U OF A RECRUITING BEST PRACTICES

UNIVERSITY OF
ARKANSAS.

Student Affairs
Career Development Center

CONTENTS

MEET OUR STUDENTS

Student Demographics (Fall 2021):

24, 265 Undergrads
4,415   Grad students
388   Law students
15,443   Arkansas residents

2,219 Bumpers College of Agricultural, Food & Life Sciences
5,931 College of Education & Health Professions
4,184 College of Engineering
833   Fay Jones School of Architecture & Design
8,038 Fulbright College of Arts & Sciences
7,169 Walton College of Business

4.1%   International
9.7%   Hispanic or Latinx
0.8%   Native American or Alaskan Native
2.8%   Asian
4.7%   Black or African American
0.1%   Hawaiian or Pacific Islander
71.9%   White
4.4%   Identify as two or more
1.5%   Unknown

POST A POSITION

Handshake is the University of Arkansas' online electronic job management system that allows students and alumni to search for and apply to part-time, full-time jobs, internships and co-op positions. Employers use Handshake to specifically search for and potentially hire U of A students and alumni. Feel free to contact Debbie Ritter at deborahr@uark.edu for Handshake assistance!

The U of A Career Center and Walton Career Services retain the discretion to approve or deny employers' access. Employer approval criteria is available online.

Employer Guide to HANDSHAKE

We are excited to hear of your interest in recruiting Sam M. Walton College of Business students. Once registered, you will be able to post full-time job and/or internship opportunities, as well as registered for events. Please follow these steps to register.

1 CHOOSE ACCOUNT
Visit https://uark.joinhandshake.com and click on "Need an Account?" on the top right corner of the page. Select which type of account you'd like to create: Employer.

2 INPUT INFORMATION
Once you select "Employer," input the requested information. Your email address and password will serve as your log-in credentials for the system.

3 ACTIVATE ACCOUNT
The system will ask if you are a Third Party Recruiter. Select either "Yes, I am" or "No, I am not." and continue. You will receive a confirmation email in order to activate your account. Follow the numbered timeline on the bottom of the browser to continue the registration process

4 CREATE COMPANY PROFILE
If you are creating a new company profile, it will ask for a few details including name, website and company email address. Once this information is filled out, you can choose the "Create Company Profile" box. Create a Company Profile and choose "Create New Employer."

5 POST JOBS & REGISTER FOR EVENTS
After successfully creating your account, or linking your email address with an existing company, you will now have the option to post jobs, request on-campus interviews and register for upcoming events.

6 EMAIL CONFIRMATION
Once your account has been approved, you will receive an email confirming your connection to the University.

7 NAVIGATE OPTIONS
Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs, and Job Postings.
Have Questions? Contact Debbie Ritter at 479-575-2084 or recruit@uark.edu.

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USING HANDSHAKE

Handshake is for much more than just posting positions:

- Register for career fairs
- Promote information sessions
- Message students directly
- Create interview schedules
- Powerfully filter applicants beyond just GPA and major
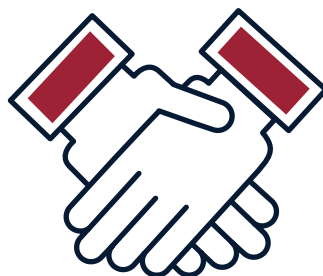- Post positions to multiple schools

50%

U of A students with public profiles on Handshake

79%

Walton College of Business students with public profiles

68%

Engineering students with public profiles

ATTEND CAREER FAIRS

The U of A Career Center and Walton Career Services host several career fairs every semester, giving you the opportunity to connect directly with interested students and increase your brand presence on campus. While schedules vary year to year, we typically host the following events:

- Agricultural, Food and Life Sciences Career Fair (Fall)
- All Careers Fair (Fall and Spring)
- Business Fair (Fall and Spring)
- Careers in the Arts Fair (Spring)
- Diversity Career Connections Mixer (Spring)
- Fay Jones School of Architecture + Design Career Fair (Spring)
- Health Professions Fair (Spring)
- Non-Profit Engagement Fair (Fall)
- Nursing Fair (Fall)
- Teacher Education Career Fair (Spring)
- Technology and Innovation Mixer (Fall)
- STEM Fair (Fall and Spring)

Check the current schedule of events and register through Handshake.

GET INVOLVED ON CAMPUS

Attending career fairs are a great way to meet a large pool of students and build your brand presence on campus, but there are also other ways to come to campus and connect. Contact a Director of Employer Relations (see p.17) if you are interested in any of the following:

- Reviewing resumes before major events
- Conducting mock interviews
- Hosting an info session
- Joining our speaker bank for consideration for workshops, presentations, and panels
- Holding interviews on campus
- Hosting a "Meet & Greet" event

BRING STUDENTS TO YOU

Another great way to build interest in your organization is to bring students to you, letting them envision what it would be like to join your team. These can be arranged in conjunction with a Director of Employer Relations .

- Host a site visit to show-off your facilities and culture to a group of students based on major, student organization, or other criteria
- Allow students to job shadow with one or more departments to get a taste of what happens at your organization
- Internships are excellent ways to educate and recruit future talent while also benefitting your organization
- Special projects and/or shorter experiences allow students to get to know your organization in a shorter timeframe and with less commitment needed on both sides

FLASH-MENTOR

EXPAND YOUR NETWORK WITH RAZORLINK

ONE RAZORBACK. ONE COMMUNITY.

JOIN THE SITE

- Scan the QR Code or visit the website below
- Click Join Our Community
- Select a login option (UARK students, faculty, and staff should select Arkansas login for SSO)

COMPLETE PROFILE

- Optional sync with LinkedIn profile
- Complete the Matching Quiz for better recommendations

FILTER USERS

- Review recommendations
- Filter for connections in your hometown, field of study, or who share similar interests

CONNECT

- Send an introductory message
- Set up a phone call or video conference
- Connect directly through the platform

The primary purpose of the RazorLink platform is to encourage mentoring relationships between University of Arkansas students, alumni, friends, faculty, and staff. When you join RazorLink, you gain access to a powerful, global network of diverse mentors.

SCAN ME

RazorLink
One Razorback. One Community.

website: razorlink.arkansasalumni.org

✉ mentoring@arkansasalumni.org   📷 @razorlinkuark

CREATING AN INTERNSHIP

Consider the following when creating a new internship:

1. What major, skillset, or career path is the intern pursuing?

2. What types of careers will the position provide meaningful experience for?

3. What are the start and end dates?

4. What is the position description? (see following pages for examples)

5. What are the desired qualifications for this internship?

6. What are three concrete learning objectives/goals that will be accomplished by the end of this internship?

7. How will the intern be provided feedback?

8. What resources, facilities, and/or equipment will the intern have access to? What professionals will they be able to network with?

Pro-tip: Use our Internship Contract and check out what makes a great internship.

POSITION DESCRIPTION EXAMPLE 1

Storyline Strategies is now accepting Spring 2022 remote market research and communications strategy intern applications.

At the intersection of communications and marketing, stands Storyline Strategies — a nimble agency that crafts compelling storylines using the precise lens of public opinion research. We have a proven track record, with global powerhouse clients that include, but aren't limited to, Fortune 500 companies and Fortune 50 multinationals, technology pioneers, social policy thought-leaders, influential associations and emerging change-makers.

And we're only getting started.

Our interns will be integral contributors to our growing enterprise. Candidates should have a deep appreciation for the written word, a creative affinity, and a headstrong curiosity. They will be asked to dive into a fast-paced environment in which no two days are the same. In the morning, you may be working on storyboards for a global product launch; after lunch, helping with the research and crafting of an exercise for a session.

ABOUT THE POSITION
Interns at Storyline Strategies have the opportunity to do real work - gaining valuable work experience and professional connections along the way. This internship supports the Narrative & Strategy team, and while every day at Storyline Strategies is different, your primary responsibilities include:
- Contributing to the preparation of qual/quant research materials ahead of studies and the analysis of data afterwards, including written and visual components.
- You'll assist junior and senior staff with brainstorming, content creation and editing, media support, and so much more.

The safety and health of our team is paramount. Given the COVID-19 circumstances, our team is exclusively hiring remote interns at this time. It is our expectation that the internship will be virtual for the duration of the term, which is slated to last approximately from early January to mid/late May (with some flexibility).

Our headquarters are located in Washington D.C., with a second office in San Francisco. The remote nature of this program allows for flexibility in your location, but interns will be expected to be available during at least part of a standard ET business day.

ABOUT YOU/QUALIFICATIONS
You're a college student, a recent graduate, or a young professional with a keen interest in learning about the world of communications consulting. You have strong communication skills (given that this is a remote internship, this is top priority), as well as an unquenchable sense of curiosity, a passion for details, and a love of language. A team player, your work ethic is matched by a willingness to tackle any challenge and contribute to any project. We are looking for candidates who are able to commit to 20-25 hours a week.

HOW TO APPLY
To apply for this paid internship, please send your resume, cover letter, availability, and two recent, original writing samples (1-2 pages each) to internship@storylinestrategies.com. We look forward to hearing from you!

Pro-Tip: At minimum, include: position description, duration, and how to apply.

POSITION DESCRIPTION EXAMPLE 2

Job Summary
This is a Summer 2022 internship with a proposed start in late May/early June 2022.

The ideal candidate would be majoring in sustainability or an engineering or business degree with a focus or concentration in sustainability. This position can be domiciled anywhere in the U.S.

The intern would support sustainability projects and initiative from Electric Vehicle transition, infrastructure, solar installation, waste and recycling and more.

Performs activities related to their field of study while obtaining experience working in a corporate environment. Participates in various networking and/or community service events. In some intern/co-op opportunities, the following may apply: Performs various activities related to functional area projects including, but not limited to, researching, evaluating, and testing; planning and executing small projects; and conducting research and testing as a part of larger project teams. Develops processes and programs to support the functional area.

Essential Functions
• Supports and plans work on small projects with direction from management.
• Assists management and other department personnel to support larger projects (e.g., managing project schedule and status reporting).
• May assume the duties normally performed in the department, alongside professionals who perform these roles.
• Works with various departments and/or vendors to gather information needed for various projects.
• Presents project results to management and/or department personnel.
• Performs analytical work within the assigned functional area.
• Conducts research using the internet and other sources of information.
• Creates or updates systems or databases for specific department needs.

Minimum Education
• One (1) year of education at an accredited college, university or technical school (must be currently enrolled).

Required Skills, Abilities and / or Licensure
• Software skills, including use of Microsoft Office software and web-based applications.
• Knowledge of AutoCAD software may be required for some positions.
• Verbal and written communication skills necessary to communicate with all levels of management.
• Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.
• Ability to analyze, review, and make recommendations.

Position Summary:
The Museum Interpretation Intern assists the Interpretation Specialists, who work in collaboration with the curatorial and educational teams, in formulating narrative and interpretive strategies.
This internship provides a unique opportunity to learn about and contribute to the research, planning, and implementation of interpretive tools for the Museums exhibitions and art installations. These include items such as brochures, activity guides, rack cards, labels, audio tours, and other digital tools that encourage guest engagement and learning (in the galleries, on the grounds, and in other museum-related spaces).

The goal is to create an impactful and rewarding experience for our museum guests. This internship offers hands-on training in the museum profession and an overview of museum exhibition operations from the early planning stages through implementation.

The ideal candidate is passionate about artistic expression, the arts in general, and has interest and skills in critical thinking, creative writing, and on-line and library research. Applicants must be ready to think creatively in unfamiliar situations and be prepared for hands on experience. A diplomatic and flexible disposition, with the ability to collaborate amongst a diverse group of people, is highly desired.

Duties:
- Assist the Interpretation team in creating interpretive elements for exciting and engaging exhibitions.
- Artist and art object research (online and in library), summarizing findings
- Writing and editing copy for various projects, including blogposts
- Engage in creative brainstorming
- Assist in conducting visitor evaluation and data collection
- Attend All Staff and Exhibition department meetings
- Attend project meetings to collaborate with curators, interpretive staff, educators, preparators and others
- Other duties as assigned

Timeline:
- Applications due November 30, 2021
- Intern selected by December 17, 2021
- Anticipated Start Date: January 24, 2022

Required Documents: Cover Letter, Resume

Schedule: January 24-May 6; Hours up to 20 hrs./wk.; Weekly schedule to be arranged

Minimum Qualifications:
- 3rd or 4th year Interdisciplinary Humanities student (college level) preferred; can include (but is not limited to) majors/minors such as American Studies, African American Studies, Indigenous Studies, Latin American and Latino Studies, Art History, Studio Art, Cultural Anthropology, Communication, English, History, Journalism/Strategic Media, and Sociology.
- Dependable and punctual
- Minimum of 10 to a maximum of 20 hours per week; a mutually agreeable schedule will be determined in conversation with the Head of Interpretation.
- Knowledge of Microsoft Office Suite is required, and familiarity with library and Web-based search tools is strongly preferred.
- A background check is required
- Must maintain confidentiality of all non-public Museum information
- Possible course credit can be negotiated with University departmental supervisor

Physical Demands and Work Environment:
The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical demands: In the work environment described herein, position requires work at a desk and utilizing a computer for prolonged periods of time and excellent eye/hand coordination. Visual acuity to review detailed drawings and written materials is required for this job.
- Work environment: Work will be performed in an office environment, and in museum spaces. The noise level in the Museum work environment is usually low to moderate. Work may take place in galleries undergoing construction and painting.
- If the interns personal equipment is used, the Museum accepts no liability for any damage caused to said equipment while being used for Museum purposes, nor loss or corruption of electronic files on device.

POSITION DESCRIPTION EXAMPLE 4

The Fulbright College development and external relations office is seeking to hire an intern to assist our external relations team with a wide variety of tasks ranging from print design, to web design, to content creation and social media work. This is an hourly position with the possibility of academic credit. The internship will be tailored to you and will empower and challenge you to bring forth new ideas, cultivate your skills and collaborate with a team of awesome and creative professionals.

Job Requirements

At a minimum, applicants should be proficient in Microsoft Office 365 and Adobe Creative Suite (Photoshop, Illustrator, InDesign and Premiere). Additional experience in HTML5 and CSS is highly valued, and applicants are encouraged to apply regardless of their current experience with the above software and coding language. The intern will conduct themselves in a professional manner, have excellent communication skills, and come to work with a willingness to work hard and learn. This self-starter must be organized, disciplined, and collaborative.

Job Description and Duties

- 20 hours a week, Monday through Friday
- Minimum wage guaranteed. Final wage commensurate with experience.
- General correspondence with team and clients by using Outlook, Slack and Wrike (project management software)
- Communications team meetings twice a week
- Monthly one-on-ones
- Portfolio and resume review, custom mentoring opportunities
- Updates to Fulbright College web sites by using OUCampus and WordPress
- Content and graphics creation by using Adobe Creative Suite and Canva
- Post articles and related content to Fulbright REVIEW
- Other tasks as assigned

Learning Objectives

- Proficiency with industry standard software and methodologies (Project management, communication platforms, content creation, web editing)
- Enhanced soft skills through team and client interaction
- Portfolio and resume development
- Professional references
- Mentoring by experts in related fields

PROMOTE YOUR INTERNSHIP

POST

Post the position on Handshake, our job board. Begin by creating an account, if your organization does not have one.

EMAIL

Let the relevant Director of Employer Relations know that the posting is up and they will promote it on campus.
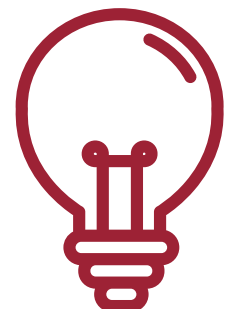
ATTEND

Register for and attend a Career Fair or event to promote the opportunity.

EXPAND

Connect with student organizations, mentor students, hold an info session, host a company visit, or become a corporate partner to increase your brand presence on campus.

EMPLOYMENT DATA

Student Enrollment Statistics

UA Graduates Career Outcomes Report

Recent Graduates Career Outcomes at a Glance

Career Outcomes Survey Methods

Graduates' Career Paths

THANK YOU, EMPLOYER PARTNERS!

2021-2022 EMPLOYER PARTNERS

Walmart

Tyson

ArcBest
More Than Logistics

UL

Academy
SPORTS+OUTDOORS

BECOME AN EMPLOYER PARTNER

Spotlight your organization while supporting UofA career services' efforts to prepare our students for their professional careers! Providing financial resources allows your organization to support professional development that benefits UofA students.

As an employer partner your organization will enhance its campus visibility, increase student contact, and benefit from effective recruiting solutions. To become a UofA Career Services Employer Partner today, contact Erica Estes, ericae@uark.edu or at 479-575-2805 for more information.

Any amount that you can contribute is much appreciated and will be publicly acknowledged. We have a number of strategies to help you maximize your branding opportunities on our campus. If you would like to contribute in a manner that is not listed, please contact Ms. Estes.

Learn more here.

CONTACTS

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