

Employer Guide

On-Campus Recruiting at The University of Iowa

The On-Campus Recruiting program at The University of Iowa provides your organization with the opportunity to recruit highly qualified students from the Colleges of Business, Liberal Arts and Sciences, and Engineering. The University of Iowa Marvin A. and Rose Lee Pomerantz Career Center allows you to conduct interviews for full-time positions and internships in the fall (September to December) and the spring (January to May). At The University of Iowa, we offer one-on-one service to every employer and student. Please call our Recruiting Coordinator at 319-335-1023 and we will walk you through the process.

At The University of Iowa we offer two types of recruiting methods; open schedules and pre-select schedules. For both methods the job qualifications can be as specific as you would like in order to reach the candidates you are seeking. The open schedule method allows any qualified student (qualified per your online requirements) to sign up for an interview via the online schedule.

The pre-select method allows you to choose candidates from among those qualified students who request an interview. Those students then schedule a specific interview time via the online schedule. When a student requests an interview you can be assured the student is qualified based on your online requirements. For some positions, you may have over 50 qualified students. *Since these students are qualified based on your requirements, we suggest you interview them all.* This would require that you provide the necessary number of recruiters to conduct the interviews.

The pre-select method takes several weeks to go through the entire process. Therefore, this method is best suited for those organizations who can project long-term needs and provide the necessary number of recruiters needed to interview a large number of students. No organization is too big or too small to interview University of Iowa graduates.

Contact Information:

The University of Iowa Marvin A. and Rose Lee
Pomerantz Career Center
100 Pomerantz Center, Suite C310
Iowa City, IA 52242

Phone: 319-335-1023

Fax: 319-335-1029

www.careers.uiowa.edu

Located on Market Street, just north of the Pappajohn Business Building on the UI campus.

Hours:

8 a.m. – 5 p.m. Monday through Friday



Post a job or internship

To post a position at no charge, go to www.careers.uiowa.edu click on Employers, then UI Employment Expo and log-in or create a new account.

You can post your requirements for full-time positions and/or internships that will be viewed by students and alumni who have a UI Employment Expo account. Each organization must create an employer account, and once it is activated you can then post positions, conduct on-campus interviews and view resumes.

Planning your campus visit

Accommodations

Visit <http://www.icccvb.org/wheretostay.asp> for a current listing of locations to stay in the Iowa City and Coralville area. Two downtown locations include the Iowa House at the Iowa Memorial Union and the Sheraton Hotel in Iowa City.

Sheraton Iowa City Hotel (seven blocks from Pomerantz Career Center)
210 South Dubuque Street
Iowa City, IA 52240
Phone: (319) 337-4058
Toll free: (800) 848-1335
Fax: (319) 337-7037

Iowa House Hotel (1 block from Pomerantz Career Center)
121 Iowa Memorial Union
Iowa City, IA 52242
Phone: (319) 335-3513
Toll free: (800) 553-IOWA
Fax: (319) 335-0497

Heartland Inn
87 2nd Street
Coralville, Iowa 52241
Phone: (319) 351-8132
Fax: (319) 351-2916
Reservations: (800) 334-3277 ext. 19

Parking

Parking is available to employers who are coming to participate in interviews directly adjacent to the building. Enter the parking lot from Clinton Street. The entrance is located just north of the Clinton St. and Market St. intersection. You will need an access code to enter the lot—call Pomerantz Career Center for more information at 319-335-1023.

Additional parking for Career Fairs and other events is available through one of several parking ramps surrounding campus. Visit the following link to a map of downtown area parking ramps
<http://www.uiowa.edu/~maps/parking/dwntwn.htm>.

Promoting your visit

When you plan your visit to The University of Iowa campus, there are several things you can do to connect with students before you arrive to let them know you will be here.

Student organizations - The University of Iowa is home to hundreds of student organizations. View a list of student groups by visiting <http://www.imuis.uiowa.edu/osl>. Contact Pomerantz Career Center at 335-1023 about getting in contact with those groups.

Posters and fliers - Information about your organization, provided by your company, can be made available to students in the Pearson Library located in the Pomerantz Career Center.

Advertising - A good way to be visible to students is to advertise in the student newspaper. The Daily Iowan is a daily publication that prints throughout the school year. Advertising rates are competitive and the paper is widely read across campus. You can contact them at 319-335-5790 to learn about the specifics.

You can also advertise on the University's bus system—Cambus. Ad space is sold by the month, semester, summer, or academic year. Posters should be either 8.5 x 11 or 11 x 17 in size, on cardstock, and you will need 32 copies. For more information, call Brian McClatchey at Cambus 319-335-8633

Information Sessions

By hosting an information session during your campus visit, or prior to your visit, you can educate students about your organization, the opportunities available and meet candidates who you may be interviewing.

Employers either host information sessions in the Iowa Memorial Union (IMU), or other similar venues in the early evening as a presentation followed by questions. One other method is to reserve an area in the John Pappajohn Business building, which is heavily visited by business students during the day. Companies usually hand out organization information, branded items, answer questions and speak with students on a more one-on-one basis.

For more information on scheduling an information session, please call the Director of Employer Relations and Events at 319-335-1023. To schedule an information session in the IMU, please call 319-335-3115.

Airports

The Eastern Iowa Airport (located in Cedar Rapids)-

The airport is located just west of interstate I-380, on the south side of Cedar Rapids, offers a convenient location to fly into and out of and is close to The University of Iowa campus. Most major commercial airlines fly into or out of Cedar Rapids. Located approximately 12 miles north of Iowa City, the airport offers flights from all major carriers and has a restaurant, business center, and shuttle service.

For more information on the Eastern Iowa Airport, visit www.crairport.org or call the Information Center at 319-362-8336.

Interview Day Accommodations

Parking is available directly adjacent to the building for employers who are coming to participate in on-campus interviews. Enter the parking lot from Clinton Street. The entrance is located just north of the Clinton St. and Market St. intersection. You will need an access code and hang tag provided by the career center.

The new Pomerantz Career Center has spacious interview rooms that are equipped with a table, chairs and internet access. Rooms vary in size and can accommodate four or six people comfortably.

Recruiters will be able relax in the employer lounge. The room is complete with coffee, cold drinks, and internet access. There is also a telephone located in the employer lounge for your convenience.

Iowa City is well known for the variety and quality of restaurants and other dining options available to visitors. Feel free to ask any of our staff for recommendations.

On-campus options:

Iowa Memorial Union - The IMU is located next to the Iowa River on Jefferson Street. It offers several dining options on the ground floor from al a carte options, to full-service, sit-down meals.

River Room Cafeteria, Iowa Memorial Union, 319-335-3105

Burge Residence Hall - Located just north of the Pomerantz Center, Burge Hall has an extensive recently remodeled food court with a variety of offerings and is open from 6:45 a.m. to 7 p.m. daily during the academic year.

Off-campus options:

The following are some of the restaurants located in downtown Iowa City:

Asian/Indian

Aoeshe Japanese Restaurant, 624 S. Gilbert St., 351-7000

India Cafe, 227 E. Washington St., 354-2775

Ko's Kitchen Chinese Cuisine, 18 S. Clinton St., 338-1621

Masala Indian Vegetarian Cuisine, 9 South Dubuque, 338-6199

Taste of China, 208 N. Linn St., 356-0983

Thai Flavors, 340 E. Burlington, 339-8900

Yen Ching Cafe, 130 S. Dubuque St., 338-6395

American

Milio's (formerly Big Mike's), 20 S Clinton St., 339-1200

Bo-James, 118 E. Washington St., 337-4703

The Bread Garden, 224 S Clinton St., 354-4246

Chill and Grill, 206 N. Linn St., 354-6873

The Cottage, 127 Iowa Ave, 358-5533

808, 121 Iowa Ave, 351-0044



Hamburg Inn No. 2. Inc., 214 N. Linn, 337-5512
Linn Street Cafe, 121 Linn St., 337-7370
Micky's, 11 S. Dubuque St., 338-6860
Motley Cow, 327 E. Market St., (319) 688-9177
The Sanctuary, 405 S. Gilbert St., 351-5692
Swan's Restaurant, 210 S. Dubuque St., 337-4058
Z'Mariks Noodle Cafe , 19 S. Dubuque, 319.338.5500
The Airliner, 22 S. Clinton St., 319-337-5314
Atlas, 127 Iowa Ave., 319-337-9920
Summit, 10 S. Clinton St., 319-354-7482
Pita Pit, 113 Iowa Ave., 319-351-7482
Oasis, 330 East Washington St., 319-354-4788

International

Parthenon, 320 E. Burlington St., 337-8448
Venuto's World Bistro, 115 E. College Street 319-688-0002

Italian/European

The Brown Bottle, 115 E. Washington St., 319-351-6704
Devotay Fine Food and Wine Merchants, 117 North Linn Street, 319-354-1001
Givanni's, 109 E. College St., 338-5967
The Red Avocado, 521 E. Washington St., 319-351-6088
Vito's, 118 E. College St., 338-1393
Venuto's World Bistro, 115 E. College Street, 319-688-0002

Mexican

Diamond Dave's Taco Company Inc., 281 Old Capitol Center, 354-6794
La Casa, 1200 S. Gilbert Ct., 354-1926
Panchero's, 32 S. Clinton St., 338-6311

Pizza

Domino's Pizza, 529 S. Riverside Dr., 338-0030
Falbo Bros Pizza, 230 Kirkwood, 337-9090
Gumby's Pizza, 702 S. Gilbert St., 354-8629
The Mill Restaurant, 120 E. Burlington St., 351-9529
Pagliai's Pizza, 302 E. Bloomington, 351-5073
Pizza on Dubuque, 5 South Dubuque Street, 339-0548
Pizza Pit, 214 E. Market St., 354-1111
Sam's Pizza, 321 S. Gilbert St., 337-8200
Sbarro The Italian Eatery, 201 S. Clinton, 351-9919

Other Recruiting Activities

Career Fairs

The Pomerantz Career Center hosts several career fairs annually. Each fall and spring, large job and internship fairs are held. Employers from many industries attend and interact with students from many of the different colleges at The University of Iowa.

FALL 07

Diversity Event - "Getting Together To Get Ahead" networking reception, September 19, 5:30-7pm, C310 Pomerantz Center

Fall Job & Internship Fair - September 20, 11 a.m. - 4 p.m., Main Lounge, Iowa Memorial Union

SPRING 08

Creative Careers Week - February 11-15

Arts, Entertainment and Media Fair - February 13, C310 Pomerantz Center, Time TBD

Health, Science and Biotech Week - February 18-22

Health, Science and Biotech Fair - February 20 Fair - Time TBD

Spring Job & Internship Fair - February 28, 11 a.m. to 4 p.m., Main Lounge, Iowa Memorial Union

Marketing, Sales and Retail Week - March 31-April 4

Marketing, Sales and Retail Fair - April 2, Time and Location TBD

For detailed information or to register for a fair, please go to: www.careers.uiowa.edu/fairs

Increasing Your Presence on Campus

Mock Interviews - Participating in mock interviews allows employers the opportunity to help students with their interviewing skills, as well as meet students who will soon be looking for jobs. It is also a good way for less experienced recruiters to fine-tune their interviewing skills. To participate in mock interviews, please call the Mock Interview Coordinator at 319-335-1023.

Fairs - Over 1,500 students attend each of the large career fairs which are held in the spring and fall. This means that during a one-day fair, you may speak with dozens of students who are interested in your organization. Employers often fill interview schedules at the fair and reserve interview rooms for the day after the career fairs. To participate in a career fair, please visit www.careers.uiowa.edu/fairs for online registration.

Informational interviews - Schedule a whole day, half a day, or a few hours to come and participate in informational interviews. These are a great way for students to find out more about career fields, industries and specifics about job duties and companies. Students will be prepared with questions for you, and in turn, you will get a better understanding of what students are interested in and what they want to know about your organization. For more information about participating in informational interviews, please contact the director of Employer Relations and Events at 319-335-1023.

Scholarships - Endowing a scholarship is a way to get involved that not only builds name recognition for your organization; it helps a deserving student fund their college education. For further information about this opportunity, please call the Director of Corporate and Community Relations at 319-335-1023.

Classroom or student group presentations - If a representative from your organization is interested in speaking to a student group or in a classroom, please contact Pomerantz Career Center as early as your plans allow. Presentations for student groups as well as classrooms are scheduled far in advance, and are available on a limited basis. For more information call the Director Employer Relations and Events at 319-335-1023.

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