



Engineering Career Services

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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

**COLLEGE OF ENGINEERING**

**ECS Recruiter Resource Guide**

**2016-2017**

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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](mailto:afruehli@illinois.edu)

**Lauren Stites**, Senior Assistant Director, [lstites@illinois.edu](mailto:lstites@illinois.edu) – student advising

**Kristina Wright**, Assistant Director, [wrightk@illinois.edu](mailto:wrightk@illinois.edu) – student advising

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**Deon Robin**, Assistant Director, [dnrobin@illinois.edu](mailto:dnrobin@illinois.edu) – employer engagement

**Katherine Darr**, Senior Recruiting Coordinator, [kdarr@illinois.edu](mailto:kdarr@illinois.edu) – I-Link for employers, on-campus recruiting

**Donna Shubert**, Recruiting Coordinator, [shubert@illinois.edu](mailto:shubert@illinois.edu) – career fair, career partner program

**Elaine Goss**, Administrative Assistant, [egoss@illinois.edu](mailto: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](http://engineering.illinois.edu/ecs)

Phone: (217) 333-1960

Fax: (217) 244-4456

## 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.nacweb.org/principles/> and <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 renege is 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.

Offers resulting from:	For:	Cannot expire before:
Internships or Co-ops	Full-time conversion offers OR extension of internship offers resulting from previous internship/co-op.	<b>October 1</b> or three weeks after the offer is made, whichever comes later.
Fall Interviews	Full-time or internship offers	<b>December 1</b> or three weeks after the offer is made, whichever comes later.
Spring Interviews	Full-time or internship offers	<b>April 1</b> or three weeks after the offer is made, whichever comes later.

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.

# 2016-2017 Recruiting Calendar

## Fall Semester 2016

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

## Spring Semester 2017

Activity	Dates
M.L. King Day	January 16 (no classes)
Classes Resume	January 17
Employment Expo	January 30
Business Career Fair	February 1–2
ECS Career Fair	February 7–8
Founder’s Start-Up Career Fair	February 9
ECS Career Fair Interview Week – Room Only	February 10–17
On-Campus Recruiting*	February 13–May 3
Civil and Environmental Engineering Job Fair	February 23
Research Park Career Fair	March 9
Engineering Open House	March 10–11
Spring Break	March 20–24
ECS Employer Reception	TBD
Illinois Recruiter’s Forum	April 4
Illini Career and Internship Fair	April 5
Reading Day	May 4
Final Exams	May 5–12
Commencement	May 13
ECS Virtual Career Fair	May 17

\*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](mailto: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 on left side of page)
- Click “Job Postings”
- Click “Post A Job” (blue button)
- Under “Review and Approval?” select Engineering Career Services
- Proceed to fill out required information
- Click “Submit” or “Save and Finish Later” button when complete

### View Applications/Resume Submissions

- Click “Jobs” tab (located on left side of page)
- Click “Job Postings”
- Click “Student Resumes” tab
- Click student’s name and then “View Resume”

### Request OCR Interview Schedule

- Click “OCR” tab (located on left side of page)
- Click “Schedule” tab
- Click the appropriate Recruiting Session, e.g., “Engineering Career Services OCR ...”
- Complete the form and click “Submit” button

### Attach Position to OCR Schedule

- Click on the “OCR” tab
- Click on the “Schedules” tab
- Under interview date click “Attach 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

*Please note you can edit your job up until it is approved.*

### Preselect Student Applicants

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

- Click on the “OCR” tab
- Click on “Positions” tab and select the position you are choosing candidates for
- Click on “Applicants” tab
- To change the status for each student, click the “pending” drop down button (far right side of page) and select appropriate status

## Adding a Student to an OCR Schedule

***(Please note this can only be done during your employer preselect period.)***

- Click “OCR” tab
- Click “Schedules” tab
- Click the date of OCR to open up details...stay on same page and scroll down to the “Applicants” section
- Click “Add New” (blue button)
- Type student’s name (or part of name) in “[keyboard]” box and hit “Go” (see below screen shot)

- Then use drop down button to select applicable student’s name
- Choose applicable position
- Hit “Submit”

## View Interview Schedule

- Click on “OCR” tab
- Click on “Schedules” tab
- Click the date of OCR to open details
- Click “View Interview Schedule” tab

## 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 “Resume Books”
- Click on “Engineering Students & Alumni” link (on second page)
- Click on “Advanced Resume Search” and set your screening criteria and click “Submit” button
- Click on “Search Results” tab
- Click the box next to “BATCH OPTIONS” to highlight all resumes
- Click “BATCH OPTIONS” and select “Mail to Checked” tab and fill out the message you want to send and click “Continue” button

## 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>). 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.

### 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-Check-In 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 (third floor, east side). If you have not completed this form, you must do so on-site prior to conducting interviews, which includes making your lunch selection by 9:00am CST. Lunch is only offered during official OCR recruiting dates.

***All lunch orders must be submitted no later than 9:00 am the day of interview...no exceptions.***

### Parking Options:

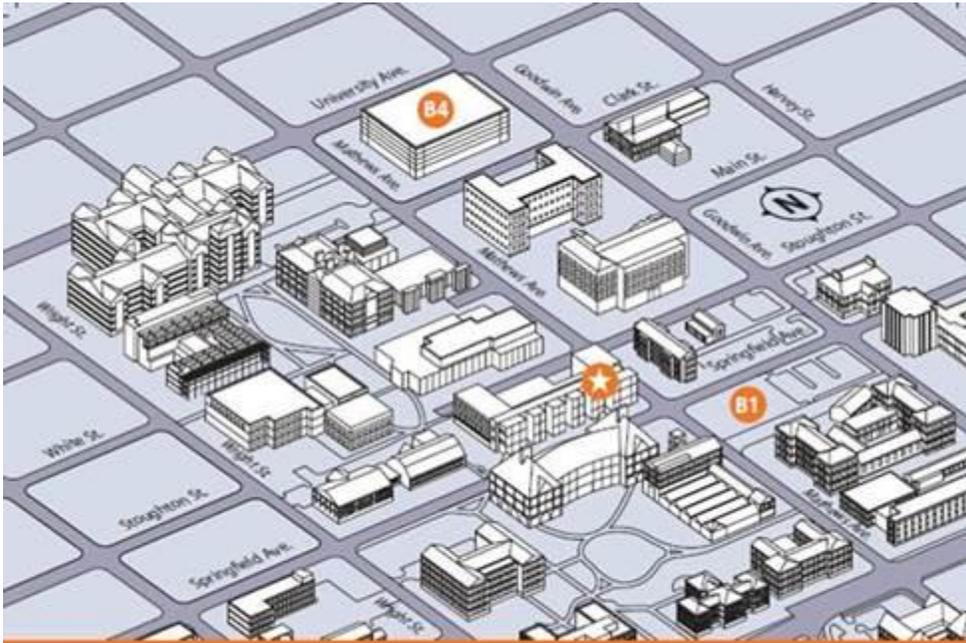
PayByPhone is the most convenient option for parking on our campus. There are two available options to pay by phone depending on your parking location. If you are parked in a University Parking Lot, follow directions for Option 1 below. If you are parked at a metered location on the street, follow directions for Option 2 below.

**OPTION 1** (University Parking Lot) Call the number on the meter from your cell phone. Or you can [Download the free app](#), or use the mobile web ([paybyphone.com](http://paybyphone.com)). PayByPhone users love the text message reminders as well as the ability to add more time from anywhere 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.

The PayByPhone meters are located in campus lot B1 (located at the south end of the parking lot across the street from DCL) and in campus lot B4 (which is the parking garage located at the corner of University Avenue and Goodwin/Mathews). **Make sure you park at a meter with an "I" on it** (if you park anywhere else in the lot you will get ticketed). See map below.

**OPTION 2** (Street metered parking) [Download the free app](#), or visit [www.mobilemeter.us/](http://www.mobilemeter.us/). Please note the Zone you are parked in (indicated on signs along the street) as well as your meter number as you will need to enter both along with payment information and license number.

If you prefer, you may still pay with change at street metered parking on two sides of our building; cost is \$1 per hour for up to 10 hours. There is a change machine in Grainger Library across the street, southside.



## Engineering Career Services

**B4** Parking available in parking garage B4 – first floor only

**B1** Parking available in parking lot B1 – south end only

*Please park only at a Block I meter*



**A better way to park**

## Printed Schedule Packets/Copies

Our office has eliminated excess paper. You are required to print your own schedules, resumes, etc. 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](mailto:kdarr@illinois.edu). **We do not make copies of any material.** There is a Fed Ex copy shop a few blocks from DCL at 524 E Green St (#101), Champaign, IL 61820. You can email your document and they will deliver if not too busy. Here's the link: <http://local.fedex.com/il/champaign/office-0137/copy-print-services.html>. They are open 7:30 am – 9:00 pm Monday through Friday.

## 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.
- Free Career Fair material shipping handling.

For more information please contact Deon N. Robin at [dnrobin@illinois.edu](mailto:dnrobin@illinois.edu) or 217-333-1960.

## ECS Career Fairs

The Spring 2017 ECS Career Fair will be held on Tuesday and Wednesday, February 7 and 8, 2017. 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/recruiting-students/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://ec.illinois.edu/societies/>. 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.

## Ways to Get More Involved

There 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 questions, current opportunities and/or to sign up when you know you'll be on campus please contact Deon Robin, Assistant Director for Employer Engagement, at [dnrobin@illinois.edu](mailto:dnrobin@illinois.edu) or 217-333-1960.