

# On-Campus Recruitment Guide

## Center for Career Development @ Morgan State University

### Welcome!

Thank you for your interest in exploring recruiting opportunities at Morgan State University. We hope that the services described within will be helpful to you. Whether you are interested in on-campus recruiting or seeking full-time employees or interns, the friendly staff at the Morgan State Center for Career Development (CCD) is here to assist you. We offer a variety of options for employers ranging from On-Campus Recruiting to access to our eBear on-line recruiting system.

In addition, the CCD assists students in the career planning process and provides experiential education programs such as internships or cooperative education. Our goal through all CCD services is to ensure that Morgan State students are as sophisticated as possible in the career planning and professional employment search process. The CCD is working hard to provide employers with a range of recruiting services that transcend traditional placement programs such as on-campus recruiting and job fairs.

On-campus recruiting may be scheduled at any time during the following periods:

Fall 2009 - September 21<sup>st</sup> through December 7<sup>th</sup>

Spring 2010 - February 1<sup>st</sup> through April 23<sup>rd</sup>

\* Please note that all on-campus interviews are conducted using an open schedule format. Students sign-up on a first-come, first-served basis, dependent upon employer specified criteria (in eBear) such as degree, major, graduation date, and visa status. Log on to <http://morganstate.erecruiting.com/emp> to create an eBear account.

### *Other recruiting events include:*

Fall 2009      **35th Annual Career Day**

Wednesday, October 14, 2009

10:00 am-3:00 pm

Spring 2010:    **CONNECTION (internships & co-ops only)**

Fair: Tuesday, February 09, 2010 - 10:00 am-3:00 pm

Interviews: Tuesday, February 10, 2010 - 9:00 am-4:00 pm

**Spring Job Fair (graduating students only):**

Fair: Wednesday, April 14, 2010 - 9:00 am - 12:00 noon

Interviews: 1:00 pm-4:00 pm On-Site Interviews

Thank you for your interest in our students. We are confident that we will strengthen even further the professional partnership between your organization, Morgan State University, and the Center for Career Development. We look forward to working with you.

Center for Career Development @ Morgan State University

A Department in the Division of Student Affairs

### ***Recruiter's To Do List***

- 1. Read the On-campus Recruitment Guide.
- 2. Submit On-Campus Recruitment Program Interview/ Information Session Request Form and fax to 443-885-8267
- 3. Submit necessary form:
  - Employer Agreement
- 4. Enter job descriptions into eBear.( <http://morganstate.erecruiting.com/emp>)
- 5. Review confirmed dates & logistics for Information Sessions and Interviews.
- 6. Order refreshments two weeks before your Information Session.
- 7. Publicize your event.

### ***Information Sessions***

Room reservations are scheduled through the CCD. When planning your Information Session, please inform our office of the goals you are attempting to achieve.

For an organization trying to gain visibility among students who might potentially interview with them, the Information Session should be scheduled in advance of the sign-up dates - three weeks prior to the interview date.

An organization wishing to present specific information in a group session rather than taking time during the scheduled interview, might prefer to hold a reception the evening prior to the interview date.

### ***Refreshments for Information Sessions***

Catering services are scheduled and coordinated through the University Events Office. The University Events Office will bill you directly for refreshments. Contact Ms. Deborah Grady at 443-885-4369.

### ***On-Campus Interviewing***

Because the process of coordinating and promoting an on-campus recruiting visit is so time intensive, we strongly recommend a lead-time of four to six weeks. To schedule an on-campus interviewing visit, please contact Earlene Goodson, Recruitment Coordinator at 443-885-3111.

On-campus recruitment (OCR) provides employers with the opportunity to interview for internships, co-op and full-time employment for graduating students. Recruiters can interview up to 13 applicants per schedule during peak recruiting periods, mid-September through December and beginning of February through April. We can accommodate up to 4 recruiters on a given day and offer 30, 45 or 60 minute interview schedules.

### ***Advertising Your Visit***

- Place an advertisement in The Spokesman, the student newspaper at 443-885-3464.
- Email a prepared flyer at least 1 month in advance of your event.

*2009-2010 Recruiting Calendar*

<i>FALL TERM 2009</i>		<i>SPRING TERM 2010</i>	
Classes Begin	August 24	Classes Begin	January 25
Fall Recruiting	September 21	Spring Recruiting	February 1
35th Annual Career Day	October 14	Connection 2010	February 9 & 10
Thanksgiving Break <i>University Closed</i>	November 26-27	Martin Luther Kings Birthday <i>University Closed</i>	January 18
Recruiting End	December 4	Spring Break	March 22-26
Christmas Break <i>University Closed</i>	Dec 24-Jan 3	Spring Job Fair	April 14
University Open	January 4	Recruiting End	April 23

***Interview Schedules***

The Center for Career Development only offers open schedule formats. Open schedules provide the opportunity for any student that meets your established criteria to select interview time slots on a first-come, first-served basis. Students should ideally have 30 days to sign-up. Two days prior to your OCR date, eBear will bundle and email your schedule and the submitted resumes. If you have difficulty downloading your resumes, contact the Recruitment Coordinator for assistance.

Employers should post their job descriptions as soon as the dates are set.

For the Fall Semester, jobs should be posted by August 15, 2009.

For the Spring Semester, jobs should be posted by January 4, 2010.

***The Day of the Interview***

- Arrive at the CCD at least 30 minutes before your first scheduled interview. The CCD opens at 8:00 a.m.
- Check in at the reception desk in C-224 Montebello.
- The Recruitment Coordinator will provide a folder containing an interview roster of candidates and resumes, Candidate Evaluation Forms. Information about the CCD, nearby dining establishments, and housekeeping details will be included.
- At the end of the day, speak with the Recruitment Coordinator to discuss your candidates, submit Candidate Evaluation forms and the CCD Evaluation.

### ***Interview Location***

All scheduled interviews are held in the Center for Career Development, on the second floor of the Montebello Complex, Wing C, Room 224. For online mapping directions use 2201 Argonne Drive, Zip Code 21251 as the street address. **DO NOT USE THIS AS OUR MAILING ADDRESS.**

### ***Driving Directions***

#### **Via the Baltimore Beltway (I-695) beginning at northeast corridor**

Take Exit 30-SOUTH, Perring Parkway (MD Rt. 41). (The Perring Parkway exit is east of the exits for Towson and west of the I-95/I-695 interchange). Travel south approx. 3½-4 miles. Cross the intersection of Perring Parkway and Belvedere Ave. See Morgan State University's Clarence M. Mitchell and William Donald Schaefer Engineering Buildings on your left. At that point, Perring Parkway becomes Hillen Rd. Travel through the intersection of Hillen Rd. and Cold Spring Lane. From that point, travel approx. ½ mile to Argonne Dr. Turn left on Argonne Drive, travel ¼ mile. Pass the Murphy Fine Art Center and make the first right turn onto McCallum Dr. The Montebello Complex is on the left.

#### **From south of Baltimore via I-95**

Travel I-95 north through the Ft. McHenry Tunnel. Exit at Moravia Road, exit #60. (From this point, the distance to the Montebello Complex is about 4 miles.) Cross through a major intersection at Belair Road. From this point, travel 1 mile to Harford Road. Moravia Road becomes E. Cold Spring Lane at Harford Road. Turn left at Harford Rd. Travel less than ½ mile to Argonne Dr. Turn right onto Argonne Dr. Travel ½ mile. Turn left onto McCallum Drive. The Montebello Complex is on the left.

#### **From north of Baltimore via I-95**

Continue on I-95 south past the interchange for the beltway, I-695. Shortly thereafter, I-95 will split into I-895 (left two lanes) and I-95 (right two lanes). Go to the left onto I-895. Exit at Moravia Road exit. (From this point, the distance to the Montebello Complex is about 4 miles.) Cross through a major intersection at Belair Road. From this point, travel 1 mile to Harford Road. Turn left onto Harford Rd. Travel less than ½ mile to Argonne Dr. Turn right onto Argonne Dr. Travel ½ mile. The Montebello Complex is on the left. Turn left onto McCallum Drive.

#### **From the south via I-97 from Annapolis Area and Eastern Shore**

When approaching the beltway (I-695) take exit for Harbor Tunnel. After tunnel, get off at Pulaski Hwy. (Rt. 40 East)/ Erdman Avenue Exit. At end of exit ramp, go straight which will merges onto Pulaski Hwy. (Rt. 40 East). Exit right onto Moravia Road. Continue straight on Moravia. Do not take any of exits that you will see right after getting onto Moravia. Cross through a major intersection at Belair Road. From this point, travel 1 mile to Harford Road. Moravia Road becomes E. Cold Spring Lane at Harford Road. Turn left at Harford Rd. Travel less than ½ mile to Argonne Dr. Turn right onto Argonne Dr. Travel ½ mile. The Montebello Complex is on the left. Turn left onto McCallum Drive.

#### **From Downtown Baltimore**

Travel north on Calvert Street to 33rd St. Turn right at 33rd Street. Travel approx. 1½ miles to Hillen Road. Turn left onto Hillen Rd. Travel 1 mile to Argonne Drive. Turn right on Argonne Drive and travel ¼ mile. Morgan State University is on the right. Make the first available right turn onto McCallum Drive. Montebello Complex is on the left.

### ***Parking Information***

Report to the security officer at the first floor entrance to the Montebello Complex for directions to parking.

***Inclement Weather***

In the event of severe weather, please call 443-885-3333 or check the university homepage for school delays and cancellations before traveling.

***Travel Information***

**Lodging:** For reservations, please contact the hotels/motels directly.

**Radisson at Cross Keys Inn Village of Cross Keys**

5100 Falls Road Baltimore, MD 21210

1-800-532-KEYS

**Doubletree Inn at the Colonnade**

4 West University Parkway Baltimore, MD 21218

410-235-5400 1-800-252-1466

**Sheraton Baltimore North**

903 Dulaney Valley Road Towson, MD 21204

410-321-7400 1-800-950-1363

**Burkshire Marriott Hotel**

10 W Burke Ave Towson, MD 21204

410-324-8103

**Airlines:**

Morgan State University is located approximately 30 minutes from the Thurgood Marshall BWI.

**Train:**

The Penn Rail Station, with Amtrak and MARC train services, is approximately 15 minutes from campus. Ground transportation is available at curbside.

**Taxi Cabs:**

Taxi Services (410) 685-1212

Arrow Cab (410) 327-0330

### ***Policies & Procedures***

The Center for Career Development takes no part in the determination of employment qualifications or the selection process of employers. We make employment information available to all interested students and provide employers with such information as students have authorized us to release on their behalf. We assist employers in accordance with Federal regulations including, but not limited to, the EEOC Uniform Guidelines, Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1992, as amended.

The Center for Career Development subscribes to the Principles for Professional Conduct as stated by the National Association of Colleges and Employers (NACE) <http://www.naceweb.org/about/principi.html> and expects employers using our services to do likewise.

The Center for Career Development reserves the right to refuse services to third party recruiters including, but not limited to, private licensed employment agencies, consulting agencies/headhunters, temporary employment services, government employment agencies, clearinghouse operations and contract recruiting services. Nor will we provide student information to network marketing firms. Information on these types of organizations can be made available to students in Center for Career Development at the students' request.

Employers should advise the Center for Career Development of all on-campus, recruiting-related activities whether or not they are being conducted through the CCD.

Employers should notify the Center for Career Development of all hires from Morgan State University, providing position title, work location and salary information when appropriate.

Part-time employment, summer jobs and internships should not obligate either party, student or employer, to a full-time commitment after graduation.

Employers should pay legitimate expenses for students required to travel to another locale for interviews.

Employers should not pressure or place unreasonable time limits on students in making employment offers.

### ***Salary/Hiring Information***

It is essential that the CCD receives and maintains accurate information relating to the numbers and starting salaries of newly hired Morgan State students. Please provide the Recruitment Coordinator with this information at the end of each recruiting/hiring cycle or as hiring decisions are made.

### ***Reneging on Offers/Acceptances***

If an organization withdraws an offer made to a student for any reason, the recruiting contact is to notify the Recruitment Coordinator as soon as possible. Similarly, if a student reneges on an acceptance of employment with a recruiting organization, the Recruitment Coordinator also should be notified so that a thorough review of the situation can be made. The faculty and administration of Morgan State consider reneging on acceptances to be unethical behavior.

**On-Campus Recruitment Program Interview / Information Session Request Form**  
**Center for Career Development @ Morgan State University**

**Information Session**

Please indicate preferred presentation dates and times. All Information Sessions are one and one half hours long; room location will be determined by the Recruitment Coordinator.

**Fall 2009**

1st choice date: \_\_\_\_\_

Time:         4:30                       6:30

2nd choice date: \_\_\_\_\_

Time:         4:30                       6:30

3rd choice date: \_\_\_\_\_

Time:         4:30                       6:30

Media requested:     LCD projector     VCR/TV     Other \_\_\_\_\_

Please specify

**Spring 2010**

1st choice date: \_\_\_\_\_

Time:         4:30                       6:30

2nd choice date: \_\_\_\_\_

Time:         4:30                       6:30

3rd choice date: \_\_\_\_\_

Time:         4:30                       6:30

**Interview Schedule**

Number of schedules (all schedules are open): \_\_\_\_\_

*Number of schedules and number of rooms are synonymous. No extra rooms will be available for coordinators/greeters the day on the interviews. Only one round of interviews per semester.*

Length of Interviews:         30 minutes     45 minutes     60 minutes

*If you would like to adjust your schedule (i.e. add breaks, etc.) you must let us know before sign-ups begin.*

Please indicate preferred recruitment dates:

**Fall 2009**

1st choice date:        \_\_\_\_\_

2nd choice date:        \_\_\_\_\_

3rd choice date:        \_\_\_\_\_

**Spring 2010**

1st choice date:        \_\_\_\_\_

2nd choice date:        \_\_\_\_\_

3rd choice date:        \_\_\_\_\_

Please note, while the CCD does its best to honor your preferences, final recruiting dates are determined by the Recruitment Coordinator; the decision will be relayed to you in a confirmation letter.

For information on off-season recruiting, please contact the Earlene Goodson, Recruitment Coordinator at 443-885-3111.

COMPANY NAME: \_\_\_\_\_        SUBMITTED BY: \_\_\_\_\_        DATE: \_\_\_\_\_

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