

# Howard University School of Business



## Center for Career Excellence Recruitment Guide

2024 - 2025

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## GETTING STARTED

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Howard University's School of Business Center for Career Excellence (CCE) is pleased that you are interested in recruiting our students. The CCE offers multiple services and programs to help both students and employers find their perfect match. This employer recruitment guide details ways to partner with the CCE, answers frequent questions regarding recruiting at the School of Business, and outlines on-campus recruitment policies and procedures. On-campus recruitment is a core component of the operations of the CCE, helping to connect the best and brightest students at Howard University School of Business through career fairs, networking events, professional development, on-campus interviews, and other recruiting activities.

All recruiting companies must agree to work within a framework of professionally accepted recruiting, interviewing and selection practices as stipulated in the [Equal Employment Opportunity Policy of Howard University](#), the [NACE Principles for Professional Practice](#), and the [United States Department of Labor FLSA Guidelines](#) as well as abide by the recruiting and offer policies outlined throughout this guide.

### Employer Registration on Handshake

The Center for Career Excellence utilizes Handshake which is a free web-based system for recruiting at Howard University. It allows employers to identify candidates and it allows 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 CCE policies as outlined below may forfeit your organization's right to recruit at Howard University.



If you require assistance with Handshake, contact Handshake support at: [www.support.joinhandshake.com](http://www.support.joinhandshake.com)

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

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 students who recruit others to sell products and services will not be permitted to recruit on campus or attend Career Fairs.

## **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, 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.

## KEY DATES & FAIRS

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### Recruiting Period

The prime recruitment season is September-March. This is the only time companies can host student engagement events and/or on-campus interviews during the semester.

#### Fall 2024

Recruitment Period: Sep 3 – Nov 15

#### Spring 2025

Recruitment Period: Jan 21 – Apr 11

### Special Events

#### Fall 2024

Career Fair: Oct 1

Business in Fashion & Beauty Series: Nov 4-7

Dining Etiquette TBD

#### Spring 2025

Career Fair: Feb 25

Government Takeover: January 29-30

Sports & Entertainment Panel: Feb 7

Dining Etiquette TBD

### Key Dates

Fall 2024		Spring 2025	
<b>Aug 19</b>	Formal Classes Begin	<b>Jan 13</b>	Formal Classes Begin
<b>Sep 2</b>	University Closed, Labor Day	<b>Jan 20</b>	<b>University Closed, Martin Luther King Jr. Birthday</b>
<b>Sep 3</b>	Student Engagement Begins	<b>Jan 21</b>	Student Engagement Begins
<b>Sep 13</b>	Opening Convocation	<b>Feb 7</b>	<b>University Closed, Mental Health Day</b>
<b>Oct 14</b>	<b>University Closed, Mental Health Day</b>	<b>Feb 17</b>	<b>University Closed, Presidents' Day</b>
<b>Oct 7 - 11</b>	Midterm Exams	<b>Feb 28</b>	Charter Day Convocation
<b>Oct 16 - 22</b>	Homecoming Week	<b>Mar 2 - 10</b>	<b>University Closed, Spring Recess</b>
<b>Nov 11</b>	<b>University Closed, Veterans Day</b>	<b>Mar 10 - 14</b>	Mid-term Exams
<b>Nov 15</b>	Student Engagement Ends	<b>Apr 11</b>	Student Engagement Ends
<b>Nov 27</b>	Formal Classes End	<b>Apr 23 - 25</b>	Finals for Graduating Seniors
<b>Nov 28 - Dec 1</b>	University Closed, Thanksgiving Recess	<b>Apr 26</b>	Formal Classes End
<b>Dec 2 - 10</b>	Final Exams	<b>Apr 26 - May 7</b>	Final Exams
<b>Dec 23 - Jan 3</b>	<b>University Closed, Winter Recess</b>	<b>May 9</b>	School of Business Graduation
		<b>May 10</b>	Howard University Commencement

Click here to view the Howard University Academic Calendar: <https://howard.edu/calendars>

## **GUIDELINES FOR RECRUITMENT ACTIVITIES**

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Recruitment activities should take place during the same semester as your interviews to fully leverage student interest in your organization. Please be advised that changes to any campus recruitment strategy less than three weeks before a scheduled event, or while students are on recess, may negatively impact attendance or applications for positions. If you amend 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 CCE to make sure changes are updated in Handshake. We recommend allotting three weeks between your initial position posting on Handshake and the selected interview date. The CCE office does not accept requests made for information sessions less than two weeks before the requested date. Invitation-only events are excluded from this policy.

## **OFFER POLICIES**

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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 the CCE, 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 18, 2024.

### **Fall Offers**

Full-time and internship offers extended to students during the Fall semester should expire no earlier than November 8, 2024.

### **Spring Offers**

Full-time and internship offers extended to students during the Spring semester should expire no earlier than March 14, 2025.

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.

### **Exploding Offers**

The CCE prohibits “exploding offers.” We recognize that employers want to make offers to summerinterns, however, forcing a student to make a hasty decision pertaining to employment precludes his or her exploration of other options and may cause them to renege on job offers. It is against our policies for any student to renege on a job offer. Employers are asked to refrain from placing conditions on any offers and incentives may not be offered to induce students to accept offers early.

### **Withdrawing an Offer**

CCE strongly discourages any employer from withdrawing an internship or full-time employment offer. Withdrawing an offer could seriously damage an employer’s reputation and effectiveness at Howard University’s School of Business. We expect employers to honor all offers made to students. If you must withdraw an offer due to unforeseen circumstances, please contact the CCE office immediately so that we can assist you in this difficult situation.

### **Student Accountability**

All employers should contact us directly if there are any issues concerning offer acceptances, students and recruiting concerns, or interview cancellations or no-shows. If a student reneges on a written acceptance of employment, please contact the CCE office as soon as possible to effectively manage the situation.

## CAREER PARTNER PACKAGES

The School of Business Center for Career Excellence has developed corporate career partnerships to create opportunities for students to gain real-world experience, learn new skills, and make connections with employers that will benefit them in their future endeavors. Corporations benefit by gaining access to a diverse and highly qualified talent pool while gaining visibility on campus and building impactful relationships. We have three partnership tiers, as listed below. The prices are valid for one academic year, 2024-2025. Prices are subject to change and are non-refundable.

**\* The 2024-25 career partnerships are at capacity. \***

CAREER PARTNERS	BISON	CHAIR'S	DEAN'S
	\$5,000	\$7,000	\$10,000
<b>BENEFITS</b>			
Access to Engage with Faculty Career Champions		✓	✓
Branding on Website, Instagram, CCE Monitor	✓	✓	✓
Career Development Sessions		✓	✓
Career Fair Registration Waived	✓	✓	✓
Company Swag & Literature Displayed in the Center	✓	✓	✓
Events Considered for CCE Credit	✓	✓	✓
First Right of Refusal to Renew Partnership			✓
Instagram Takeover			✓
Invitation to Guide a Case Study in the Career Counseling Course			✓
Invitation to Present in the Career Counseling Course			✓
Invitation to Special Events	✓	✓	✓
Jobs Added to the Weekly Career Bulletin	✓	✓	✓
Jobs Posted on Instagram	✓	✓	✓
Lobby Days	✓	✓	✓
Lunch & Learns	✓	✓	✓
Bison Brunches (Faculty & Staff)			✓
Preferred Booth at Career Fairs			✓
Priority Job Placement in the Weekly Career Bulletin			✓
Resume Book	✓	✓	✓

### Career Partner Testimonials

*"We receive such dedicated support from the Career Partner staff and feel this program goes to great lengths to provide innovative and educational opportunities for School of Business students. We are happy to engage as a partner and will be registering again for next school year." ~ Chrissy, CoStar*

*"The access we get to students is great. Our presentations & tabling events are well attended, and we have high foot traffic at the Fall & Spring Career Fairs. Latoya does a great job at ensure we have a great experience from planning to execution. The Monthly Career Partner Chats via Zoom are very informative." ~ Jamilla, Bloomberg*

*"We've really enjoyed being a career partner of the Howard School of Business. Communication from the career services team has been excellent and we have been well informed. There have been ample opportunities to promote our roles and get brand awareness. In addition, our questions around engagement/ promoting our roles get answered quite quickly, even during busy seasons of the semester." ~ Gillian, HubSpot*

For additional information, contact us at [HUSB-Career@howard.edu](mailto:HUSB-Career@howard.edu).



## HUSB CAREER CLOSET SPONSORSHIP

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Each fall, the School of Business welcomes a new class of freshmen who must attend class, corporate events, career fairs, and interviews in professional business attire. For many students, the ability to purchase the items required comes easily, but for others, the extra funds needed to purchase these items can be a financial burden. As a result, some students start their first year without essential business attire. The Center for Career Excellence established the HUSB Career Closet in 2022 to ensure that all School of Business students are prepared to begin their pursuit of a business career dressed professionally.

### Items Needed:

- New business conservative suits (black, navy, or dark gray) for men and women
- New white shirts and blouses
- New conservative ties
- New black or brown belts
- Additional career essentials (ex, portfolios, lint rollers, garment bags, etc.)

We do not accept used items.

### Sponsorship - \$2,500.00 (per academic year)

Includes:

- Access to host one Lunch & Learn and one Lobby Day (based upon availability)
- Invitation to register to attend the School of Business Career Fairs for the 2024-2025 academic year (registration must be completed before we reach capacity or by the deadline, whichever occurs first; fair registration is \$1,500.00 per fair)
- Logo added to the closet donor wall
- Closet updates (one per semester)

Career closet sponsorship is accepted via Amazon Gift cards or through Amazon Wishlist purchases. For more information, email us at [HUSB-Career@howard.edu](mailto:HUSB-Career@howard.edu).



# Center for Career Excellence

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