



**Center for Career Management**  
**2008-2009 On-Campus Recruiting Registration**  
**Return via fax to: (330) 972-7748**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Company URL \_\_\_\_\_  Our company has recruited here before  I am a University of Akron alumni

Prospective Interviewers Names/Titles \_\_\_\_\_

Prospective Interviewers Names/Titles \_\_\_\_\_

**INTERVIEW SCHEDULE INFORMATION**  
*(See attached calendars for a list of restricted dates)*

**INTERVIEW DATE:**

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

# of Rooms \_\_\_\_\_ # of Recruiters per room \_\_\_\_\_ # of parking passes needed \_\_\_\_\_

We would like to schedule an evening information session

Start time : \_\_\_\_\_ End Time : \_\_\_\_\_ Equipment Needed \_\_\_\_\_

Standard Schedule  
 (8:30 a.m.—4:30 p.m., thirteen 30-minute interviews; 1 hour lunch, two 15-minute breaks) per recruiter

Customized Schedule  
 Start time: \_\_\_\_\_ a.m./p.m.  
 Start time of last interview: \_\_\_\_\_ a.m./p.m.  
 Length of Interview:  
 30 minutes  45 minutes  Other \_\_\_\_\_

**JOB TITLE(S):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**MAJOR(S) BEING RECRUITED:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SALARY/BENEFITS:** (check all that apply)

- Salary Range: \$ \_\_\_\_\_  Relocation Assistance
- Tuition Reimbursement  401K

**JOB TYPE:**  Full-time  Internship/Co-op

*Please provide a job description for each position. Include the majors you wish to recruit. If certain jobs should be grouped on one schedule, please specify.*

**QUALIFICATIONS:**

Degree:  Associates  Bachelors  
 Masters  Doctorate

**Citizenship/Visa Requirements. We will interview:**

- U.S. Citizens or Nationals only  
 Authorized to work in the US for practical training

Minimum GPA \_\_\_\_\_

## Available Dates

The Center for Career Management's priority recruitment dates for the Fall 2008 semester are October 17th - December 5th, 2008. The tentative Priority recruitment dates for Spring 2009 are February 16th - May 1st.

These dates have been selected to accommodate you by maximizing student participation during the academic year. Should these dates conflict with your recruitment needs, we will be most happy to accommodate you at any time throughout the year using our various comprehensive services.

The following dates **will not be available** for on-campus recruiting:

Thursday, October 16, 2008 - Fall UA Career Fair

Tuesday, November 11, 2008 - Veteran's Day - Staff Holiday

Wednesday, November 26 - Friday, November 28, 2008 - Thanksgiving Holiday

Monday, January 19, 2009 - Martin Luther King Day - UA Closed

Thursday, February 12, 2009 - Spring UA Career Fair

Monday, March 16 - Friday, March 20, 2009 - Spring Break Recess

## Cooperative Education/Internship Interview & Resume Referral Start Dates

The Center requires certain preparations on the part of prospective co-op/internship students. The following dates will ensure that employers have access to a pool of candidates who have made necessary preparations and are ready for a co-op/internship experience.

Semester	Work Term	Interview/Resume Start Date
Fall 2008	Sept - Dec	July 1, 2008
Spring 2009	Jan - May	October 20, 2008

## Fall 2008 Available On-Campus Recruiting Dates

The Center for Career Management's priority recruiting dates for the Fall 2008 semester are **October 17 - December 5, 2008**. These dates have been selected to accommodate you by maximizing student participation during the academic year. The dates shown in black are not available for on-campus interviews. You may schedule your on-campus interviews on any of the dates shown in white. Please provide us with your on-campus recruiting registration form and job description(s) at least **four weeks** prior to your intended interview date.

<b>OCTOBER 2008</b>				
MON	TUES	WED	THU	FRI
		1	2	3
6	7	5	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

<b>NOVEMBER 2008</b>				
MON	TUES	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

<b>DECEMBER 2008</b>				
MON	TUES	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### FALL 2008 DATES:

- October 16 - Fall 2008 UA Career Fair
- October 17 - Career Fair OCR for out-of-town employers only
- November 11 - Veterans Day - staff holiday
- November 26 - 28 - Thanksgiving Holiday
- December 8 - 14 - Fall Final Exam Week
- December 14 - Semester ends



## Spring 2009 Available On-Campus Recruiting Dates

The Center for Career Management's priority recruiting dates for the Spring 2009 semester are **February 13 - May 1, 2009**. These dates have been selected to accommodate you by maximizing student participation during the academic year. The dates shown in black are not available for on-campus interviews. You may schedule your on-campus interviews on any of the dates shown in white. Please provide us with your on-campus recruiting registration form and job description(s) at least **four weeks** prior to your intended interview date.

FEBRUARY 2009				
MON	TUES	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2009				
MON	TUES	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2009				
MON	TUES	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2009				
MON	TUES	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### SPRING 2009 DATES:

- February 12 - Spring 2009 UA Career Fair
- February 13 - Career Fair OCR for out-of-town employers only
- February 17 - Presidents Day - No Classes Held
- March 16 - 20 - Spring Break Recess
- May 4 - 10 - Spring Final Exam Week
- May 10 - Semester ends



**The University of Akron**  
**2008-2009 On-Campus Recruiting Registration**  
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**EMPLOYER RECRUITING GUIDELINES FOR ON-CAMPUS RECRUITING**

**Statement of Expectations & Equal Opportunity**

As part of our commitment to all of our students, the staff of the Center for Career Management insists that all employers actively recruit candidates and conduct employment activities in a manner that does not discriminate due to race, color, gender, age, religion, national origin, or disability. Further, we encourage all employers to consider how persons representing diversity might add to the fabrics of their operation and contribute to the representativeness of their staffs.

Each participating employer will be required to follow and abide by The University of Akron's policies and procedures pertaining to affirmative action, sexual harassment and non-discrimination which may be accessed at <http://www.uakron.edu/ogc/rules/RulesbySubject.php>

The University of Akron reserves the right to discontinue the participation of any employer that has violated such policies and procedures or who has acted in a manner deemed, in the University's sole discretion, to be illegal, inappropriate, unprofessional or in a manner lacking in collegiality or civility.

**Eligibility:**

Employers who recruit undergraduate/graduate students and alumni for full-time degreed, internship or cooperative education positions are eligible to participate in the OCR program.

At the discretion of the Director, the Center for Career Management reserves the right to limit access to services to employers who are designated as Third Party, Multi-Level Marketing, Upfront Product Purchase, or Commission-Only. For more information, please contact the Center at (330) 972-5467.

**Registration:**

On-Campus Recruiting dates can be scheduled during the fall and spring semesters. Employers who are recruiting **full-time degreed positions** can reserve an interview date by completing the enclosed OCR form or online at [www.uakron.edu/ccm](http://www.uakron.edu/ccm). Once the OCR form is received someone from the Center will contact the recruiter to confirm receipt, dates and any specific recruiting needs.

Employers who wish to participate in the **co-op/internship program** need to contact the Center regarding specific details of student availability, deadline dates, and position eligibility. The Center reserves the right to post only those positions that will enhance students' overall career experience. A comprehensive job description, as opposed to a company advertisement, should be sent via email or by completing the online posting form at [www.uakron.edu/ccm/employers/empcoop/currentemp.php](http://www.uakron.edu/ccm/employers/empcoop/currentemp.php). The office only posts positions for companies that provide complete contact information (first and last name, job title of contact person, mailing address, telephone, fax, web site and email address).

**Attendance:**

Changes and/or cancellations to a scheduled date or recruiting requirements can be accommodated with greatest success if made prior to confirmation and publication of your recruiting schedule. It is the Center's expectation that all finalized interview schedules are completed. Employers that cancel an interview date will need to directly contact all scheduled students to make alternative arrangements.

In case your schedule is not full, please contact the Center and mutually agree on a plan of action that may assist you in reaching your recruiting needs. The Center will make every effort to provide you with qualified candidates to interview. Employers who cancel a schedule on more than one occasion may be subject to review for future interview dates and/or participation in special events.

**By signing and dating this form below, you state your agreement to abide by these policies.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please complete the registration form, sign and date the agreement, and return both to:**

**THE UNIVERSITY OF AKRON CENTER FOR CAREER MANAGEMENT**  
**FAX (330) 972-7748**

**A****ARTS**

- Art Education
- Fashion Merchandising
- Graphic Design
- Interior Design
- Theatre Arts

**B****BUSINESS****Accounting**

- Accounting

**Business Administration**

- International Business
  - Foreign Language
  - Global Interdisciplinary

**Finance**

- Corporate Financial Management
- Financial Services
- Financial Services – Financial Planning
- Financial Services – Real Estate

**Management**

- E-Business Technologies
- Human Resources
- Supply Chain/Operations Management
- Information Systems Management

**Marketing/Advertising**

- Advertising: Marketing
- E-Marketing and Advertising
- Marketing: Marketing Management Program
- Marketing: Sales Management Program

**BUSINESS MGT TECHNOLOGY**

- Accounting (2-year degree)
- Small Business Administration

**COMMUNICATION****Business/Organizational**

- Organizational Communication
- Public Relations

**Mass Media**

- Mass Media: Media Production
- News
- Radio/TV

**C****COMMUNITY SERVICES TECHNOLOGY**

- Addiction Services
- Gerontology
- Social Services Emphasis

**COMPUTER INFORMATION SYSTEMS**

- Microcomputer Specialist w/Pre-Business Administration Option
- Program Specialist with Pre-Business Administration Option
- Computer Maintenance and Network Technology
- Microcomputer Specialist
- Programming Specialist

- Computer Science

**CRIMINAL JUSTICE TECHNOLOGY**

- Security Administration

**D**

- Drafting and Computer Drafting Technology

**E**

- Economics

**EDUCATION**

- Adolescent to Young Adult (Secondary Education)
- Early Childhood Development
- Early Childhood Education
- Early Childhood Intervention Specialist
- Pre-K–12 Education
  - Dance

- Drama/Theatre
- Foreign Language French
- Foreign Language Spanish
- Music
- Physical Education
- Technical Education

**ENGINEERING**

- Automated Manufacturing Engineering Technology
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Construction Engineering Technology (2-year degree)
- Construction Engineering Technology (4-year degree)
- Electronic Engineering Technology (2-year degree)
- Electronic Engineering Technology (4-year degree)
- Manufacturing Engineering Technology
  - Computer-aided Manufacturing
  - Industrial Supervision
- Mechanical Engineering
- Mechanical Engineering Technology (2-year degree)
- Mechanical Engineering Technology (4-year degree)
- Mechanical Polymer Engineering
- Surveying Engineering Technology
  - Construction

- Emergency Management

- English

**F****FAMILY AND CHILD DEVELOPMENT**

- Child—Life Specialist
- Child Development
- Family Development

## FAMILY AND CONSUMER SCIENCES

- Teacher Education

- Fire Protection Technology

## G

## GEOGRAPHY

- Geographic Information Sciences
- Planning

## H

- History

## HOSPITALITY MANAGEMENT

- Culinary Arts
- Hotel/Lodging Management
- Marketing and Sales
- Restaurant Management

- Humanities

## I

- Interdisciplinary Anthropology
- Interdisciplinary Studies

## M

## MARKETING AND SALES TECHNOLOGY

- Advertising
- E-Business Marketing
- Fashion
- Retailing
- Sales

## MATHEMATICS

### Mathematics

- Applied Mathematics

### Statistics

- Actuarial Science
- Statistical Computer Science

## MEDICAL

- Dietetics
- Emergency Medical Services Technology
- Nutrition

- Medical Assisting Technology
- Physical Therapy (pre-physical therapy)
- Radiologic Technology
- Respiratory Care
- Surgical Technology

## N

## NURSING

- Nursing, B.S.N
- Nursing LPN/B.S.N., B.S.N

## O

## OFFICE ADMINISTRATION

- Administrative
- International Secretarial
- Medical Secretarial
- Paralegal Studies
- Legal Studies Option

## P

- Philosophy

## POLITICAL SCIENCE

- American Politics
- Criminal Justice
- International/Comparative Politics
- Law, Courts and Politics
- Pre-law

- Psychology

## S

## SCIENCES

- Science
- Physics
- Physiological Sciences

### Geology

- Geology – Engineering Geology
- Geology – Geophysics

### Biology

- Animal Physiology
- Botany
- Ecology/Evolution
- Microbiology

- Biology – Zoology

## Chemistry

- Chemistry
- Chemistry – Polymer Option

## Natural Sciences

- Natural Sciences – B.S./M.D. Program
- Natural Sciences – Divisional

## SOCIAL SCIENCES

- Social Sciences Division — Philosophy, Political Science and Economics Track
- Social Sciences Divisional
- Social Services Technology

- Social Work

## SOCIOLOGY

- Criminology and Law Enforcement

- Speech-Language Pathology and Audiology

## SPORTS/COACHING

- Athletic Training for Sports Medicine/NATA Program
- Aquatic Management
- Sport Coaching/Strength Conditioning
- Sport and Exercise Science
- Sport Management

## T

- 2-year degree) of Technical Studies