

HOWARD UNIVERSITY
CAREER SERVICES OFFICE



EMPLOYER RECRUITMENT GUIDE

*LEADERSHIP FOR AMERICA
AND THE GLOBAL COMMUNITY*

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Policy on Equal Opportunity

The mission of Howard University includes the provision of quality education for any student, but with emphasis upon the provision of educational opportunities for those students who may not otherwise have an opportunity to acquire an education of the type provided at Howard. In fulfilling its mission, the university does not discriminate on the basis of race, color, national and ethnic origin, sex, marital status, religion, age or handicap in the administration of its educational policies, admissions policies, scholarship and loan programs, other university-administered programs and employment.

Accreditation

Howard University is fully accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education, and by more than twenty additional professional Associations/Boards/Councils/Societies/Assemblies/Committees germane to the fifty-plus degree programs offered in the University's twelve schools and colleges.

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Meet the Director!

Joan M. Browne, Ph.D.
Psychologist & Career Coach
Director for Career Services
Howard University

Dr. Joan M. Browne brings a rich blend of national and international experience in human services and career development to the executive team at Howard University's Career Services Office. Hailing from the beautiful isle of Barbados where she worked as a Social Worker and later as a Psychologist for the Government of Barbados, Dr. Browne commenced her student affairs profession at Howard University serving for two years as a Graduate Assistant with the Office of Residence Life, and three years as a Senior Student Assistant with the Career Services Office.

Prior to her acceptance of the directorship of the Career Services Office, Dr. Browne served in the capacity of Associate Director from 2001 to August 2008. During this time she worked tirelessly to develop and implement outstanding career development programs and services for the Howard University student population and alumni, serving as faculty and employer liaison, administrator of the On Campus Recruitment and Career Education Programs. Most recently Dr. Browne managed the university-wide internship program, fall and spring career week activities inclusive of all career and graduate school recruitment fairs, employer receptions, and presentations. Through these programs and other corporate sponsorship initiatives, over \$1,300,000.00 have been generated. These funds continue to be used to drive growth by broadening the center's service portfolio, while standardizing and advancing existing services, as well as providing financial assistance to several students. As coordinator of the internship program, Dr. Browne served as mentor and career advisor to several domestic and international students seeking work-based learning experiences in their fields of study. Drawing heavily on her training as a Psychologist, Dr. Browne continues to provide individual and group career coaching to undergraduates, graduate students, and alumni.

In the fall of 2005 Dr. Browne expanded her professional portfolio with the introduction of a career and life planning course – *Career & Life Planning: Exploring Careers in Psychology* – to the Howard University student population offered through the university's Psychology Department. The research course, which had never before been taught at the university, has positioned students to make informed career and life decisions by providing a structured environment within which to conduct thorough self-assessments while exploring and researching the world of work and the career options available to them. Success of the new course has already been realized, with pre- and post-intervention measures revealing substantial increases in career decision making self-efficacy across the board for class participants. Based on this success, Dr. Browne, in collaboration with the Psychology Department wrote and was successfully awarded a grant from the Fund for Academic Excellence to repeat the course in the spring of 2007. Dr. Browne currently serves as a research mentor to undergraduate students with majors in psychology, and is a research collaborator in the Psychology Research Laboratory run by Jules P. Harrell, Ph.D., Professor of Psychology Howard University. In this lab Dr. Browne explores the relationships among personality traits, career decidedness, and life satisfaction.

Dr. Browne holds professional memberships in the National Association of Colleges and Employers (NACE), the National Career Development Association (NCDA), the National Association of Student Personnel Administrators (NASPA), the National Association of Student Affairs Professionals (NASAP), the Association for Psychological Type (APYi), and the Northeast Region of the Association for Psychological Type (NEAPT) where she has served as Secretary for the Regional Board of Directors.

Blessed to have been nurtured and guided by strong and positive role models throughout life, Dr. Browne continues to demonstrate her appreciation and honors their efforts by committing to a life long career in human service. She holds firmly to the words of Mary McLeod Bethune: "*A woman is free if she lives by her own standards and creates her own destiny, if she prizes her individuality and puts no boundaries on her hopes for tomorrow.*"

Description of CSO Services

Employment/Internship

Opportunities: Binder System with listings received daily by fax, mail and email from private sector companies, the government and non-profit organizations. These postings include nationwide job listings as well as internship, fellowship and student-related conference information.

On-Campus Recruitment Information and Schedules: On-site interviews and information session with companies from various sectors (private, federal, government).

The "C" Lab: Computer stations with Internet access can be used by students to assist in their career research and for job search activities.

Career Services Online: The career services office offers a comprehensive online service through our website www.howard.edu/careerservices. Our website offers details on office programs, job listings and career development information and resources.

Career Exploration Education: Career

Fest Week and Careers Exploration Day are held annually every fall and spring. Information on career planning, self-assessment books, federal/government/non-profit information, company/industry information, and international positions. Periodicals are housed in the CSO library.

Career Development Activities

Information: Workshops on resume writing, interview techniques, self-assessment tools, effective communication business etiquette, and diversity are scheduled weekly.

Graduate/Professional Program

Information: Interested in attending graduate school? You'll want to review our graduate school, fellowship and professional school information. Our annual GAPS (Graduate and Professional Schools) Fair is scheduled every fall during Career Week.

Walk-In Consultation Hours:

Professional career development staff offers one-to-one career counseling with no appointment necessary.

Best Practices in Recruiting at Howard

Best Practices Worksheet

Visibility and Targeted Relationship Management Is Key

Howard students are exposed to many excellent organizations throughout the year. Many of our employer partners assertively pursue and establish an ongoing relationship with students, faculty and staff through direct and personal participation in career development activities on campus.

Some Best Practices We Recommend:

- Establish in the summer or early fall a "kick off" meeting to establish your recruitment goals with key Howard stakeholders.
- Establish a well-coordinated internal effort with all participating recruiters and corporate units within your organization. We recommend having one primary contact person who is aware of all of your corporate efforts on at Howard University.

- ❑ Participate in career fairs, Career Week activities, networking receptions and relevant campus activities.
 - ❑ Provide posters advertising positions and activities sponsored by your organization on campus.
 - ❑ Advertise your career and internship opportunities through our office by posting job listings with Symplicity.
 - ❑ Provide scholarship opportunities to targeted student populations.
 - ❑ Sponsor visible career development initiatives, activities and job search tools. All sponsored efforts are clearly identified to recognize your support.
 - ❑ Establish a designated student liaison with targeted student organizations.
 - ❑ Invite students to your corporate offices for an orientation of your organization and to dialogue with current staff.
 - ❑ Facilitate career and professional development training through our Career Education Program to increase visibility and develop relationships with targeted student populations.
 - ❑ Develop a relationship with the University Advancement Office to assist with relationship management and support, and in managing the most effective usage of large corporate gifts.
 - ❑ Send an information binder outlining career opportunities in your organization. We will house this binder in our Career Resources Library for student review.
 - ❑ Send videos or CDs, which can be viewed in our Career Resources Library. Advertise in campus publications like the *Career Services Manual* and *The Hilltop* newspaper which are popular with students and faculty. *The Hilltop*: (202) 806-4749. For other information, call the Career Services Office: (202) 806-7513.
 - ❑ Sponsor student participation at conferences and other professional development events of their interest.
 - ❑ Invite targeted student organizations to participate in case study competitions.
 - ❑ Link your organization to our Career Services Website. Advertise on the Career Services Website.
 - ❑ Sponsor day trips and shadowing activities. Adopt student organizations with targeted student groups.
 - ❑ Consider mentoring and coaching students on career and professional development issues.
- We hope that this list will give you some ideas on strategies to develop your partnership with our office. If you have any questions or would like to discuss partnership strategies for your organization.

Recruiting Options for Employers

Recruiting at Howard University may be done in many ways. As an employer you may want to utilize one or more of the modes to ensure that your internship and job opportunities are promoted.

On-Campus Recruitment: Employers may schedule a date for information sessions and additional dates for interviews. Information sessions allow employers to make presentations including the use of video or PowerPoint presentations and question-and-answer sessions—either in an auditorium-style setting or simply in small groups. Interview sessions allow employers to pre-schedule dates well in advance and allow students to be well prepared for interviews. The Career Services Office will discuss your needs, advertise your openings and arrange a schedule of interviews in our facility.

Job Postings: Employers are encouraged to post their available internships and job positions with the Career Services Office. Through our partnership with Symplicity, we are able to market your positions to our talented pool of students 24 hours a day, 365 days a year. In addition, the Career Services Office binds hard copies of your position announcements into books available in our library.

Career Week: Employers may participate in both fall and spring Career Week activities. Employers are encouraged to conduct job search related workshops for students to assist them in their career paths. Also, conducting workshops is an efficient method of marketing employers' organizations to students.

Career Fairs: Annually, both in fall and spring, the Career Services Office hosts career fairs open to the entire student body. Employers are encouraged to participate in order to speak with students one on one during the events. Registration for the Career

Fair is an on-line process, and procedures for registering for the event are posted on our website in July for the Fall Career Fair and in January for the Spring Career Fair. To proactively manage employer participation in future events, recruiters are encouraged to visit the Career Services website regularly during July and January each year. When entering the Career Services website from favorites or bookmarks, remember to refresh the site as you may have bookmarked an outdated page, resulting in your failure to access important information on current and upcoming programming.

Career Education Workshop Series: Employers are encouraged to participate in this program as presenters to share your expertise with our students and alumni. These workshops are held during the fall and spring semesters, and cover a variety of subjects, from writing a resume, identifying summer jobs and internship opportunities, to transitioning from college to career. Contact Ms. Henrietta Duncan, Associate Director, who coordinates these workshops.

The Hilltop: Advertising in the campus's student-run newspaper is an excellent way to promote your information sessions and your interview schedule. Contact *The Hilltop* at (202) 806-4749.

Student Organizations: From honorary and student majors, fraternity to sorority, and culturally related interest groups, organizations on campus are a great way to reach out to students and promote your organization. Contact Student Activities at: (202) 806-7000.

Target student mailings: Based on your requirements, the Career Services Office can inform students of your positions through flyers, emails, and posters on campus.

Guidelines for Recruiting on Campus

- The Career Services Office (CSO) is open for recruiting between the hours of 8:30 a.m. and 5:00 p.m.
- Employers may only recruit on campus for existing job vacancies or for vacancies that will exist by the time a candidate is available for employment with your organization.
- Campus interviews must be directly scheduled and conducted by the organization's employees, rather than by third-party representatives.
- Employers who recruit at Howard must adhere to Equal Employment Opportunity (EEO) guidelines and the National Association of Colleges and Employers' Principles for Employment Professionals.
- The CSO makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability or any other basis prohibited by applicable law. Any employer who makes use of the University facilities or services must agree to abide by this policy and, if interviewing students, to act in good faith with students meeting the employer's legitimate specifications who have signed up for an interview.
- Employer testing of students is not permitted without the approval of the Director of Career Services.
- Some employers prefer to bring two recruiters for each recruiting room they reserve. This means that two recruiters interview one candidate at a time—sometimes for the purposes of a second opinion or to have a technical and non-technical representative present. If this is your interview style, please advise the CSO in advance of scheduling rooms for logistical purposes.
- If an interviewer is going to be late, please call and notify the Recruiting Coordinator as soon as possible at (202) 806-7513.
- Prior to leaving for the day, interviewers should fill out an Employer Survey and, if appropriate, a "No Show" form.
- Any problems with the schedule should be immediately sent to the Recruiting Coordinator for further discussion at (202) 806-7513.
- If necessary, parking passes can be requested from the parking office (202) 806-2000.

Schools at Howard University

The Career Services Office serves the majority of the schools and academic programs at the university.

The schools we assist include:

Arts and Sciences

James Donaldson, Ph.D., Dean
(202) 806-6700

Business

Barron Harvey, Ph.D., Dean
(202) 806-1500

Communications

Jannette Dates, Ph.D., Dean
(202) 806-7690

Education

Leslie Fenwick, Ph.D., Dean
(202) 806-7340

Engineering, Architecture & Computer Sciences

James Johnson, Ph.D., Dean
(202) 806-6565

Graduate School

Orlando Taylor, Ph.D., Dean
(202) 806-6800

Pharmacy, Nursing & Allied Health Sciences

Beatrice Adderley-Kelly, Ph.D., Dean
(202) 806-5431

Social Work

Cudore L. Snell, D.S.W., Dean
(202) 806-7300

Majors at Howard University

College of Arts and Sciences

Administration of Justice
 African Studies
 Afro-American Studies
 Anthropology
 Athletic Training
 Biology
 Chemistry
 Classics
 Economics
 English
 Exercise-Physiology
 French
 German
 History
 Mathematics
 Philosophy
 Physical Education
 Physics and Astronomy
 Political Science
 Psychology
 Recreation and Leisure
 Studies
 Russian
 Sociology
 Spanish
 Sports Administration

Fine Arts Division

Art

Art History
 Art Management
 Ceramics
 Design
 Electronic Studio
 Experimental Studio
 Fashion Merchandising
 Interior Design
 Painting
 Photography
 Printmaking
 Sculpture

Music

Applied Music
 Composition
 History and Literature
 Jazz Studies
 Music Therapy

Theatre Arts

Acting
 Dance
 Musical Theatre
 Pre-Directing
 Theatre Arts Administration
 Theatre Education
 Theatre Technology

School of Business

Accounting
 Finance
 Hospitality Management
 Information Systems and
 Analysis
 Insurance
 International Business
 Management
 Marketing

School of Communications

Communication Sciences and Disorders

Audiology
 Speech-Language Pathology

Journalism

Communication & Culture
 Legal Communication
 Speech Communication

Radio/TV/Film

Film
 Radio

Telecommunications
 Management
 Television

School of Education

Human Development

College of Engineering, Architecture, and Computer Science

Architecture
 Chemical Engineering
 Civil Engineering
 Electrical Engineering
 Environmental Engineering
 Mechanical Engineering
 Systems and Computer
 Science

College of Pharmacy, Nursing and Allied Health Sciences

Clinical Laboratory Science
 Health Sciences
 Health Management
 Nursing
 Nutritional Science
 Occupational Therapy
 Physician Assistant
 Radiation Therapy

Other Schools and Colleges

School of Divinity
 Graduate School of Arts &
 Sciences
 School of Law
 College of Medicine
 School of Social Work
 College of Dentistry

Organizations and Clubs

Student Activities telephone: 202-806-5990

Greek Letter Organizations/ Fraternities & Sororities

Alpha Kappa Alpha Sorority, Inc.
 Alpha Phi Alpha Fraternity Inc. (Beta Chapter)
 Delta Phi Sigma
 Delta Sigma Pi
 Delta Sigma Theta Sorority, Inc.
 Iota Phi Theta Fraternity, Inc.
 Kappa Alpha Psi Fraternity, Inc. (Theta Tau Chapter)
 Malika Kambe Umafazi Sorority, Inc.
 Omega Psi Phi Fraternity, Inc.
 Phi Beta Sigma Fraternity, Inc.
 Phi Mu Alpha Sinfonia Fraternity of America, Inc.
 Pi Kappa Alpha
 Sigma Alpha Iota
 Sigma Gamma Rho Sorority, Inc.
 Tau Beta Sigma National Band Sorority, Inc.
 Tau Beta Pi
 Zeta Phi Beta Sorority, Inc.

Honor Societies

Annenberg Honors Program
 Beta Alpha Psi
 Beta Kappa Chi, National Scientific Honor Society
 Lambda Pi Eta, Communications Honors Society
 Omicron Delta Epsilon, Economics Honor Society
 Phi Sigma Pi National Honor Fraternity
 National Society of Collegiate Scholars

International Clubs

African Student Association
 Caribbean Student Association
 French Club
 Haitian Student Association

School & Department Clubs

Actuarial Science Club
 Affiliates American Society of Mechanical Engineers
 Afro-Latinos Making Alliances
 American Chemical Society Student
 American Institute of Architecture Students
 American Institute of Chemical Engineers
 American Society of Civil Engineers
 Arts and Sciences Student Council
 Bisexual, Lesbian, and Gay Organization of Students at Howard
 Bison Yearbook
 Campus Pals
 Chemistry Graduate Student Association
 Collective Intelligence Powered by Hip Hop Elevating Rhythm
 College Democrats of America
 College of Engineering, Architecture, and Computer Science Student Assembly
 College of Medicine, Student Council
 College Republicans of Howard University
 College of Pharmacy, Nursing, and Allied Health Student Council
 Communications Student Council
 Entertainment 3000

**School & Department Clubs
(continued)**

Entertainment, Media, Sports, and Law Club
 Entrepreneurial Society
 Females Representing Every Side of Hip-Hop
 Gentlemen of Drew Social Club
 Graduate Business Student Council
 Graduate Student Council
 Graduate Student Council College of Pharmacy, Nursing and Allied Health
 Health Professionals Society
 Homecoming Committee
 Howard University Association of Black Journalists
 Howard University Mathematics Society
 Howard University Soul Squad
 Howard University Student Association
 Institute of Electronics and Electrical Engineers
 Ladies of the Quad Social Club
 Meridian Hill Hall Dorm Council
 Mock Trial Team
 National Association for the Advancement of Colored People
 National Association of Black Accountants
 National Broadcasting Society
 National Council of Negro Women
 National Pan-Hellenic Council of HU
 National Society of Black Engineers
 Nsaa Dance Ensemble
 Political Science Society
 Poutre
 School of Business Student Council
 School of Communications Student Council

School of Education Student Council
 Student National Medical Association
 Women In Medicine

Service Organizations

Amnesty International
 Circle K Club
 Habitat for Humanity
 Howard University Environmental Society
 Howard University Red Cross
 Gamma Iota Sigma
 N'COBRA (HU Chapter)

Sport Clubs

Bison Cheerleaders
 Bisonette Dance Ensemble
 Howard University Badminton Club
 Howard University Chess Club
 Howard University Club Baseball
 National Society of Pershing Rifles
 Taekwondo Club

Student Religious Organizations

Absalom Jones Canterbury Student Association
 Alpha Omega Steppers for Christ
 Ambassadors For Christ
 Campus Crusaders for Christ
 Christian Brothers United
 Howard University Chapel Assistants
 Howard University Community Choir
 Living Stones Worship & Arts Ministry
 Muslim Student Association
 ReJOYce in Jesus Campus Fellowship
 Thomas Skinner Campus Ministries-
 Noonday Prayer

Using Symplicity to Recruit at Howard University

Symplicity is a web-based system for on-campus recruiting at Howard. It allows employers to find students and students to find employers.

STEP ONE

Register online through our web-based software <https://howard-csm.symplicity.com>, by completing the following steps:

- From any computer go to <https://howard-csm.symplicity.com>.
- Select **for employers** listed under “where do you want to go.”
- Click on register listed under “**register for a new account**” on the right-hand side.
- Complete the information form and click “**submit**.”
- Your user name and password will be sent to the email account you’re registered with.

STEP TWO

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

- From any computer go to <https://howard-csm.symplicity.com>.
- Select “**for students/alumni**” listed under “where do you want to go.”
- Log into your Symplicity account.
- Click on “**on-campus recruiting (OCR)**” tab.

- Click on “**Request A Schedule**” tab.
- Complete the form and click “**submit**.”
- Once your schedule has been approved by the CSO office you will be able to move on to **STEP 3**.

STEP THREE

Attach a position to your interview schedule.

- Log into your Symplicity account.
- Click “**on-campus recruiting (OCR)**” tab.
- You will see your interview dates listed under the “**Schedules**” tab.
- Click “**Attach Position**.”
- Follow instructions to attach the position.

STEP FOUR

- From the submitted resumes, choose which candidates you will interview (these are your preselects).
- Your preselects will be automatically notified via email that they have been chosen for interviews. They sign up for available interview time slots via Symplicity.
- Continue to monitor your schedule as alternate and open sign-ups occur.

STEP FIVE

Join us at Howard University and enjoy Howard’s hospitality as you interview our talented students.

Hotel Accommodations Convenient to Howard University

Grand Hyatt/Washington

1000 H Street, NW
Washington, DC 20001
(202) 582-1234

Holiday Inn Capitol

550 C Street, SW
Washington, DC 20024
(202) 479-4000

Holiday Inn

1501 Rhode Island Avenue, NW
Washington, DC 20001
(202) 483-2000

Holiday Inn

8777 Georgia Avenue
Silver Spring, MD 20910
(301) 589-0800

Hyatt Regency Washington

400 New Jersey Avenue, NW
Washington, DC 20001
(202) 737-1234

J.W. Marriott Hotel

1331 Pennsylvania Avenue, NW
Washington, DC 20001
(202) 393-2000

Renaissance Washington DC

999 9th Street, NW
Washington, DC
(202) 898-9000

Sheraton Carlton

16th and K Streets NW
Washington, DC
(202) 638-2626

Sheraton Washington

2660 Woodley Road, NW
Washington, DC 20036
(202) 328-2000

Washington Courtyard

1900 Connecticut Avenue, NW
Washington, DC 20036
(202) 332-9300

Washington Hilton

1919 Connecticut Avenue, NW
Washington, DC 20006
(202) 483-3000

Commuting While Recruiting at Howard University

Metro Train



Buses: For traveling not available by Metro Train, the Washington Metropolitan Area Transit Authority also offers bus service. For fare and schedule information, visit online at www.wmata.com or call (202) 637-7000.

List of Taxi Cab Companies in Washington, D.C.

Taxi Transportation Service
(202) 398-0505

Barwood
(301) 984-1900
(301) 881-5565

Yellow Cab of DC Inc.
(202) 544-1212

Executive DC Flyer
(202) 863-1136

Red Top Cab
(202) 328-3333



Entertainment and Recreation After Recruiting at Howard

Just a few of the many places to go after recruiting at Howard...

FUN-FUN-FUN

ESPN Zone

555 12th St NW, Washington, DC

Main Phone: (202) 783-3776

Verizon Center Arena

601 F St. NW, Washington, DC

Main Phone: (202) 628-3200

MONUMENTS

Arlington National Cemetery

Across Memorial Bridge, about $\frac{3}{4}$ mile from Lincoln Memorial

Arlington, VA

Lincoln Memorial

23rd Street between Constitution and Independence Avenues, NW

Washington, DC

Phone: (202) 426-6841

Thomas Jefferson Memorial

15th Street, SW on the Tidal Basin

Washington, DC

Phone: (202) 426-6841

Washington Monument

Constitution Ave. and 15th St. NW

Washington, DC

Phone: (202) 426-6841

MUSEUMS

Howard University Gallery of Art

2455 6th St. NW, Washington, DC

Phone: (202) 806-7070

International Spy Museum

800 F St. NW, Washington, DC

Phone: (202) 393-7798

National Air and Space Museum

6th St. and Independence Ave. SW, Washington, DC

Phone: (202) 357-2700

National Gallery of Art

4th St. and Constitution Ave. NW, Washington, DC

Phone: (202) 737-4215

National Museum of Natural History

10th St. and Constitution Ave. NW, Washington, DC

Phone: (202) 357-2700



Howard University Career Services Office

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525 Bryant Street, N.W. • Washington, D.C. 20059
Phone: (202) 806-7513 • Fax: (202) 462-4267

Email: huocreuit@gmail.com • www.howard.edu/careerservices