

EMPLOYER SERVICES

The Florida State University Career Center offers comprehensive recruitment services to employers. These include on-campus recruiting, resume books, resume referrals, job listings, and career expositions.

On-Campus Recruiting

Employer Relations and Recruitment Services encourages on-campus recruiting in the fall (end of September through November) and spring (first of February through April). You may recruit for full-time, co-op, or internship positions.

Facility

We are located in the Dunlap Student Success Center (DSC) at 100 South Woodward Avenue. Our interviewing rooms are on the third floor.

Planning and Scheduling Your Visit

Review The Career Center's recruitment policies and procedures by visiting our website at career.fsu.edu or contacting the Program Director for Employer Relations & Recruitment Services at 850.644.6089 to discuss your visit. Schedule your interviewing date by contacting our Assistant Director for Employer Relations & Scheduling at 850.644.6493 or reserving your date in SeminoleLink. Visit career.fsu.edu/ocr for more information.

Information Sessions/Receptions

If you wish to schedule information sessions or receptions, our Assistant Director for Employer Relations & Scheduling will make any necessary on-campus room arrangements. You may request an information session online in SeminoleLink when you request your recruiting date. Please note that audio visual equipment will **not** always be available. If you need on-campus catering, please contact Classic Fare Catering at 850.644.7509.

Resume Books

Employers who join our Placement Partners program may access online resumes of students and recent alumni who are registered with The Career Center's *Plus!* services. For more information about Placement Partners, please refer to page 21 or call the Program Director for Employer Relations & Recruitment Services at 850.644.6089.

Seminole Profiles • A Resume Referral Service

Employers may request FSU student resumes for specific positions at no cost. Resumes of eligible students and alumni will be screened by major, overall GPA, graduation date, and work authorization and will be sent as an e-mail attachment. Please note that requests for "all" student resumes will **not** be processed. To request a set of resumes for a position, please call the Program Assistant for Employer Relations at 850.644.4023, or visit career.fsu.edu and click on "Employers," then "Recruit Talent."

SeminoleLink • A Job Listing Service

SeminoleLink, a NACELink system, contains a database of job listings and company profiles utilized by all FSU students and recent alumni to search for jobs.

The service offers employers an avenue to post full- and part-time job listings, co-op positions, internships, and externships specifically targeted to FSU students. This service is free! If you are interested in listing your job with SeminoleLink, visit career.fsu.edu and click "Employer Login" under SeminoleLink on the right side of the page.

ProfessioNole

The ProfessioNole is a database of FSU alumni and friends who have volunteered to provide career, industry, and employment information to current students. See page 23 to learn more.

Career Expositions

Several career expositions are scheduled throughout the year to meet your recruiting needs. Call the Assistant Director for Career Events & Employer Relations at 850.644.9773 or visit career.fsu.edu/expos for more information.

Engineering Day

Engineering Day is held in September and January the day prior to Seminole Futures and is open to all employers who are interested in recruiting FAMU-FSU Engineering students and alumni. Over 50 organizations and 500 students participate in this event, which is held at the FAMU-FSU College of Engineering. *Advance registration is required.* A limited number of interview rooms are available for employers who choose to conduct on-campus interviews the day after this event. Please contact our Assistant Director for Employer Relations & Scheduling at 850.644.6493 to reserve this space as early as possible.

Seminole Futures Career Expo

Seminole Futures is held in September and January and is open to all employers who are interested in recruiting FSU students and alumni. More than 100 organizations and over 1500 students participate in this event! This expo is open to all majors.

Fall Seminole Futures is typically held the third or fourth Thursday of September from 9 a.m.-noon and 1-3 p.m. Spring Futures is usually held the third or fourth Thursday of January. *Advance registration is required.* A limited number of interview rooms are available to employers who choose to conduct on-campus interviews the day after this event.

Graduate & Professional School Expo

Representatives of graduate and professional schools from throughout the nation will be on hand to talk with students about application information and educational programs.

Education & Library Career Expo

Representatives of school districts and libraries from throughout the nation will be present to recruit students and provide career information.

Statewide Job Fair

The Statewide Job Fair, held each May at the University of Central Florida's arena, is co-sponsored by Florida's ten public universities. Representatives provide information on full- and part-time jobs, internships, and volunteer positions.

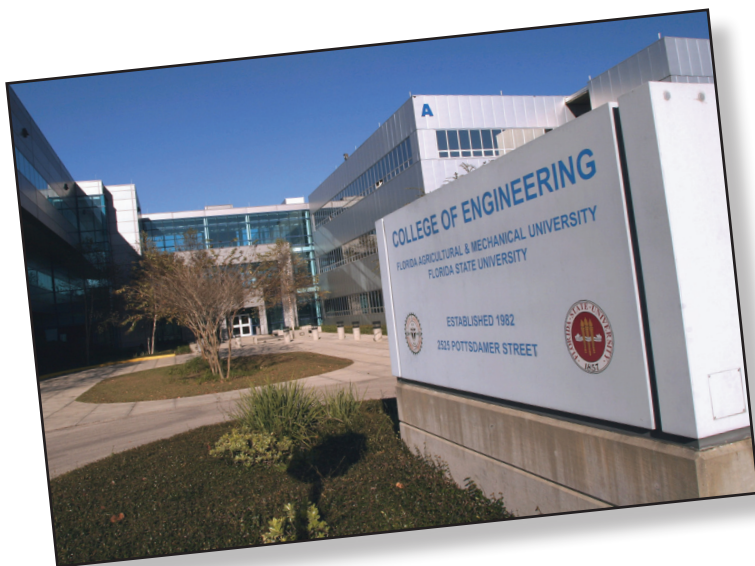
Additional Career Center Services Internships and Co-operative Education

The Career Center offers various experiential learning opportunities including co-ops, internships, externships, part-time jobs, summer employment, and volunteer positions. Recorded mock interviews are also available. Contact the Program Director for Career Experience Opportunities at 850.644.9774 for more information.

MBA Career Services

MBA students participate in on-campus recruiting through The Career Center's Employer Relations and Recruitment Services office. In addition, The College of Business offers assistance to MBA students through the Graduate Support Services office located in room 224 of the Rovetta Business Building. For more information, contact the Director of Professional Development & Employer Relations at 850.644.8295.

Florida State University uses SeminoleLink to coordinate all on-campus recruiting (OCR) schedules. Reservations are made, scheduled, and interview details are finalized **online** by the employer. Students submit resumes and sign up for interviews online.



Employer-in-Residence Program

The Employer-in-Residence program provides an opportunity for Garnet and Gold Placement Partners to meet with students and provide professional advice and feedback. Employers who are Placement Partners can participate in:

- Resume critiques
- Mock interviews
- Professional networking
- Classroom presentations
- Employer/faculty luncheons
- Tabling events at key locations on campus
- Employer panels in the Career Development class

During your visit, you will have your own office at The Career Center that you may call your 'home base.' Wireless Internet and a phone line is available for your use.

Employer Benefits:

- Introduces employers to quality FSU students.
- Improves exposure and campus visibility with students and faculty.
- Increases your opportunity to become known as an employer of choice for FSU students.
- Maintains your presence on campus even during an economic downturn.
- Provides career mentoring opportunities.

Student Benefits:

- Introduces students to employers in a familiar setting.
- Allows students to develop interviewing and networking skills.
- Gives students an opportunity to receive valuable feedback from employers.

Please contact the Assistant Director for Employer Relations & Scheduling at 850.644.6493 to participate in these services and increase your connections with our students and campus. Visit career.fsu.edu/partner to find out how to become a Placement Partner.

On-Campus Recruiting Procedures

Scheduling Options

Students participate in on-campus interviews at The Florida State University Career Center using two methods: **Preselection** and **Open sign-up**. Both methods are managed and coordinated online through SeminoleLink.

Preselection

Preselection is the process by which employers choose the students they want to interview. Employers have the option to preselect 100% of the students on their schedule(s). Employers who choose preselection will be given access to resumes of interested students through SeminoleLink three weeks before the scheduled visit. We allow students who **do not** meet your exact specified requirements to take part in preselection. In other words, any registered student interested in an interview with your organization can submit a resume. You may also include students who you meet at Seminole Futures or Engineering Day in your preselection list **as long as the student is registered in SeminoleLink.**

The names of preselected students and alternates must be chosen using SeminoleLink **two weeks prior** to the scheduled recruiting date. After choosing students for preselection, you may follow up with them via e-mail through SeminoleLink.

Open Sign-Up

Schedules not filled by preselection may then be filled by open sign-up. Any student who is interested in an employer and who meets the employer's requirements (correct major, degree, graduation date, GPA, and work authorization) is welcome to sign up for an interview.

Closed Schedules

Employers wishing to interview only preselected or alternate students may close their interview schedules by simply notifying the Assistant Director for Employer Relations & Scheduling when they establish their recruiting reservation.

Using SeminoleLink to Recruit

To Register as a New Employer

1. Visit career.fsu.edu.
2. Click "Employer Login" under SeminoleLink.
3. Click on "Register" to create a new account.

Note: Once we approve your account, you will receive an e-mail with your initial password. This password will work for all NACElink schools.

To Request Schedule(s)

1. Visit career.fsu.edu.
2. Click "Employer Login" under SeminoleLink.
3. Log in with your username (e-mail address) and password (sent at initial registration).

Note: Use the "forgot password" tool if you don't know your password. This will reset all NACElink school passwords.

4. Choose "Create an On-Campus Interview New Schedule Request" from the "Shortcuts" on the employer home page.
5. Complete the "Schedule Request" form.
6. Select the number of rooms you will need and choose your interview date(s) based on the display of available dates.
Note: We will make every effort to accommodate your request.
7. Review your approved request once you receive the e-mail confirmation from our Assistant Director for Employer Relations & Scheduling.
8. Log in to your SeminoleLink account and attach your position and requirements.

To Attach Position(s)/Requirements to Schedule(s)

1. Visit career.fsu.edu.
2. Click "Employer Login" under the SeminoleLink icon.
3. Log in to your account.
4. Click on the link in the Alert message at the bottom of your home page for approved schedules needing jobs.
Note: You may also click on "On-Campus Interviewing" then the "Schedule" sub-tab.
5. Click the "Attach Position" button on the schedule.
6. Choose "Copy/Create a New Position" to enter a new position or copy one from a former position, or choose "Link a Position from Another Schedule" if you currently have a position on another schedule.
Note: "Link a Position from Another Schedule" will pool all candidates in the same applicant pool.
7. Complete the OCR job form attached to the position description.
Note: "Any Major" and all FSU degrees may be chosen under academic requirements. Graduation dates should correspond with FSU graduation dates by selecting December, April, or August.
8. Choose "Save and Finish" to go back to the schedule listing, or "Save and Attach Another" to add another job to this schedule.
9. Review your approved schedule once you receive the e-mail confirmation from our Scheduling Coordinator.
Note: **Until this is completed, students cannot view your schedule details or information.**

Students Speak Out!

FSU students prefer to learn about potential employers through:

1. Career Fairs
2. Career Services Website
3. Employer Presentations On-Campus
4. Internships

According to a 2011 survey by Universum.

Information Sessions

Room reservations for on-campus information sessions can be made through SeminoleLink.

1. Visit career.fsu.edu.
2. Click "Employer Login" under SeminoleLink.
3. Log in to SeminoleLink with your username (e-mail address) and password.
4. On the home page you will see a link for "Request New Information Session."
5. Fill out all required fields for the request and submit for review. You will receive a confirmation e-mail from our Assistant Director for Employer Relations & Scheduling.

Should your company have materials that must be shipped, please clearly label the boxes and send to:

Florida State University Union
Attention: Matt Watson
75 N. Woodward Avenue
Tallahassee, FL 32306-4026

Be sure to note that the materials are for an information session given by your company.

You may pick up your materials at Guest Services, which is located on the 2nd floor of the Union in the lounge.

Please reference the map on page 24 for directions to the Career Center from the Tallahassee Regional Airport. Parking is available on FSU's campus in metered visitor spots on Academic Way, parallel to Tennessee Street. Parking is also available in a gated lot at St. Thomas More Catholic Church, located on the corner of Tennessee Street and Woodward Avenue. Parking at St. Thomas More is \$3.00.

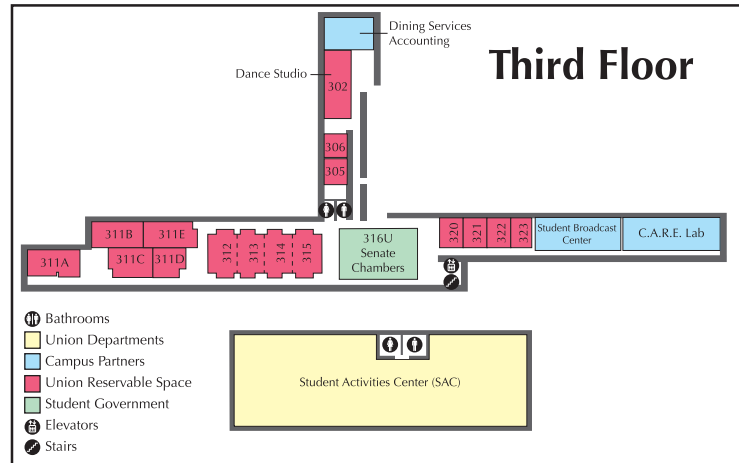
Changing or Canceling Schedules

Changes and/or cancellations to scheduled date(s) or recruiting requirements will be accommodated if they are made at least **three weeks prior** to your recruiting date(s). Cancellations during this period are still accepted and no further action is necessary. To make a change or cancellation, please call the Assistant Director for Employer Relations & Scheduling at 850.644.6493 as soon as possible.

Changes made less than three weeks prior to your recruiting date(s) will not give adequate time for publicity and may result in a less effective recruiting visit.

Once appointments are scheduled two weeks prior to your recruiting date, we feel that the commitment to honor those arrangements rests equally with candidates and employers. Therefore, changes by the employer resulting in

Most Information Sessions are Held on the Third Floor of the Oglesby Union



Available Parking Near the Oglesby Union



cancellation of appointments should be followed by letters or e-mails from your organization to the candidates. Resumes can be obtained through SeminoleLink to facilitate this courtesy contact. Candidates are bound to the same courtesy—they must write a letter of explanation if they do not give adequate notice of cancellation or do not appear for an interview. In fact, in some cases, students may be banned from further on-campus interviewing for missing scheduled interviews.

FSU Department of Accounting Best Practices

Students often find the process of interviewing with companies for internships or permanent employment frustrating and confusing. In an effort to provide students guidance, the Department of Accounting faculty, the College of Business Professional Advisory Board, the Career Center and employers developed the following set of best practices. Students who are interested in interviewing with these employers should familiarize themselves with the Best Practices.

Employers following the Best Practice Guidelines:

Deloitte.	Lanigan & Associates
Ernst & Young	Protiviti
Grant Thornton	PwC
James Moore & Co., P. L.	McGladrey
KPMG	WTAS LLC

Guidance for Employers Extending Offers for Internships or Permanent Employment

Offer Type	When to Recruit	Minimum Academic Requirements	Earliest Offer Can be Extended	Earliest Offer Can Expire
Summer Leadership Programs	Spring semester	Completion of ACG 2021 and current enrollment in the initial accounting major courses (FAR I and COST I)	Day after Seminole Futures	May 15
Internships	Fall semester	Completion of Tax 1 & Auditing ¹	Day after Seminole Futures ²	December 1 ³
Permanent Employment after completing an internship ⁴			Immediately after the end of the internship ⁴	Employer discretion
Permanent Employment without an internship			Minimum one year prior to graduation ⁵	Employer discretion
Multi-year non-accounting internships for minority students	Spring semester	Completion of ACG 2021	Day after Seminole Futures	May 15

¹Courses in process during fall recruiting but are complete prior to the start of the internship.

²Offers for internships may be extended beginning August 1 to students who have completed a Summer Leadership Program (effective January 2012).

³For the limited number of students who recruit for an internship during Spring Seminole Futures (e.g., completed tax and audit fall but did not receive an internship offer), offers for internships may not be extended until the day after Spring Seminole Futures ends, and the offer should not expire before April 15.

⁴An internship that is in compliance with the Best Practices Guidelines.

⁵Refers to school year.