

Employer Guide



On-Campus Recruiting at The University of Iowa

RECRUITING AT THE UNIVERSITY OF IOWA

The 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 on-campus interviews for full-time positions and internships in the fall and spring
- Post full time positions and/or internship opportunities
- Search for qualified students and review those resumes
- Search and view online resume books
- Connect with Faculty—**We request that you do not contact faculty by telephone or email relative to selecting or recommending students for your company.** The faculty are busy teaching and doing research. Instead, please direct all requests to Dr. David Baumgartner or Allan Boettger at 319-335-1023 in the Pomerantz Career Center. They will explain the procedures and the best way to maximize your recruiting experience.

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.

ON-CAMPUS INTERVIEWS

Our online recruiting system is UI Employment Expo. Through Employment Expo we offer two types of on-campus interview schedules: OPEN and PRESELECT schedules. For both types of schedules, the requirements - GPA, classification, citizenship, degree, major, type of position - can be as specific as you would like in order to reach the candidates you are seeking.

The **OPEN** schedule allows any qualified student (qualified per the requirements mentioned above) to sign up for an interview via the online schedule. The number of students who can sign up for an interview is determined by the number of days you intend to interview, the number of interviews per day, and the number of recruiters you send to campus.

The **PRESELECT** schedule allows you to screen candidates from among those qualified students who have submitted a resume in order to be considered for an on-campus interview. Once you make your selections, 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.

Connecting leaders with leaders.

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

Phone 319.335.1023
Fax 319.335.1029
www.careers.uiowa.edu
8:00 a.m. – 5:00 p.m. Monday - Friday

Located on the corner of Market Street and the T. Anne Cleary Walkway just north of the Pappajohn Business Building.

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POST A JOB OR INTERNSHIP

Each organization must first create an account by registering in Employment Expo. You will need to submit organization information and your direct contact information in Expo in order to post positions, conduct on-campus interviews, and view resumes. To create your user account, go to UI Employment Expo at www.careers.uiowa.edu. Click on "Employers" and then on "UI Employment Expo" (in the middle of the page or on the left). Once your account and positions are activated by a member of our staff, they will be available to students and alumni who have a UI Employment Expo account with the Pomerantz Career Center. Students search for positions they are qualified for and that is how your positions become known to the students.

STUDENT JOB OFFERS

The Pomerantz Career Center at The University of Iowa encourages employers to give students as much time as possible to evaluate job offers. Employers are expected to follow the guidelines established by NACE in this area. (<http://www.naceweb.org/principles/annotated.htm>) Additionally, it is strongly recommended that employers provide candidates a minimum of three weeks from the date of offer to evaluate the opportunity for both internships and full-time positions. 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.

PLANNING YOUR CAMPUS VISIT

LODGING

Visit http://www.iowacitycoralville.org/visitors_where_to_stay.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
210 South Dubuque Street
Iowa City, IA 52240
Phone: (319) 337-4058
Toll free: (800) 848-1335
Fax: (319) 337-7037

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

The Sheraton offers a discount for employers coming to campus. Please mention "UI Vendor" when calling the Sheraton to receive your discount.

PARKING

Parking is available directly adjacent to the building for employers who are coming to participate in interviews. You will enter the parking lot from Clinton Street, just past Old Brick. The entrance is

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located just north of the Clinton St. and Market St. intersection. You will need the access code to the parking lot. You will receive the access code prior to your visit in an email.

Additional parking for Career Fairs and other events is available through one of several parking ramps on campus. Visit the following link to a map of downtown area parking ramps <http://www.uiowa.edu/~maps/parking/dwntwn.htm>. If you park in one of the city-owned parking ramps such as the Old Capitol Mall Ramp, bring your parking stub into the office and we will validate it for you.

AIRPORTS

The Eastern Iowa Regional Airport, located just east of interstate I-380, on the south side of Cedar Rapids, offers a convenient location to fly in and out of and is close to The University of Iowa campus. Located approximately 12 miles north of Iowa City, the airport offers flights from all major carriers, 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.

The Iowa City Airport is both close and convenient for private flights coming in and out of the area. It is located just south of Hwy 1 on the south side of the city. For more information about the airport including runway specifications visit www.airnav.com/airport/KIOW.

MAPS

Please visit the following page of campus maps <http://www.uiowa.edu/homepage/hub/tours.html>

To the right is a map that details the location of the Pomerantz Center building.



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INTERVIEW DAY ACCOMMODATIONS

INTERVIEW SUITES

The Pomerantz Career Center has over 20 spacious interview rooms that are equipped with a table, chairs and high speed internet access. Rooms vary in size to be able to accommodate up to four or six people comfortably. Recruiters will be able relax in the employer lounge. The room is complete with coffee, cold drinks, snacks, telephone, and internet access. Students will wait in a designated area away from the interview suites.

RESTAURANTS

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 cafeteria 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, just a few blocks from the campus:

Asian

- 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

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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
- Hamburg Inn No. 2. Inc., 214 N. Linn, 337-5512
- The Hungry Hobo, 517 S. Riverside Dr., 337-5270
- The Lark, 1069 Hwy. 1 W., Iowa City, 319-248-1148
- 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

Greek and Middle Eastern

- Parthenon, 320 E. Burlington St., 337-8448
- Pita Pit 113 Iowa Ave., 351-7482
- Oasis Falafel 206 n. Linn St., 358-7342

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
- One Twenty-Six 126 E. Washington St. 897-1909

Mexican

- La Casa, 1200 S. Gilbert Ct., 354-1926
- Panchero's, 32 S. Clinton St., 338-6311
- Carlos O'Kelly's 1411 Waterfront Drive, 354-5800

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

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- The Mill Restaurant, 120 E. Burlington St., 351-9529
- Pagliai's Pizza, 302 E. Bloomington, 351-5073 Paul
- Revere's Pizza (carry out and delivery only), 325 E. Market St., 354-1552
- 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
- Wedge Pizzeria 517 S Riverside Drive, 337-6677

INCREASING VISIBILITY

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 which student groups are on campus by visiting <http://www.imuis.uiowa.edu/osl>. Contact the Director of Employer Relations 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.

MOCK INTERVIEWS

Participating in mock interviews allows employers the opportunity to help students with their interview 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 as well. To participate in mock interviews, please call 319-335-1023 and ask for the Mock Interview Coordinator.

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. For questions about a career fair, please contact Sherry at 319-335-3196 or sherry-rhinehart@uiowa.edu.

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FALL 2009

Diversity Event - "Getting Together To Get Ahead" Diversity Event - September 21, Time TBD
C310 Pomerantz Center

Fall Job & Internship Fair - September 22, 11 a.m. - 4 p.m., Main Lounge, Iowa Memorial Union

SPRING 2010

Arts, Entertainment & Media Career Fair - February 10, C310 Pomerantz Center, Time TBD

Health, Science & Biotech Career Fair - February 17, C310 Pomerantz Center, Time TBD

Spring Job & Internship Fair - February 24, 11 a.m. to 4 p.m., Main Lounge, Iowa Memorial Union

Marketing, Sales & Management Career Fair - March 31, time and location TBD

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

INFORMATION SESSIONS

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

Employers host information sessions in the Iowa Memorial Union, or other venues in the area such as The Summit, The Brown Bottle, or The Airliner, in the early evening as a group presentation followed by questions. Another method is to reserve an area in the John Pappajohn Business building, which is heavily traveled by business students during the day. Companies usually hand out organization information, branded items, answer questions, and speak with student on a more one-on-one basis.

For more information on scheduling an information session, please call the Recruiting Coordinator at 319-335-1024. To schedule an information session in the Iowa Memorial Union, please call 319-335-3115.

INFORMATIONAL INTERVIEWS

Schedule a whole day, half a day, or a few hours to come and participate in informational interviews.

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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 AND STUDENT GROUP PRESENTATIONS

If a representative from your organization is interested in speaking to a student group or in a classroom, please contact the 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 Director of Marketing and Public Relations at 319-335-1023.

CONNECTING WITH FACULTY

We request that you do not contact faculty by telephone or email relative to selecting or recommending students for your company.

The faculty are busy teaching and doing research. Instead, please direct all requests to Dr. David Baumgartner or Allan Boettger at 319-335-1023 in the Pomerantz Career Center. They will explain the procedures and the best way to maximize your recruiting experience.