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Welcome

Welcome and thank you for recruiting at the University of Illinois at Urbana-Champaign, College of Engineering! This Recruiters Resource Guide includes information to assist you in your recruiting efforts through Engineering Career Services (ECS).

ECS helps connect employers and students through on-campus interviews, job postings, career fairs, a resumé database, and workshops. ECS serves all engineering and computer science students, as well as students receiving degrees in physics, mathematics, and statistics.

The best way to reach engineering students is through our online job system, I-Link, located at http://engineering.illinois.edu/careers. Registration, on-campus recruiting scheduling and job posting services are available at no cost through the I-Link system.

We look forward to helping you to make the most of your recruiting efforts at Illinois. Please contact any member of our team if you have questions or need assistance.

The Engineering Career Services Team

Amy Fruehling, Director, afruehli@illinois.edu
Lauren Stites, Senior Assistant Director, lstites@illinois.edu – student advising
Kristina Wright, Assistant Director, wrightk@illinois.edu – student advising
Maddie Owens, Assistant Director, mrowens2@illinois.edu – student advising
Deon Robin, Assistant Director, dnrobin@illinois.edu – employer engagement
Katherine Darr, Senior Recruiting Coordinator, kdarr@illinois.edu – I-Link for employers, on-campus recruiting
Donna Shubert, Recruiting Coordinator, shubert@illinois.edu – career fair, career partner program
Elaine Goss, Administrative Assistant, egoss@illinois.edu – receptionist, office management, general student and employer questions

Engineering Career Services Location

Suite 3270 Digital Computer Lab, MC 270
1304 West Springfield Avenue
Urbana, IL 61801
engineering.illinois.edu/ecs
Phone: (217) 333-1960
Fax: (217) 244-4456
## 2016-2017 Recruiting Calendar

### Fall Semester 2016

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>August 22</td>
</tr>
<tr>
<td>Consulting Forum</td>
<td>September 2</td>
</tr>
<tr>
<td>Labor Day - No Classes</td>
<td>September 5</td>
</tr>
<tr>
<td>ECS Career Fair</td>
<td>September 7-8</td>
</tr>
<tr>
<td>On-Campus Recruiting *</td>
<td>September 12 – December 7</td>
</tr>
<tr>
<td>Business Career Fair</td>
<td>September 14-15</td>
</tr>
<tr>
<td>Employment Expo</td>
<td>September 19-20</td>
</tr>
<tr>
<td>Civil and Environmental Engineering Job Fair</td>
<td>September 22</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 19-27</td>
</tr>
<tr>
<td>Reading Day</td>
<td>December 8</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 9-16</td>
</tr>
</tbody>
</table>

### Spring Semester 2017

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.L. King Day</td>
<td>January 16 (no classes)</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>January 17</td>
</tr>
<tr>
<td>Business Career Fair</td>
<td>February 1-2</td>
</tr>
<tr>
<td>ECS Career Fair</td>
<td>February 7-8</td>
</tr>
<tr>
<td>Founder’s Start-Up Career Fair</td>
<td>February 9</td>
</tr>
<tr>
<td>On-Campus Recruiting*</td>
<td>February 13–May 3</td>
</tr>
<tr>
<td>Employment Expo</td>
<td>TBD</td>
</tr>
<tr>
<td>Civil and Environmental Engineering Job Fair</td>
<td>February 23</td>
</tr>
<tr>
<td>Engineering Open House</td>
<td>March 10-11</td>
</tr>
<tr>
<td>Research Park Career Fair</td>
<td>TBD</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 20–24</td>
</tr>
<tr>
<td>ECS Employer Reception</td>
<td>TBD</td>
</tr>
<tr>
<td>Illinois Recruiter’s Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>Illini Career and Internship Fair</td>
<td>April 5</td>
</tr>
<tr>
<td>Reading Day</td>
<td>May 4</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 5–12</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 13</td>
</tr>
</tbody>
</table>

*On-campus recruiting dates: Although official on-campus recruiting is held during these dates, positions may be posted on the online job board at any time. In addition, interview rooms are available outside on-campus recruiting dates upon request, with the exception of career fair weeks.

Please note that there are no “officially defined” midterm exam periods, and different courses may have different exam schedules.
I-Link Instructions

I-Link is located at http://engineering.illinois.edu/careers. I-Link is a free service provided by Career Service Offices and is the primary source for posting all full-time, co-op, and internship employment for undergraduate and graduate students within the College of Engineering. Benefits of being registered on our I-Link site include posting single school job postings at no charge, as well as receiving important messages/announcements from our office. If at any time you experience difficulties using the system, please contact the ECS office at (217) 333-1960 or ecs@engr.illinois.edu.

All of the following instructions assume that you have already signed on to the I-Link system and are on the homepage.

Post a Non-OCR Job

- Click “Jobs” tab (located across the top blue location bar)
- Click “Add New” button
- Proceed to fill out required information
- Click “Submit” button when complete

View Applications/Resume Submissions

- Click “Jobs” tab (located across the top blue location bar)
- Click applicable job title
- Click “Student Resumes (non-OCR)” tab
- Click student’s name to view resume

Request OCR Interview Schedule

- Click “On-campus recruiting (OCR)” tab (located across the top blue location bar)
- Click “Request A Schedule” button
- Click the appropriate Recruiting Session, e.g., “Engineering Career Services OCR Fall 2016”
- Complete the form and click “Submit” button

Attach Position to OCR Schedule

- Click on the “On-campus recruiting (OCR)” tab
- Click on the “Schedules” tab
- Click on the interview date for which you are attaching a position
- Click the “Create/attach Positions” button
- Click the “Copy/create A New Position” button
- Fill in the information and click “Save & Finish” button or if you choose to attach another job to the same schedule, click the “Save & Attach Another” button

Preselect Student Applicants

(Please note that you are only able to see this function during your employer preselect time period.)

- Click on the “On-campus recruiting (OCR)” tab
- Click on “Positions” tab and select the position you are choosing candidates for
- Click on “Applicants” tab
- To preselect a student, click the “status” drop down button and select Invited, Alternate, or Not Invited.
To preselect a student who is not on the list, type in a few letters of the student’s name and click Search, then check the box next to the student’s name, and click the Status button.

**View Interview Schedule**

- Click on “On-campus recruiting (OCR)” tab
- Click on “Schedules” tab
- Click the box to the left of the interview date you need
- Click on “View Interview Schedule” on left side under ‘Tasks’
- You can e-mail the students on your schedule and print their documents from this page

**Resume Book Blast Email**

*(Please note that third party recruiters/staffing agencies are not allowed access to our resume books.)*

- Click on “Resume Books” tab
- Click on “Engineering Students & Alumni” link
- Click on “Advanced Resume Search” and set your screening criteria and click “Submit” button
- Click on “Search Results” tab
- Click the “+” sign (first column) to select all
- Click “Mail to Checked” tab and fill out the message you want to send and click “Continue” button

**Recruiting Principles & Guidelines for Employment Offers and Acceptances**

We endorse the National Association of Colleges and Employers’ principles for professional conduct and the policies of the University of Illinois Career Services Council. (Full text may be reviewed at [http://www.naceweb.org/principles/](http://www.naceweb.org/principles/) and [http://hireillini.com/recruitment-policies/](http://hireillini.com/recruitment-policies/), respectively.) These principles provide a framework for professional relationships among colleges/universities, employing organizations, and candidates. The principles follow from three basic precepts for career planning, placement, and recruitment:

All parties benefit when there is open and free selection of employment opportunities in an atmosphere conducive to objective thought, i.e., where job candidates can choose optimum long-term uses of their talents that are consistent with personal objectives and all relevant facts;

- All parties benefit when the recruitment process is fair and equitable; and
- All parties benefit when candidates make informed and responsible decisions.
- If you must rescind an offer, you shall contact the students and appropriate career services office immediately. Internship or full-time offer reneges are a serious breach of the student use agreement; should this occur, please contact the appropriate career services office immediately.

All employers should extend offers in writing and be prepared to exhibit written offers to the appropriate career services office. Illinois does not condone the use of exploding offers or any other practice that puts unreasonable pressure on student. These offers do not afford a candidate the appropriate amount of time to either accept or decline and put enormous pressure on students to make a decision before they have completed the interviewing process. We understand that firms need to know their hiring needs prior to the start of recruiting, however, it is in the firm’s and students’ best interest if students are granted ample time to make informed decisions.
<table>
<thead>
<tr>
<th>Offers resulting from:</th>
<th>For:</th>
<th>Cannot expire before:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internships or Co-ops</td>
<td>Full-time conversion offers OR extension of internship offers resulting from previous internship/co-op.</td>
<td>October 1 or three weeks after the offer is made, whichever comes later.</td>
</tr>
<tr>
<td>Fall Interviews</td>
<td>Full-time or internship offers</td>
<td>December 1 or three weeks after the offer is made, whichever comes later.</td>
</tr>
<tr>
<td>Spring Interviews</td>
<td>Full-time or internship offers</td>
<td>April 1 or three weeks after the offer is made, whichever comes later.</td>
</tr>
</tbody>
</table>

On occasion, students may request an extension beyond the dates given. Each request should be considered on a case by case basis, and be accommodated if possible. Please feel free to contact a member of the Recruiting Team to discuss any questions or concerns related to this policy. The possibility of negotiating decision deadlines should be clearly stated to students at the time the offer is made for both full-time and internship positions.

**On-Campus Recruiting (OCR)**

ECS serves all engineering students through on-campus interviews. (Chemistry and chemical engineering majors are recruited through the Chemical Sciences Placement Office http://scs.illinois.edu/ (217-333-1050). However, these students may also register with ECS and interview along with other engineering students through the ECS Office.) To learn a little more about recruiting engineering students, view the 2015 ECS Corporate Brochure [http://ecs.engineering.illinois.edu/files/2014/07/2015-ECS-Corporate-Brochure.pdf](http://ecs.engineering.illinois.edu/files/2014/07/2015-ECS-Corporate-Brochure.pdf). ECS provides access (free of charge) to our 39 room interview suite. Interview rooms can be requested via I-Link. Or, if you prefer you may contact our Senior Recruiting Coordinator, Katherine Darr at 217-244-4453 directly for assistance. To get an idea of what Illinois Engineering students are looking for from their ideal employer, check out this video: [http://chicagocreativespace.com/u-of-i-students-on-chicago-tech/](http://chicagocreativespace.com/u-of-i-students-on-chicago-tech/).

**Recruiter Check-In Procedure and Location:**

We implemented a new recruiter check-in procedure in hopes to greatly reduce your wait time in the morning. All recruiters will receive a link to the Pre-Registration Form approximately one week before your campus visit via email or from your HR representative. Recruiters (and students) check-in in room 3300 Digital Computer Laboratory (DCL) located at 1304 West Springfield Avenue, Urbana, IL. (That’s the third floor, east side.) If you have not pre-registered, you must do so on-site prior to conducting interviews, which includes making your lunch selection. Lunch is only offered during official OCR recruiting dates.

*All lunch orders must be submitted no later than 9:30 am the day of interview...no exceptions.*
Parking Options:

- **PayByPhone**: This is the most convenient option. No more coins or pay & display receipts. You can register in one of three ways: 1) call the number on the meter from your cell phone, 2) download the free PayByPhone App, or 3) use the mobile web at [https://paybyphone.com/](https://paybyphone.com/). PayByPhone users love the text message reminders as well as the ability to add more time without having to rush back to the meter. Other great features include email receipts (ideal for submitting travel expenses), managing your account online, and adding multiple vehicles. These meters are located in lot B1 (see map below) located at the south end of the parking lot across the street from DCL and in lot B4 (see map below) which is the parking garage located at the corner of University Avenue and Goodwin/Mathews.

- **Metered parking**: Metered parking is available throughout campus, including on the streets adjacent to DCL (Springfield Avenue and Mathews Avenue). Additional visitor meters are located in the University Avenue parking deck B4 or on the south side of the permit lot B1. All metered parking is $1.00 per hour. A change machine is available in Grainger Library.

- **Other options**: Hampton Inn Hotel and the Illini Union Hotel both offer complimentary parking to hotel guests and are within a 5-minute walk to DCL.
Printed Schedules/Resumes

Our office has eliminated excess paper. You are required to print your own schedules and resumes. If you built an OCR Schedule through I-Link you will be able to access your schedules and resumes two business days prior to the day of interview. For Room Only reservations, please be prepared to hand us a paper copy of your updated interview schedule at check-in or feel free to email them to Katherine Darr at kdarr@illinois.edu.

Travel Information

All (non-career fair related) College of Engineering interviews scheduled through ECS are held in our 39-room interview suite located adjacent to the ECS office in the Digital Computer Laboratory (DCL). The physical address is 1304 West Springfield Avenue, Urbana, IL (third floor, east side).

The “Visit Champaign County” website (http://www.visitchampaigncounty.org) has detailed information on traveling to Champaign-Urbana, hotels/lodging, and if time allows things to do during your trip.

ECS Career Partner Program

The ECS Career Partner Program is a unique opportunity for companies seeking to strengthen relationships with students, to support ECS efforts in preparing students for successful careers, and to expand your presence on campus. Partnership benefits for 2016 – 2017 school year include the following.

- Priority Career Fair Registration – registration for ECS Career Fair at least two weeks prior to opening registration date. Based on your sponsorship level your registration fee is waived ($650 value) for 1 table at fall and/or spring career fair.
- On-Campus Recruiting – preferred dates for on-campus interviews.
- Information Session(s) – based on your sponsorship level you’re entitled to 1 information session in the fall and/or spring coordinated by ECS.
- Priority invitation for presence/participation in ECS panels and other programming.
- Free parking during on-campus interviews.

For more information please visit http://ecs.engineering.illinois.edu/recruiting-students/ecs-career-partner-program/ or contact Deon N. Robin at dnrobin@illinois.edu or 217-333-1960.

ECS Career Fairs

The Fall 2016 ECS Career Fair will be held on Wednesday and Thursday, September 7 and 8, 2016. Our career fairs are open only to all University of Illinois at Urbana-Champaign engineering and computer science grads, undergrads, and alumni seeking full-time positions, internships, or co-ops.

For additional information please visit: http://ecs.engineering.illinois.edu/career-resources/career-fairs/.
Information Sessions/Tech Talks

Space requests to host an information session/tech talk at the Illini Union are requested via the following link: http://union.illinois.edu/plan-an-event/event-services/space-request-forms (click the “Illini Union Online Space Request Form” link). Additionally, many student organizations would be happy to work with you to host an information session for their student members. Contact Engineering student societies directly at http://www.ec.illinois.edu/inv/societies.php. Once you have confirmed the date, time and location for your event, we encourage you to post the event on I-Link (http://engineering.illinois.edu/careers) under the “Events” tab. By doing so, ECS will be able to help promote your event through social media, electronic signage and departmental messages.

Engineering Student Societies

Engineering Council is a union of engineering societies and committees dedicated to enriching the student collegiate experience through a distinctive array of programs and services. Engineering Council is the students’ voice in the College of Engineering and is designed to serve the needs of the engineering community. EC consists of an executive board that oversees 15 committees and over 80 professional and honorary societies.

We encourage all employers to contact applicable societies at http://ec.illinois.edu/societies/ to ask them to email their students with recruiting information. Many student societies are happy to work with you to host an information session for their members.

Illini Success

Undergraduates earning Engineering degrees from Illinois in the 2014-15 year reported post-graduation plans of 88% (securing employment, additional education, volunteer work, or other plans). The average starting salary for these Engineering graduates was $69,627, ten percent higher than the national average (NACE January 2015 salary report). A breakdown of post graduation plans by major, citizenship, geographic location and salaries can be found in the Engineering Illini Success Annual Report 2014-15.

To view this information interactively, go to Student Statistics on the HireIllini Data Dashboard at: http://hireillini.com/student-enrollment-data/. For more detailed information, hover your mouse and click each highlighted section.

Job Shadow Program

Our Job Shadow Program is designed to help students early in their college experience to explore engineering careers and companies. By participating in this program you'll allow students to learn about your company and the roles of those you employ. Your company will benefit through the opportunity to pre-identify talent for future internships and full-time hires, as well as the branding impression you leave with these young students. This program requires a one-day commitment during the students’ Winter Break (usually the first two weeks in January). Participating employers host
one or more students for a day-long learning experience. Students are responsible for travel and lodging expenses associated with their Job Shadow visit to your company site so there is no cost to your company. All contacts in our I-Link system will receive announcements when we will open the next Job Shadow Program (usually September/October).

Ways to Get More Involved

They are several ways that recruiters can get more involved with our office. Becoming an ECS Career Partner is one way, but other great ways are to assist with events like Walk-in Resume Reviews, Lunch & Learns, Career Boot Camp, and various workshops. For current opportunities and/or to sign up when you know you’ll be on campus please visit https://illinois.edu/fb/sec/3080554. For specific questions contact Deon Robin, Assistant Director for Employer Engagement, at dnrobin@illinois.edu or 217-333-1960.