

Recruiters' Resource Manual 2009-2010

A Guide to Successful On-Campus Recruiting
at Texas A&M University – Corpus Christi

Published by
Career Services
Texas A&M University-Corpus Christi
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Welcome

We appreciate your interest in the students at Texas A&M University-Corpus Christi. Our focus is to work with employers and students to satisfy the hiring needs of both. We welcome the opportunity to partner with you as you seek exceptional candidates to meet your organizational needs.

This Resource Manual has been developed to help you and your organization—with recruiting efforts at our university. Please take the time to review this handbook, as it will assist you in your on-campus recruitment strategy.

We understand the challenge in identifying top talent for entry level and experienced positions. Our goal is to assist you in attracting this talent by providing the tools and resources necessary.

Our Employer Services team can assist with:

- Listing a job on our I-Link database
- Scheduling a campus interview
- Scheduling an information session
- Attending a career fair
- Tips for successful recruiting

Again, thank you for choosing Texas A&M University – Corpus Christi Career Services for on-campus recruiting. We look forward to a productive and on-going partnership with you and your organization.

Sincerely,

Jo Anna Benavides-Franke
Director

The Career Services Center

Office Hours

Monday, Wednesday, and, Thursday	8:00 am to 5:00 pm
Tuesday	8:00am to 7:00 pm
Friday	8:00 am to 3:00 pm

Staff

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Mission

Career Services is a service for students, alumni, university and, the community driven by the ideals of excellence in career guidance, professional development and employment.

Texas A&M University – Corpus Christi Profile

Fall 2008 Enrollment

9,007 Total Students

7,249 Undergraduates

1,758 Graduate Students

40% Male, 60% Female

Racial/Ethnic Distribution

40 % Hispanic

49 % White/Caucasian

5% Black

2% International

3% Other

2007- 2008 Graduation Profile

- The graduating class of 2007/2008 consisted of 1,773 graduates, 1,341 bachelor's degrees, 400 master's degrees, and 32 doctoral degrees.

Academic Colleges

College of Business

<http://www.cob.tamucc.edu/>

College of Education

<http://education.tamucc.edu/>

College of Liberal Arts

<http://falcon.tamucc.edu/~aandh/>

College of Nursing and Health Sciences

<http://conhs.tamucc.edu/>

College of Science and Technology

<http://www.sci.tamucc.edu/>

Posting a Job

Listing a Job or Signing up for a Career Fair

We use an online job posting system, Islander Link (I-Link). New users will need to register with the system before listing a job. We define jobs by full-time non-degreed, or degreed,(professional), part-time and internship level.

- Part-time jobs: Part time jobs, either on or off campus that don't require a degree.
- Full time non degree jobs: full-time positions requiring little or no relevant work experience.
- Full time professional jobs: full-time degreed jobs that require some experience and a post secondary degree.
- Internship: experiential education opportunities for interns or co-ops.

To register or login to our I-Link database please go to <http://career-services.tamucc.edu>

And click the link for Employers and Recruiters on the left hand side of the page.

Additional Information for On-Campus Interviews

- We encourage our students to research the companies and prepare for interviews by reading corporate information and searching web sites. Please supply our office with accurate information on your organization and employment opportunities. If you have an official application that you would like students to complete before the interview, let us know in advance. You may ship materials to: Career Services, 6300 Ocean Drive, Unit 5795, Corpus Christi, TX, 78412.
- When you arrive at the Career Services office prior to your interviews, you will receive a packet of information including your interview schedule, candidate resumes and university information.
- We discourage “no-shows” on the interview schedule and ask that you please let us know if a student fails to keep an appointment.
- If you arrive on-campus before 8:00 a.m., parking should be no problem. After 8:00 a.m., parking spaces are at a premium. Employers may park in any available space except for red curbs (fire zones), gated parking lots and handicapped spaces. You can receive a visitor parking permit from the Security Kiosk at the University entrance.
- If you plan to conduct an **Information Session**, please let us know if it will be “open” to all interested students, if it is “mandatory” for all pre-selected candidates, or if it is “optional” for pre-selected students. We have found that the best time to hold these sessions is in the evening in order to catch students between work and night classes. Sometimes it helps to have refreshments or pizza to draw a large - and hungry! - crowd.

Establish a Presence

Make the most out of your campus visit! It is most productive to utilize one or more methods of publicity prior to your visit, especially if this is your first recruiting trip to Texas A&M – Corpus Christi. There are many ways to promote your company's visit. Below is a list of methods for you to consider.

- Advertise in *The Island Waves*, the weekly student newspaper.
To inquire about rates and deadlines:

Phone 361- 825-5862 Fax (361) 825-2652
- Send a supply of current company literature before the scheduled event.
- Create a mailing advertisement, i.e. postcard, to send to targeted students.
All mailing must be submitted through Career Services.
- Schedule an Information Session or reception through Career Services before your scheduled visit.
- Contact student organizations prior to your visit so your information can be announced to members. Some organizations may schedule a time just to meet with you! See pages 11-12 for a list of student organizations.
- Sponsor Career Services' events on-campus. Every semester Career Services hosts a variety of workshops for the students at Texas A&M- Corpus Christi. The workshops cover everything from resume writing to job searches to preparing for a career fair. **Presenting** would be just that - if you have a topic that you feel you are well versed in, i.e. you are excellent at helping people with their resumes - you can share this information and skills with a group of students on-campus. **Hosting** would not require you to be in attendance at the workshop, but instead have your company brand associated with the workshop, send us recruiting information and goodies to have available, and allow us to present on your behalf! In both presenting and hosting, you would have the option of providing refreshments for attendees. Contact Career Services for more information.
- Classroom presentations are effective in reaching major-specific groups. Contact Career Services for more information.
- Other on-campus events. Career Services also accepts sponsors for other things, such as the Business Etiquette Dinner, Dress for Success and Get The Job Fashion Shows, and various other events. Contact Career Services for more information.

Calendar of Events

Career Services hosts multiple recruiting opportunities on-campus throughout the year, including a Career Fair, Business Etiquette Dinner, and many workshops. Below is the Calendar of Events for the CSC. Please contact the office or go to <http://career-services.tamucc.edu> for more information.

Fall Semester 2009

Business Etiquette Dinner

Tuesday, October 6th

6:00pm to 8:30pm

University Center Lonestar Ballroom

All Major Career Fair

Wednesday, October 7th

10:00 am to 2:00pm

University Center Lonestar Ballroom

Graduate School Fair

Tuesday, October 20th

10:00am to 2:00pm

University Center Lonestar Ballroom

Teacher Job Fair

Wednesday, November 11th

9:30am to 12:00pm

University Center Lonestar Ballroom

Tips for Good On-Campus Recruiting & Career Fairs

1. **Know your Audience.** Knowing the student demographics and population characteristics is important. Please refer to other parts of this handbook or contact Career Services if you need more information.
2. **Send Alumni Back to Campus.** Texas A&M University-Corpus Christi alumni are proud of their alma mater and love the chance to return. Alumni are great advertisements for your organization.
3. **Maintain Your Presence.** Attend career fairs even if you are not currently hiring. It is very important that you maintain a consistent campus presence. Students are attracted to companies that have shown a commitment to the university. Be honest with students about your hiring need and explain potential future opportunities.
4. **Your On-Campus Recruiting Team Should Reflect Organizational Diversity.** Texas A&M – Corpus Christi’s student body is rich in diversity, which is why many organizations target the campus. Show our diverse students what your organization is made of.
5. **Staff Your Booth Appropriately – Prepare for Peaks and Valleys.** As you arrive, you will notice students eagerly gathered outside of the room, but at other times there will be few to no students. Design an overlapping shift schedule so there is always adequate staffing at your booth and make sure you stay until the end!
6. **Integrate High Tech and High Touch.** Multimedia displays and impressive technology will attract students to your booth; however, remember to complement the display with knowledgeable team members.
7. **Give-Aways Attract Job Prospects.** Name recognition and recall goes a long way. Identify a give-away that will arouse interest and link it to your recruiting message. Always have enough to make it through the day.
8. **Be Careful About Shipping Your Recruiting Materials.** Always have a Plan B in case your recruiting materials do not arrive for the day of the fair. Fellow recruiters recommend carrying 50 or so copies of your materials with you .
9. **Pursue Several Goals at the Fair.** Make your time in Corpus Christi as productive as possible! In addition to attending the career fair, schedule opportunities to meet with key people on campus. Faculty members, career center staff and relevant student organizations may all be valuable resources for your recruiting efforts.
10. **Follow Up!** Once you have attracted a quality group of prospective employees, don’t miss the opportunity to keep them interested. Determine a follow-up strategy prior to the career fair.

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Professional & Academic Student Organizations

Association of Women in the Sciences

Purpose: To raise public awareness of the scientific and technological skills of women.

Bilingual Education Student Organization

Purpose: To learn more about bilingual education and English as a second language.

Clinical Lab Science Club

Purpose: To promote interest in clinical laboratory science.

Computer Science Club

Purpose: To promote an increased knowledge of the science, design, and application of modern computing.

Criminal Justice Association

Purpose: To educate, inform, and familiarize members of the Criminal Justice System on both federal and state levels.

Engineering Technology Society

Purpose: To further the education of its members by providing training, leadership and opportunities.

Geographic Information Systems Student Organization

Purpose: To promote awareness of and interest in Geographic Information Science.

Geology Club

Purpose: To promote the geological and environmental sciences.

Graphic Design Group

Purpose: To give members a creative outlet for graphic communication.

Islander Student Athletic Trainers Association

Purpose: To provide guidance and insight to students interested in sports medicine/allied health services.

National Science Teachers Association

Purpose: To acquaint pre-service teachers with NSTA resources.

Pre-Dental Society

Purpose: To protect and advance the rights, interests, and welfare of dental students.

Student Accounting Society

Purpose: To provides future accountants with the most up-to-date laws and procedures.

Society for the Advancement of Management

Purpose: To provide an opportunity for members to increase management skills.

Society for Human Resources Management

Purpose: To educate the local community in horticulture and related fields.

Student Art Association

Purpose: To provide students with the opportunities to plan exhibitions.

Student Finance Association

Purpose: To prepare students for careers in finance.

Student Nurses Association

Purpose: Students involved in issues relevant to nursing and healthcare.

*Not all student organizations are listed here. If the group you are looking for is not identified on this list, please contact Career Services for a complete listing.

NACE's Principles for Professional Conduct

Principles for Employment Professionals

1. Employment professionals will refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

2. Employment professionals will know the recruitment and career development field as well as the industry and the employing organization that they represent, and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

3. Employment professionals will supply accurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable.

4. Neither employment professionals nor their organizations will expect, or seek to extract, special favors or treatment which would influence the recruitment process as a result of support, or the level of support, to the educational institution or career services office in the form of contributed services, gifts, or other financial support.

5. Serving alcohol should not be part of the recruitment process.

6. Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:

a) Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request;

b) Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, or disability;

c) Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;

d) Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;

e) Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;

- f)** Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.
- 7.** Employment professionals will maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records/reports, and computer data bases. There will be no disclosure of student information to another organization without the prior written consent of the student, unless necessitated by health and/or safety considerations.
- 8.** Those engaged in administering, evaluating, and interpreting assessment tools, tests, and technology used in selection will be trained and qualified to do so. Employment professionals must advise the career services office of any test conducted on campus and eliminate such a test if it violates campus policies. Employment professionals must advise students in a timely fashion of the type and purpose of any test that students will be required to take as part of the recruitment process and to whom the test results will be disclosed. All tests will be reviewed by the employing organization for disparate impact and job-relatedness.
- 9.** When using organizations that provide recruiting services for a fee, employment professionals will respond to inquiries by the career services office regarding this relationship and the positions the organization was contracted to fill. This principle applies equally to any other form of recruiting that is used as a substitute for the traditional employer/student interaction.
- 10.** When employment professionals conduct recruitment activities through student associations or academic departments, such activities will be conducted in accordance with the policies of the career services office.
- 11.** Employment professionals will cooperate with the policies and procedures of the career services office, including certification of EEO compliance or exempt status under the Immigration Reform and Control Act, and will honor scheduling arrangements and recruitment commitments.
- 12.** Employment professionals recruiting for international operations will do so according to EEO standards. Employment professionals will advise the career services office and students of the realities of working in that country and of any cultural or foreign law differences.
- 13.** Employment professionals will educate and encourage acceptance of these principles throughout their employing institution and by third parties representing their employing organization on campus, and will respond to reports of noncompliance.

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Directions for visiting Campus

From Corpus Christi International Airport - Exit the airport and take a right onto Highway 44 East, which will dead end at South Padre Island Drive. You will need to be in the right lane, to NAS-CC and Padre Island, and continue on S.P.I.D. to Ennis Joslin, about 15 minutes, there is a sign on the highway marking the exit and route. Exit the highway and turn left onto Ennis Joslin and continue straight for about 5 minutes. Be cautious because Ennis Joslin is currently under construction! Remain in the right lane and take the curve to the right at the Circle K gas station. Take the first entrance to campus and stop at the visitor's kiosk to receive a parking permit (not needed on Saturdays). Ask the attendant to point out the University Center and where you may park.

From Dallas/Fort Worth/Austin - Follow Interstate 35 south to Interstate 37 south, which will dead end on Shoreline Drive in Corpus Christi. Take a right and follow Shoreline Drive, which becomes Ocean Drive, about 15 minutes until it splits at a Circle K gas station. You will need to be in the left lane and continue straight to NAS-CC and TAMU-CC. Take the first entrance to campus and stop at the visitor's kiosk to receive a parking permit (not needed on Saturdays). Ask the attendant to point out the University Center and where you may park.. Career Services is located on the third floor (UC 304)

From Rio Grande Valley/Kingsville - Follow 77 North to Highway 44 East, which will dead end at South Padre Island Drive. You will need to be in the right lane, to NAS-CC and Padre Island, and continue on S.P.I.D. to Ennis Joslin, about 15 minutes, there is a sign marking the exit and route. Exit the highway and turn left onto Ennis Joslin and continue straight for about 5 minutes. Be cautious because Ennis Joslin is currently under construction! Remain in the right lane and take the curve to the right at the Circle K gas station. Take the first entrance to campus and stop at the visitor's kiosk to receive a parking permit (not needed on Saturdays). Ask the attendant to point out the University Center (UC) and where you may park.. Career Services is located on the third floor (UC 304)

From San Antonio - Follow Interstate 37 south, which will dead end on Shoreline Drive in Corpus Christi. Take a right and follow Shoreline Drive, which becomes Ocean Drive, about 15 minutes until it splits at a Circle K gas station. You will need to be in the left lane and continue straight to NAS-CC and TAMU-CC. Take the first entrance to campus and stop at the visitor's kiosk to receive a parking permit (not needed on Saturdays). Ask the attendant to point out the University Center (UC) and where you may park.. Career Services is located on the third floor (UC 304)

From Houston - Follow 77 south to Interstate 37 south, which will dead end on Shoreline Drive. Take a right and follow Shoreline Drive, which becomes Ocean Drive, about 15 minutes until it splits at a Circle K gas station. You will need to be in the left lane and continue straight to NAS-CC and TAMU-CC. Take the first entrance to campus and stop at the visitor's kiosk to receive a parking permit (not needed on Saturdays). Ask the attendant to point out the University Center (UC) and where you may park.. Career Services is located on the third floor (UC 304)

HOTELS

Bay Shore Inn
4349 Ocean Dr.
Corpus Christi, TX 78412
361-852-2126

Drury Inn – Corpus Christi
2021 N. Padre Island Drive
Corpus Christi, TX 78408
361-289-8200

Omni Bayfront
900 N. Shoreline Blvd.
Corpus Christi, TX 78401
361-887-1600

Days Inn
2838 S. Padre Island Dr.
Corpus Christi, TX 78415
361-854-0005

Holiday Inn – Emerald Beach
1102 S. Shoreline Blvd.
Corpus Christi, TX 78401
361-883-5731

Omni Marina
707 N. Shoreline Blvd.
Corpus Christi, TX 78401
361-882-1700

Radisson Beach Hotel
3200 Surfside
Corpus Christi, TX 78402
361-883-9700

La Quinta Inns- North
5155 Interstate 37 North
Corpus Christi, TX 78408
361-888-5721

Railway Inn Suites
4343 Ocean Drive
Corpus Christi, TX 78412
361-225-3946

Best Western Paradise Inn
6301 S. Padre Island Dr
Corpus Christi, TX 78412
361-992-3100

La Quinta Inns-South
6225 S. Padre Island Dr
Corpus Christi, TX 78412
361-991-5730

Ramada Hotel Bayfront
601 N. Water Street
Corpus Christi, TX 78401
361-882-8100

Corpus Christi, Texas

The Corpus Christi region's greatest strength has always been its location and rich natural assets. Between 5 and 6 million people visit the area each year, taking in the beauty of the crescent-shaped coastline and a host of recreational activities. Fishing, kite boarding, beachcombing, sunbathing and sailing are just a few of the many activities available to visitors who long to enjoy the natural resources of this coastal paradise.

Corpus Christi's brisk southern breeze makes it a hot spot for those who love the wind and the waves. Windsurfers come to Corpus Christi from across the country and from around the world. The city hosts the annual U.S. Open Windsurfing Regatta every spring and weekly sailboat regattas are held on Wednesday evenings, year round. The variety of waterways, from open Gulf beaches to protected bays, makes the area attractive to beginners and experts alike. Thousands of outdoor enthusiasts fish the city's waters for trophy catches of popular sport fish. Fishermen may choose to fish from the surf, the piers and the bays or may take a deep-sea expedition into the Gulf. South Texas ranches produce the ultimate hunting expeditions with native game birds, deer, javelina and exotics. Guides are plentiful and several businesses specialize in custom hunting trips.

For those who enjoy a leisurely stroll, there's no better place than the downtown seawall. Constructed in 1941, this impressive structure serves a dual purpose: it protects downtown from the waters of Corpus Christi Bay while also providing residents and visitors a perfect place to enjoy a long walk, a brisk run or a bike ride. The seawall is a magnificent 14-foot-high stairway that stretches two miles along the bay.



Visitors who want to explore the depths of the ocean from dry land may do so at the Texas State Aquarium, one of the top ten aquariums in the United States. Among the most popular area attractions, the Texas State Aquarium is a four-story wonderland dedicated to the study of plants and animals native to the Gulf of Mexico. Visitors can get "face-to-fin" with sand sharks, moray eels, barracudas, tarpon, tropical fish, sea turtles and other sea creatures. Other exhibits feature North American river otters, alligators and stingrays. Dolphin Bay, the Aquarium's newest attraction, gives visitors an opportunity to see dolphin playing in a 400,000-gallon tank filled with natural seawater.



The most famous aircraft carrier in U.S. Naval history, the USS Lexington, offers visitors an awe-inspiring walk through history. Docked on Corpus Christi Beach, the USS Lexington played a major role in some of the biggest battles in World War II. It is now a floating museum that enables visitors to view warbird displays and vintage aircraft, take rides in a heart-stopping flight simulator or watch larger-than-life films in the MEGA Theater. A portion of the box office hit Pearl Harbor, starring Ben Affleck, Josh Hartnett and Alec Baldwin, was filmed aboard the USS Lexington.



A visit to Corpus Christi would not be complete without a trip to Padre Island National Seashore. Located on the South Texas coast, this sparkling preserve embraces 80 miles of sand-and-shell beaches, windswept dunes, and warm waters. Padre Island National Seashore is one of the longest stretches of primitive, undeveloped ocean beach in the country. Other regional attractions include Port Aransas, Mustang Island and Rockport, where visitors can enjoy sunny beaches, island atmosphere, unique shops and waterside restaurants.



From CC Chamber of Commerce website <http://www.corpuschristicvb.com/>

Websites of Interest for Corpus Christi

Corpus Christi Chamber of Commerce <http://www.corpuschristichamber.org/>

Corpus Christi Convention & Visitors Bureau <http://www.corpuschristicvb.com/>

Non Discrimination Policy:

Texas A&M University - Corpus Christi is an equal opportunity/ affirmative action institution that does not discriminate on the basis of race, color, religion, sex, age, handicap or nation origin.

I understand that by using I-link, my organization agrees to abide by the Non-Discrimination Policy stated above and all applicable employment laws in the use of the Texas A&M University - corpus Christi facilities and services.

To be able to offer this employment service at no charge, we require that you provide the names of the students hired to the Career Services Staff.