

EMPLOYER RECRUITING GUIDE

NC State Career Development Center at a Glance

The Career Development Center will prepare students as they seek academic and professional career experience. To accomplish this, we:

- Inform students about the career development process.
- Provide essential resources, programs, events, and services.
- Connect students to employers through established partnerships.

We look forward to helping you recruit for:

Entry Level – full-time career-related positions within one year of graduation.

Full-Time Experienced – full-time career-related positions for alumni with at least 2 years of experience

Co-op – structured experiential learning program, where students gain one year career-related experience alternating semesters of work and school.

Internships -- summer or part-time career-related experience.

Points of Wolfpack Pride

- Largest four-year institution in North Carolina
- Top-20 Most-Desired Job Candidates Among College Graduates (Wall Street Journal)
- 2017 #1 Best College for Your Money in NC (Money)
- Over 33,000 students from all 100 NC counties, 50 states and territories and 136 foreign countries (22,300+ undergraduates; 8,700+ graduates and professional)
- 5,641+ undergraduate and 2,535+ graduate degrees awarded in 2015-2016
- NC State's colleges collectively offer more than 300 undergraduate and graduate degree programs through 65 departments
- Over 78% of our graduates secured full-time employment by graduation (Future Plans Survey, conducted by the Office of Institutional Research and Planning)
- More Essential Facts and Figures at <https://www.ncsu.edu/about/stats-and-strengths/>

Colleges

Agriculture and Life Sciences • Design • Education • Engineering • Humanities and Social Sciences
• Management • Natural Resources • Sciences • Textiles • Veterinary Medicine

Employer Relations Team Impact [academic year 2015-16]

- Reviewed over 12,000 job opportunities in ePACK
- 4400+ on campus interviews conducted, with nearly 300 companies participating
- Hosted successful events such as Industry Networking Nights, Co-op Networking Night, Co-op Job Fair, Women in STEM Symposium, Externships, Pack on the Patio
- Coordinated over 140 employer information sessions

Recruiting Strategies

NC State students graduate in May, August, and December. While many students continue on to graduate or professional school, most seek entry-level jobs.

Start with ePACK (<https://ncsu-csm.symplicity.com/>)

- Post co-op, internship and entry-level jobs in ePACK
- Set up on-campus interviews
- Register for career fairs and other recruiting events
- Request information sessions
- Maintain your company profile in ePACK

Experiential Learning at NC State: Co-op & Internships

- Co-op: Students commit to three rotations of full-time work with the same employer, alternating work with full-time semesters of school. Co-ops are paid work experiences and are part of an academic program. Employers must complete a co-op agreement before recruiting students for co-op positions. Co-op positions are advertised via ePACK. To request additional information for employers on our co-op program, call 919.515.8847.
- Internships: Typically full-time during the summer, but occasionally part-time in Fall & Spring. We recommend that employers pay interns to ensure compliance with the law, and to establish adequate student interest for your position. Academic credit options are limited at NC State.

Unpaid internships must comply with the Fair Labor Standards Act, and must connect with a credit based academic program at NC State if affiliated with a for-profit organization to qualify for ePACK. Department of Labor guidance on internships: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Tips for outstanding experiential learning programs:

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| Challenging work assignments | Supportive work environment |
| Clearly stated expectations | Active supervision and mentoring |
| Opportunities to interact with other students | Inclusion in meetings or events, when possible |
| Housing assistance or guidance, if out of town | |

Interviewing at NC State

We invite employers to interview students on our campus as part of your recruiting strategy. Our office location offers a convenient location for our students, and support for you throughout the day. It's easy to get started by following the making your date request in our ePACK system.

Request an interview date in ePACK.

Login to ePACK, <https://ncsu-csm.symplicity.com/>

Under Shortcuts choose "Request On-campus Interview date."

- Meet with many qualified candidates in a single day.

A standard 30 minute schedule allows you to interview 12 candidates.

Our offices are open from 8-5, Monday- Friday.

Interviews can begin as early as 8:30 am, and end as late as 4:30 pm.

You'll have the option to choose "open & preselect schedules" or "room reservation only".

- Open & preselect schedules in ePACK:

Post your interview in ePACK and interested students will apply through the system.

- Preselect: candidates who meet your criteria will submit their resumes for consideration. Employers review & select which students to invite to sign up for interviews.

- Open: any candidates who meet your screening criteria (major, degree, GPA, graduation date) will be able to sign up for interview slots.

- Room reservation only

Create your own interview schedule between the hours of 8:30-4:30.

You coordinate sign up of students for interviews -- from the pool of candidates who have applied for a position -- or you've met at a career fair.

Employers recruiting for positions within their organizations and that meet our job postings criteria, are eligible for on-campus interviewing.

Visiting NC State

Interview Rooms: Interviews take place in the Career Development Center offices located on the 2nd floor of Pullen Hall – West Campus. [http://maps.ncsu.edu/#/building s/pul](http://maps.ncsu.edu/#/building%20s/pul)

Due to the restricted access gate on Dan Allen Drive, using Hillsborough Street to access our office is your best option. Employers may park in the Dan Allen Deck, and may pre-purchase a daily parking permit, or use the gated entrance for hourly parking.

Our newly renovated space offers ideal interviewing conditions and convenience for NC State students. Occasionally we book additional campus spaces for overflow days, such as following a campus career fair. Please pay close attention to the interview location information & parking info in your confirmations.

Print resumes: Companies will be provided electronic copies of student resumes prior to their visit.

Printed copies are available upon request.

For parking in other areas of main campus or centennial campus, visit NC State Transportation.

Accommodations

The following hotels have been selected due to their convenient locations and consumer rating.

Near campus:

Holiday Inn Express & Suites Raleigh SW NC State - 3701 Thistledown Dr., Raleigh, NC 27606

Wyngate by Wyndham State Arena Raleigh - 600 Corporate Center Drive, Raleigh, NC 27607

Comfort Suites Arena- 1200 Hurricane Alley Way, Raleigh, NC 27607

Hyatt Place Raleigh West - 710 Corporate Center Drive, Raleigh, NC 27607

Hampton Inn & Suites Raleigh Downtown- 600 Glenwood Avenue, Raleigh, North Carolina, 27603

Hampton Inn & Suites Raleigh/Cary 1-40(PNC Arena) - 111 Hampton Woods Lane, Raleigh, North Carolina, 27607

Downtown Raleigh:

Sheraton Raleigh- 421 S Salisbury St, Raleigh, NC 27601

Raleigh Marriott City Center – 500 Fayetteville St, Raleigh NC 27601

Midtown/North Hills & Crabtree:

Hampton Inn & Suites Crabtree Valley - 3920 Arrow Drive, Raleigh, North Carolina, 27612

Raleigh Marriott Crabtree - 4500 Marriott Dr., Raleigh, NC 27612

Hyatt House Raleigh North Hills - 160 Park at North Hills St, Raleigh, NC 27609

Renaissance Raleigh North Hills- 4100 Main at North Hills St., Raleigh, NC 27609

Near RDU airport:

Embassy Suites RDU- 201 Harrison Oaks Blvd., Cary, NC 27513

Hampton Inn & Suites Raleigh-Durham - 8021 Arco Corporate Dr, Raleigh, NC 27617

Hilton Garden Inn RDU - 1500 RDU Center Dr., Morrisville, NC 27560

NC State Job Offers & Posting Policies

Job offers:

Employers are expected to follow the guidelines established by NACE in this area.

https://www.naceweb.org/principles/reasonable_offer.htm

Additionally, it is recommended that employers provide candidates a minimum of two weeks from the date of offer to evaluate the opportunity for both internships and full-time positions. For Co-op positions, a window of at least five-business days is preferred. We also encourage employers to consider requests for additional time on an individual basis. Offers made to students for positions should be made in writing. Verbal offers should be followed with written offers via email or post.

Job postings in ePACK:

NC State's ePACK database is intended to serve the NC State student population by providing full-time, co-op, internship, and part-time positions related to a student's degree or course of study at NC State. **Our primary focus is full-time salaried and paid internship opportunities.**

Please note that NC State Career Development Center reserves the right to decline or remove any job posting that they feel is not in the best interest of our students.

- Job postings must be for bona fide positions. Full time positions should require a college degree, and be associated with a degree program offered at our institution. No home-based businesses, multi-level marketing jobs, door-to-door sales, training programs prior to placement, or positions requiring a financial investment by the candidate are allowed.
 - The job title, description and requirements must be included. Organizations must identify themselves, provide contact name, email & phone, as well as the location of the position.
 - Contact information must be kept current in ePACK along with additional data (address, phone, email).
 - Third party recruiters, search firms, employment consultants and placement services must identify themselves as such and must not require a placement fee from the student.
 - It is the responsibility of the employer to cancel a posting if the opportunity has been filled.
 - Jobs can be posted for a maximum of 60 days, and will be deactivated after the posted expiration date. You will be notified via email when the posting is about to expire and it is the responsibility of the employer to renew the posting, if desired, by extending the expiration date.
 - Postings must comply with all applicable federal & state laws, including, but not limited to, the Fair Labor Standards Act.
 - More information on the Fair Labor Standards Act, as it pertains to internships, can be found at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.
Positions that do not adhere to these standards will not be approved.
- Academic Credit: Approval of academic credit for internships must be coordinated directly with the appropriate academic department(s). The Career Development Center is not involved in approving internships opportunities for academic credit.
- Foreign-Based Firms: Employers that are foreign-based are allowed to post on our job board with the following criteria: website, travel / housing fees are listed in posting, and location of the position. Organizations that do not charge a fee may use the ePACK.
 - Commission-Only Opportunities: Employers with commission-only opportunities must explicitly state the precise nature of the work and the compensation structure in their job posting, and in all correspondence with the candidate to be considered for approval in ePACK.

- NC State University reserves the right to determine if a posting is in violation of the guidelines. Postings that are in violation of our guidelines are subject to being removed immediately and without notice.
- By posting your job or internship, you agree that it is in compliance with our guidelines. In order to prevent abuse and to keep this system appropriate for our students who are people of all ages, ethnicities, religions, and nationalities, we reserve the right to remove any listings that are in violation of the guidelines.

North Carolina State University is dedicated to equality of opportunity and supports protection available to Applicants, employees, and students under federal law. Accordingly, the university does not practice or condone discrimination in any form. The university is committed to securing equal opportunity regardless of race, color, national origin, religion, sex, age, disability, or sexual orientation.

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