Nixon Willis, Enrollment and Admissions Manager: Dnixon@howard.edu, 202 806 0439

*College of Pharmacy*
Dr. Oluwaranti Akiyode: oakiyode@howard.edu, 202 806 7960

HOWARD UNIVERSITY OFFICE OF CAREER SERVICES

careerservices@howard.edu | 202-806-7513 | careerservices.howard.edu
525 Bryant Street, NW, Suite 212, Washington, DC. 20059 | Hours of Operation: 8:30 am - 5:00 pm
Maps & Directions

Employer Relations

Jozanne Douglas, Associate Director, Employer Relations, jozanne.douglas@howard.edu, 202-806-6462

Carol Dudley, Program Manager, Employer Relations, cdudley@howard.edu 202-806-5806

Aminata Kamara, Senior Recruitment Specialist, aminata.kamara@howard.edu, 202-806-6006
RECRUITMENT POLICIES

INTERNSHIP POLICY

What Is An Internship?
The National Association of Colleges and Employers (NACE) has defined an internship as follows: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria For An Experience To Be Defined As An Internship

Internships
While not every organization has the ability to provide payment and/or for credit internships, the experience gained will strengthen a student's work history. Academic Credit received for an internship will take a student one step closer toward graduation and compensation helps cover the costs associated with carrying out an internship.

Unpaid Internships
Federal guidelines released by the U.S. Department of Labor has outlined the following six criteria for unpaid internships to authenticate that an internship does not represent an employment relationship. If any of these criteria are not met, the intern must be paid.

• The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment
• The internship experience is for the benefit of the intern
• The intern does not displace regular employees, but works under close supervision of existing staff
• The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded
• The intern is not necessarily entitled to a job at the conclusion of the internship
• The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Academic Credit For Internships
Academic credit, while it legitimizes an unpaid experience, should not replace compensation for work carried out during an internship. Please note that the decision to award academic credit is made by a student’s respective academic department at Howard University and the internship experience must fit the above criteria and be related to the student's field of study.

JOB POSTING POLICY

All companies are required to post their open positions on the University’s career management system, Handshake.

Please note that we do not accept postings from the following:

• Employers posting full-time positions that do not require at least a bachelor’s degree
• Employers posting internships that do not require the pursuit of a bachelor’s degree
• Employers posting jobs that are based out of someone's home (babysitting, dog sitting, etc.)
• Employers posting full-time positions listed with a rate of pay lower than minimum wage (internships may be unpaid or compensated with a stipend, see internship policy). Commission-only employment is prohibited
• Employers posting internships that do not provide a learning environment supported by supervision for their interns
• Employers posting opportunities with a personal email address (e.g., Gmail, Yahoo, etc.); employers must always use their business email address
THIRD-PARTY RECRUITERS

Third-party recruiters – including agencies, organizations or individuals recruiting candidates for employment opportunities other than for their own needs - will disclose information as follows:

a. Disclose to students the name(s) of the client(s) that the recruiter is representing and to whom the students’ credentials information will be disclosed.

b. Upon request, will disclose information to the career services team that would enable verification that a job opportunity is legitimate.

JOB OFFER POLICY

We encourage all employers to provide a reasonable time frame for students to consider all full-time and internship opportunities and offers. We have outlined our offer deadline policies below. Please note that the Office of Career Services explicitly prohibits any practices that improperly influence or pressure students to accept offers earlier than the time frames posted below.

All employers participating in the Campus Recruiting Program, including postings, on-campus interviews, employer information sessions, meet-ups and other student engagement events and programs coordinated in conjunction with Career Services, will be expected to follow the Offer Policy. Employers who violate the “Offer Policy” will be subject to penalties that may include forfeiture of the use of Career Services programs, including on-campus interviewing, participation in employer information sessions and other visibility programs and events, for the following academic year:

Summer Offers

Full-time or internship offers extended to students during the summer should expire no earlier than October 25, 2019.

Fall Offers:

Full-time and internship offers extended to students during the Fall semester should expire no earlier than November 15, 2019 or a minimum of three weeks after an extended offer (whichever comes later).

Spring Offers:

Full-time and internship offers extended to students during the Spring semester should expire no earlier than April 10, 2020 or a minimum of three weeks after an extended offer (whichever comes later).

These deadlines will give our students enough time to explore their options and make as informed a decision as possible. In the end, we want you to obtain the best candidates and we want our students to have the best opportunities! In the spirit of collaboration, we ask that you inform us of any offers made and let us know of any student who reneges on an acceptance of an internship or full-time job offer.
ON-CAMPUS INTERVIEWS

On-Campus Interviews (OCI) provide employers the opportunity to interview students one-on-one in a comfortable setting in the Office of Career Services or at your desired location, through your Handshake account. Interviews are scheduled Monday through Friday 9:00am – 4:00pm, during the OCR periods only, Fall: September 9 - November 14 and Spring: January 27 - April 9. Manage your entire OCI process in Handshake from schedule setup, job postings, candidate preselection and notification to printing your final schedules. On-campus recruitment activities should take place during the same semester as interviews in order to fully leverage student interest. OCI requests are approved through a combination of first-come first-served and providing the best recruiting experience for our students. Please keep in mind that interviewing on Howard’s campus is a high-demand OCS service, and rooms book very quickly. We will respond to all OCI requests within 2-3 business days.

Recommendations:
• On-Campus Interviews for new employers should be preceded by an information table or attendance at another OCS event to garner interest and candidates. (see page 9)
• Recruitment activities should take place during the same semester as your interviews in order to fully leverage student interest in your organization.
• Recruitment activities that take place on campus are for Howard University Students only, unless otherwise noted.
• Students are encouraged, but not required, to RSVP for recruitment events. You can expect 7-25 students depending on the topic and organization.
• The day of an interview, recruiters should arrive on time and check in with OCS Staff upon arrival and prior to departure.
• We are not responsible for return shipments of promotional materials or items left on campus. If you need assistance with return shipments, please coordinate with the Office of Career Services or your host department prior to your event.

SCHEDULE ON-CAMPUS INTERVIEWS

Please note the following before you submit your request to interview on campus.

A Maximum of 4 rooms per employer can be requested per date.

Location: Interview Rooms are ONLY available at the Office of Career Services, School of Business and the College of Engineering and Architecture. Please select one of these locations to conduct your interviews.

Interview Schedule Request Options:
• Pre-select: Only invited students will be allowed to schedule interviews.
• Room Reservation Only: Allows you to contact students and schedule interviews yourself (can also be used for virtual interviews). Please note if you are using this model and list of candidates must be provided to OCS at least 2 business days prior to the scheduled interview date.

Request your on-campus interview dates by completing the following steps:

Log into your Handshake account and click "Interviews" on the left navigation bar
Click on the “Request Interview Schedule” tab and Fill out the basics section of the form
Click "Timeline" and select the date you are interested in interviewing on campus
Create a timeline by choosing one of the following options: Room only or Preselect
Attach a job. A job must be attached before approval to interview on campus can be given
Review and click "Request". You will be notified of date availability with 2-3 business days of your request.

*Changes to Interview schedule must be submitted and confirmed at least 5 business days prior to the interview date by email only. Changes made less than 5 business days are not permitted unless due to special circumstances.
* If you make changes to your interview schedule after students have begun to select interview slots, it is your responsibility to contact students directly to reschedule their interviews. You should also contact the Office of Career Services to make sure changes are reflected on Handshake.
RECRUITER INTERVIEW SCHEDULE TIMELINE RECOMMENDATION:

To optimize your OCI experience, please follow this timeline:

60-90 Days Before Interview
- Request interview dates and rooms in Handshake
- Receive interview schedule confirmation email

60 Days Before Interview
- Ensure job(s) are attached to interview schedule(s) if not already completed (the sooner this is done, the better results you will have)
- Submit flyer or email to be sent out from Office of Career Services to advertise your OCI opportunity

14-21 Days Before Interview
- Review applicant resumes
- Confirm interview schedule, number of rooms, length of interviews, breaks, and any special requests/accommodations needed with Employer Relations Team
- Make Candidate selections in Handshake and finalize interview schedule

7 Days Before Interview
- Ensure all recruiters traveling to Howard University have the necessary information from the confirmation emails
- Confirm interview schedule is updated in Handshake or sent to careerservices@howard.edu

PRODUCING COMMUNITY LEADERS SINCE 1867
TRUTH. SERVICE.

OCS IS WORKING TO CONNECT STUDENTS TO CAREERS THAT WILL POSITIVELY IMPACT THEIR COMMUNITIES
ON-CAMPUS ENGAGEMENT

FOLLOW US

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#HIREABISON

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OCS CAMPUS EVENT COORDINATION

Please request the following events on Handshake: Employers must provide electronic marketing visuals for all events.

- Employer Meet-Ups/Information Sessions (virtual and in-person)
- Networking Events
- Employer in Residence

Please contact the designated offices to coordinate the following events:

- **Information Table at Blackburn Center:** auxiliary@howard.edu
- **On the yard events:** Blackburn Center at 202-806-5979 or blackburnscheduling@howard.edu
- **School/College events or classroom visits:** These events are managed at the school/college level. Please refer to the contact list on page 4.

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CATERING AND AUDIO VISUAL

Please contact the designated offices to coordinate the following services for your event:

**Catering:** Sodexo, at 202-865-0216 or 202-865-0217 john.webb@sodexo.com

**Audio/visual equipment** for your events must be submitted to either Fortex, at 202-449-0708 or favfortex@aol.com or Kornerstone Productions, 240-535-1371 or Kornerstonefilm@gmail.com. These are paid services.

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HOST AN EVENT OR INFORMATION SESSIONS

The Office of Career Services encourages companies to host recruitment presentations and events such as information sessions, unique recruiting such as competitions, tech talks, off-site networking events, etc.). All event requests must be submitted at least 4 weeks before the event date, on Handshake or to the designated office. Events and information sessions are only held on **Wednesdays and Thursdays between 3:00pm - 5:00pm and 5:00pm and 7:00 pm.** Any request outside of the allotted times must be submitted to Ms. Aminata Kamara at aminata.kamara@howard.edu.

Requests for A/V and catering must be submitted to the appropriate departments prior to the event. See contact information above. Employers are responsible for event marketing material and must provide OCS with electronic marketing materials at least 1 week before the information session date.

All event requests made for the specified days and times above will be reviewed within 2-3 business days and updated in Handshake. A status email will be sent. Events requested outside of the designated times above will be responded to within 12 - 14 business due to space constraints. Employers must notify the Office of Career Services through written correspondence of a request for cancellation at least 5 business days prior to the event. Failure to notify the office will result in potential fees and restriction of services offered.
INFORMATION TABLE

The Office of Career Services strongly encourages companies who are new to recruiting at Howard to first reserve an information table in the Armour J. Blackburn University Center. Blackburn is a high student traffic area on campus. This will increase student awareness of your company and allow you the opportunity to engage more students.

Reservation for an information table can be made in 4-hour time blocks. **We recommend 11:00am - 2:00pm. Please email auxiliary@howard.edu to request an information table.** Once your request has been approved and you receive a confirmation email, then you can submit a request in Handshake. Select “Events” then “Other” and include “Information Table” in the title. *Only employers who receive a confirmation email from Auxiliary Services will be approved in Handshake.*

EMPLOYER ON-SITE

Employer On-Site is an opportunity for employers to connect one on one with students. This gives employers the opportunity to meet with students, garner additional interest in your current job openings, and grow your employer brand on campus.

- Employers will be provided an office space for the day. (Employers are encouraged to commit to a minimum of 3 visits per semester)
- Conversations with students will focus on your organization and employment opportunities, and general career-related questions that may not directly relate to your organization, such as: resume and/or cover letter reviews, interview tips, general career advice, etc.
- OCS will provide email and social media promotion tailored to your organization and target audience

PARTICIPATE IN CAREER READINESS WORKSHOP

The Office of Career Services creates a schedule of student-focused events every semester focused on a range of employment, graduate school, and internship topics. We welcome and encourage employers to give back, and present and/or participate in career focused workshops, panels, and career labs (resume critiques, mock interviews, digital audits, etc.)

CONNECT WITH STUDENT ORGANIZATIONS

Howard University is home to over 200 student organizations, covering a wide array of interests. To get in contact with organization leaders, visit Bisonlink at https://howard.campuslabs.com/engage/. Academic specific organizations can also be reached through the designated school or college contact. All employer-student organization relationships are at the discretion of the organizations’ leadership.
ADVERTISE AT HU

The Hilltop
The Hilltop newspaper has been the student voice of Howard University since 1924. You can use this platforms to reach the more than 10,000 students and faculty who make up the Howard University community. For more information, please download the 2018-2019 rate card. You can contact The Hilltop business office’s advertising department by email at adsales1@thehilltoponline.com for more information.

WHBC 96.3 HD3
Founded in 1975 by a group of talented students from the Howard University Department of Radio, Television, & Film, WHBC 96.3 HD3 is Howard University’s Student Operated Radio Station and a major media outlet for the Howard University’ community. WHBC 96.3 HD3 has the campus’ ear and is a part of the Howard student collegiate lifestyle. For advertisements and promotions please contact whbcpromo1@gmail.com or visit http://www.whbc963hd3.com/index.php/advertise/

Howard Magazine
Howard Magazine is an award-winning publication that reflects the heart and soul of Howard University. The magazine examines the legacy of Howard University and the strides that alumni have made in every profession. It also highlights the university’s unyielding commitment to prepare some of the nation’s brightest minds to meet the challenges of an increasingly competitive and global society. Every issue includes profiles of alumni who are excelling in their professions, faculty and staff who are engaged in research and scholarship and future leaders who are seeking innovative solutions to global issues. With a print circulation of 80,000, Howard Magazine is published three times a year and distributed to: Howard University alumni, faculty, staff and students; legislators; corporate partners; foundations; and private donors. To find out additional information about advertising with Howard Magazine, visit their website: https://magazine.howard.edu/media-kit or call 202-238-2330.

ADDITIONAL RESOURCES

- Howard University Fields of Study
- Howard University Academic Calendar 2019-2020
- Howard University at a Glance
- Hotel and Accommodations
- Maps & Directions