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Welcome to the Business Career Services Center at the University of Kansas! The following pages have been developed to introduce you to our office and the outstanding talent that KU School of Business students have to offer. Our hope is that you will seriously consider the value that graduates of our programs can contribute to your organization. Please take time to review the details included in this Employer Guide to become familiar with the KU School of Business, potential branding strategies, and the on-campus recruiting opportunities available through our office.

The Business Career Services Center uses a recruiting system designed for convenience to both employers and students. We currently utilize Symplicity recruiting software, which provides employers and students access to the web-based system 24 hours a day. This system is user-friendly and serves as a valuable tool to help all parties effectively manage the job posting and on-campus recruiting process.

Our staff is customer service oriented and professional. We are committed to delivering a positive recruiting experience for your hiring organization. We work hard to ensure that your visit is productive and exceeds expectations. Our staff interacts with students in individual and group formats throughout the year, preparing them for recruiting visits. This ensures that you will be meeting with qualified and polished candidates.

We hope that after reviewing our Employer Guide, you will feel that the Business Career Services Center at KU can deliver candidates with valued skills and knowledge to your organization. We are aware that you have a choice in college recruiting and we ask that you consider the University of Kansas among the institutions that you visit to hire new talent. Our office is currently accepting recruiting reservations for the Fall 2014, Spring 2015, and Fall 2015 recruiting cycles. Space is limited so please contact us as soon as possible to ensure availability.

If you are not the appropriate contact within your group to make decisions about recruiting, please pass this information along to the appropriate individual. We also encourage you to visit our website at http://www.business.ku.edu/recruiters. Please do not hesitate to contact our office at 785-864-5591 or bcsc@ku.edu for assistance in developing a customized strategy for recruiting at the KU School of Business.

Thank you in advance for taking the time to review the enclosed information and we hope to develop a mutually beneficial recruiting relationship with your group in the future.

Sincerely,

Jennifer Jordan
Director, Business Career Services Center
(785)864-4446
jjordan@ku.edu
The KU Business School focuses on bridging business theory with practice. Our professors are researchers on the forefront of the most advanced developments in management and strategy. They work with top companies to find solutions to the most important challenges to the industry today. KU professors combine their top tier research with excellence in teaching. They're creating knowledge, so what you learn today will be in a textbook tomorrow. Our faculty are graduates of some of the country’s best universities, and many have achieved national and international recognition for their teaching, research and service.

We impart our students with decision-making and analytical skills that give them the ability to excel in an environment of constant flux. The school boasts some of the best international programs in the country and groundbreaking centers of excellence.

The US News & World Report ranks the KU School of Business No. 31 among public undergraduate business programs. As an AACSB-accredited school, the School of Business has earned the most prestigious ranking, allotted to fewer than 5 percent of business programs worldwide. Our undergraduate supply chain program is ranked No. 25 in the nation according to the Gartner survey.

The School of Business hosts classes in Lawrence, KS and Overland Park, KS and with international programs around the world, our students don’t just learn about international business; they experience it. Study abroad is a hallmark of the KU experience and includes programs in France, Italy, India, China, Germany, Costa Rica and Czech Republic.

### Business School Student Average

- 2014 Graduating class GPA: 3.3
- 2014 Fall students admitted professional GPA: 3.4
- 2014 Spring students admitted ACT score: 27.72

### Residency Demographics (Fall 2014)

<table>
<thead>
<tr>
<th>Residency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas</td>
<td>865 (71.7%)</td>
</tr>
<tr>
<td>Out-of-State/International</td>
<td>341 (28.3%)</td>
</tr>
</tbody>
</table>

### Gender & Ethnicity Demographics (Fall 2014)

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>19</td>
<td>7</td>
<td>26</td>
</tr>
<tr>
<td>Asian/Pacific</td>
<td>35</td>
<td>21</td>
<td>56</td>
</tr>
<tr>
<td>Caucasian</td>
<td>763</td>
<td>468</td>
<td>1231</td>
</tr>
<tr>
<td>Hispanic</td>
<td>40</td>
<td>29</td>
<td>69</td>
</tr>
<tr>
<td>Native American</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Islander</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>948</td>
<td>580</td>
<td>1,528</td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
<td>62%</td>
<td>38%</td>
<td></td>
</tr>
</tbody>
</table>

### Degrees Offered

- Bachelor of Science in Accounting
- Bachelor of Science in Business Administration
- Bachelor of Science in Finance
- Bachelor of Science in Information Systems
- Bachelor of Science in Management & Leadership
- Bachelor of Science in Marketing
- Bachelor of Science in Supply Chain Management
- Bachelor of Business Administration (Edwards Campus)
- Master of Accounting (MAcc) – Full-Time and Working Professional
- Master of Business Administration (MBA) – Full-Time and Working Professional
- Joint Master's Degrees
- Doctor of Philosophy in Business
The Fiske Guide to Colleges rates KU’s School of Business undergraduate program as one of the strongest in the nation. The school offers seven undergraduate majors: Accounting, Business Administration, Management and Leadership, Marketing, Finance, Information Systems and Supply Chain Management. Students can customize their undergraduate business education by opting to undertake one of five business concentrations including Entrepreneurship, Information Systems, International Business, Human Resources or Supply Chain Management. The competitive program prepares students for lifelong learning in a global, integrated economy. Restricted admissions and class sizes enable students to work closely with our distinguished faculty.

**Special programs include the Business Leadership Program, Business Honors Program and Finance Scholars Program.**

**Business Concentration Areas:**

- Entrepreneurship
- Human Resources
- Information Systems
- International Business
- Supply Chain Management

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**Bachelor Degree Salary Stats**

<table>
<thead>
<tr>
<th>Major</th>
<th>Fall 2014 Enrollments*</th>
<th>Salary Range</th>
<th>Mean</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>430</td>
<td>27,500-60,000</td>
<td>46,496</td>
<td>48,425</td>
</tr>
<tr>
<td>Finance</td>
<td>393</td>
<td>35,000-72,000</td>
<td>52,644</td>
<td>49,763</td>
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<tr>
<td>Information Systems</td>
<td>68</td>
<td>35,000-71,000</td>
<td>50,780</td>
<td>50,000</td>
</tr>
<tr>
<td>Business Admin/Management &amp; Leadership</td>
<td>232</td>
<td>30,000-65,000</td>
<td>45,629</td>
<td>45,000</td>
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<tr>
<td>Marketing</td>
<td>236</td>
<td>30,000-65,000</td>
<td>44,737</td>
<td>44,500</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>34</td>
<td>35,000-55,000</td>
<td>45,542</td>
<td>48,500</td>
</tr>
</tbody>
</table>
KU's Master's Programs prepare students to be successful leaders and managers in a world of flux and constant challenge. Our central goal is to create critical thinkers with analytical skills and business expertise. Our curriculum is dynamic, reflecting a world that needs pragmatic management skills along with vision. In addition to offering tailored programs to a diverse, international student body, we offer small class sizes, an involved, world-class faculty, and close connections with our surrounding business community.

KU School of Business Master’s Programs are accredited by the Association for the Advancement of Collegiate Schools of Business — International, a designation held by only one-fourth of all business schools nationwide.

**Master Degree Salary Stats**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014 Enrollments*</th>
<th>Salary Range</th>
<th>Mean</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Accounting</td>
<td>131</td>
<td>45,000-60,000</td>
<td>50,765</td>
<td>49,500</td>
</tr>
<tr>
<td>Master of Business Administration (Lawrence)</td>
<td>55</td>
<td>35,000-120,000</td>
<td>58,500</td>
<td>57,500</td>
</tr>
<tr>
<td>Master of Business Administration (Edwards Campus)</td>
<td>175</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MACC Degree Highlights**

Earning a Master of Accounting not only expands a student’s education and job options, it amplifies earning potential and career advancement. On average, 90 percent of MAcc graduates secure a job by graduation. From coast to coast, in every major metropolitan area of the country, even the world, KU MAcc graduates find success.

For students who have never considered accounting, a MAcc can be an excellent gateway into a career they’re passionate about through a route they never thought to explore. The MAcc program welcomes students from many different backgrounds from psychology to environmental geology who are looking to enhance their professional options.

The MAcc program offers a challenging curriculum, acclaimed faculty and opportunities for experiential learning that provide a comprehensive graduate program. Alumni of the MAcc program have been successful in local, regional and international public accounting firms, as well as industry, government and academia.

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**Program length:** Students with undergraduate accounting degrees can complete the MAcc program in one year. Depending on required prerequisites, non-accounting undergraduates can finish the program in one and a half to two years.

**Curriculum specialization:** The MAcc program offers four different tracks of coursework, allowing students to specialize in assurance, tax, advisory/consulting services or corporate accounting. Each track requires 30 credit hours, but the number and type of required courses and electives in each track varies.

**Dual accreditation:** The Association to Advance Collegiate Schools of Business (AACSB) awards the highest standard of achievement in business education worldwide. Not only is the School of Business as a whole AACSB-accredited, but the accounting program also holds the distinction. Less than 5 percent of the 15,000 business programs worldwide earn an AACSB accreditation, and even fewer programs are dually accredited. Attending an AACSB-accredited program ensures students receive relevant course-work taught by highly qualified faculty who are working on the most current issues in the profession.

**Working professional program:** A working professional version of the MAcc program is offered at the KU Edwards Campus in Overland Park, Kansas. This program allows working adults to complete their Master’s degree while continuing to work full-time. The program offers the same challenging curriculum, acclaimed faculty, and dual-accreditation as the full-time program, but at a reduced pace. Working Professional MAcc students work in numerous industries and roles, but all have the objective of furthering their education and advancing. Students with undergraduate accounting degrees can complete the program in five semesters. The working professional program does not include track specialties, although students are able to take elective classes if desired.

**Passing the CPA exam:** The MAcc coursework fulfills the requirements to sit for the CPA exam in Kansas, Missouri, and most other states. A Becker review course, taught by KU faculty, is integrated into the spring semester, helping students consistently achieve a high pass rate on the CPA exam.
MBA Degree Highlights

The University of Kansas MBA program provides a premier business education as well as critical leadership skills. KU MBA students come from a wide variety of fields, ranging from science and engineering to music and the humanities. KU School of Business professors combine excellence in education with top-tier research, teaching students about the most advanced developments in new business strategy and technology. KU professors are creating knowledge, so what you learn today will be in a textbook tomorrow.

The Full-Time MBA program includes 50-credit hours of core curriculum, application classes and track classes. The foundation core provides an integrated curriculum that is the basis for successful management careers and enables students to build and develop the skills employers most want. The application classes build a foundation of business knowledge and apply learning in the classroom to real business challenges. Finally, KU MBA students specialize in one of two tracks, either finance or marketing supply chain management.

The Working Professional MBA program is a 42 credit hour, part time program based at the Edwards Campus in the Kansas City metro area. The curriculum provides instruction in broad business and management topics, as well as the opportunity for in-depth focus through a variety of certificate programs.

MBA Degree Highlights

The MBA program offers nine certificates:

- Foundations of Business
- Business Analytics
- Human Resource Management
- International Business Management
- Investments
- Marketing
- Strategic Management
- Supply Chain Management and Valuation.

Unique & Valuable Instruction Formats

MBA students have an opportunity to take advantage of some of the following unique and valuable instruction formats:

Business Case Competitions - While some Business Plan Development and Case Competitions are hosted at KU, teams also travel throughout the country to compete against other great MBA programs. During case competitions, the teams are challenged to analyze a real-life business problem and present a solution to business executives; often all within 24 hours. For business plan competitions, teams are challenged to develop the most viable start-up plans for small businesses.

Study Abroad - International experience is the key to creating global business leaders and KU MBA students have opportunities to study around the world through MBA study abroad programs.

Kansas Impact Project - KU MBA students gain a social entrepreneurship signature experience by applying their skills to solve social problems. Through the Kansas Impact Project (KIP), classmates team together to provide consulting for Kansas not-for-profit and service organizations.

Consulting and Entrepreneurship - Classes utilize a combination of classroom instruction and student-led project teams. For the consulting class, student teams serve as independent consultants assigned to executives to analyze and recommend both solutions and implementation strategies for their clients. For the entrepreneurship class, student teams work with other schools at The University of Kansas to develop feasibility studies and business plans for technologies developed at KU.

Experiential learning formats such as Business Case Competitions, Study Abroad, the Kansas Impact Project, and Consulting and Entrepreneurship courses add depth and context to the professional portfolio of KU MBA graduates.
2014 Business Career Fair

Registered Organizations: 126
Students Attending: 1,385

Jayhawks on the Job

Students paired with hosts: 28
Host Organizations: 16

Employer-Supported Programming

Employer Led Mock Interviews: 258
Resumes Reviewed at BCSC Fall Open House: 89
Students participating in Leadership Challenge: 34

Additional Career Programming

Organization Speaking Engagements: 13
Resumes Reviewed at “Resumania”: 373
Students Reached in Classroom Discussions: 114
BCSC Workshops: 69
Students Participating: 1,675

Direct Career Advising

Individual: 1,272

On-Campus Recruiting Analysis

<table>
<thead>
<tr>
<th></th>
<th>Companies</th>
<th>Schedules</th>
<th>Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>42</td>
<td>110</td>
<td>886</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>22</td>
<td>35</td>
<td>277</td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>145</td>
<td>1,163</td>
</tr>
</tbody>
</table>

BCSC Annual Report

Summary

Ranked 31st Nationally among public business programs.
OPPORTUNITIES TO INTERACT & SOAR

The BCSC maintains a distribution list of recruiters, alumni and friends of KU Business as resources to assist our students in the career development process. Participation in this distribution list consists of 4-6 outreach emails per year outlining a range of forums for you to engage with our students. These forums include our employer and alumni-supported career programs, opportunities to speak to various business student organizations and classroom speaking engagements.

The BCSC packages our career events into a series of events each semester called SOAR (Succeed. Opportunity. Achieve. Reward). SOAR events provide many forums for employers to participate including roundtable events, career panels, mixers, workshops, company field trips, lunch & learn sessions and more.

Sign up for our distribution list to stay informed about SOAR and other opportunities to build your brand with our students. To be added to our Opportunities to Interact distribution list, please email Cheryl Webb at cwebb@ku.edu.

BUSINESS CAREER FAIR

The annual Business Career Fair is held each year in September. This event launches our fall recruiting season and is attended by over 120 recruiting organizations and nearly 1250 students annually. The career fair enables networking and distribution of information among students and employers. The 2015 Business Career Fair will be held on Thursday, September 17, and The 2015 Accounting Career Fair will be held on Friday, September 11.

BUSINESS STUDENT ORGANIZATIONS

AIESEC
Alpha Kappa Psi
American Business Women’s Association (ABWA)
Beta Alpha Psi
Beta Gamma Sigma
Business Early Admit Council
Delta Sigma Pi
Enactus (Formerly SIFE)
Finance Club
Graduate Business Council (GBC)
Information Systems Association of KU (ISAK)
KU Entrepreneurship Club
KU Tax Club
Marketing Club
Multicultural Business Scholars
National Association of Women MBAs
Net Impact
Rock Chalk Ethics Talk
Society for Human Resource Management (SHRM)
Supply Chain Management Club
Undergraduate Business Council (UBC)
MBA Association
MBA International Student Organization

**These organizations generally hold meetings in the evening and are interested in having industry representatives as speakers at their gatherings.**
**Mock Interviews**

Participating in mock interviews allows employers to interact with students at various stages in their career development process. Within a 45-minute time slot, you can conduct a realistic interview and then use the remaining time to provide feedback and talk about your organization. This is a win-win situation, as our students will feel more confident and better prepared for the job search process and you will gain the opportunity to promote your group while meeting with quality future candidates.

**Open House**

The Business Career Services Open House is an annual event designed to spotlight and promote our services to students. Open House events include employer-led resume reviews, industry panels, and refreshments. Employer involvement in this event is integral to its success. Participating in resume reviews or on an industry panel enables informal interaction between students and employers and helps to foster a positive atmosphere in the job search and recruiting process.

**Job Shadowing**

Jayhawks on the Job is an event sponsored by the School of Business every spring semester that allows students to "shadow" a business professional or visit a business during the course of a workday. For details or to sign up to host one of our Business students for Jayhawks on the Job, please contact our office.

**Student Group Visits**

The School of Business will work with interested companies to arrange site visits for student organizations on Fridays throughout the school year. This is an excellent opportunity for employers to interact with a group of business students on-site. Show the students what your company looks like and impress them with your environment and culture. The format is open and flexible to meet each company's unique features and needs.

**Classroom Participation**

Are you interested in a captive audience? If so, classroom participation may be something for your group to consider. If representatives from your group would like to participate in the classroom instruction process, please contact our office for assistance.

**Leadership Challenge**

The Leadership Challenge seminar grew from a shared vision of the Business and Engineering Career Services Advisory Councils. The goal is to create an environment where students are aware and understand the value and need for leadership in industry. Students have the opportunity to meet representatives from a variety of corporate participants. The two-day workshop is free of charge to students selected through a competitive application process. Recruiting organizations may participate as sponsors and/or members of the Leadership Challenge planning committee.

**Faculty Lunches**

Feedback indicates that students value the input of faculty members as it relates to their employment decision-making process. Developing relationships with key faculty members may be a key factor in your recruiting success. Consider hosting a faculty lunch as part of your next campus recruiting visit to enhance your reputation with our faculty members and students.

**Tabling in the Koch Commons**

Many organizations opt to set up a table in the Koch Commons of Summerfield Hall. This is a high traffic area in the Business School building and provides a great forum to casually connect with students between classes. Contact the BCSC to reserve a date.

**Mentorship Program**

This program is designed to bring together students and professionals that share common professional interests. This mentoring relationship will enable Business students to be better supported as they explore varied career opportunities and assist them as they navigate those early years of professional life. The program is in the process of expanding and will work to provide both mentors and mentees with mentorship resources that include career-focused activities and guidelines. This is a wonderful opportunity for B-School alumni and friends of the University to become involved and "give back!" Professionals that are interested in becoming mentors simply need to fill out a very brief mentor information form that can be found at this link: [https://apps.ku.edu/~business/mentoring.php](https://apps.ku.edu/~business/mentoring.php). This program is open to any Alumni from the University of Kansas, as well as any other professionals that are looking for an opportunity to connect with KU and provide assistance to our Business students. We accept mentors from all levels of career, no matter the years of experience.

**Sponsor! Sponsor! Sponsor!**

Many sponsorship opportunities are available throughout the year. This option for participation would put your company name and logo on any marketing materials, donated items, etc. for a given event. Sponsorship opportunities include Leadership Challenge, Career Fair, SOAR, and more. Sponsorship levels vary widely. If you feel that a sponsorship to our office would be advantageous to your recruiting efforts, we will gladly discuss partnership options.
Companies Recruiting at University of Kansas School of Business

Recruiter Quotes

“It’s a pleasure working with the KU Career Services team! They always make me feel like I am the only employer they work with and serve as a great advocate by educating students on all their potential employment options in an unbiased way.”

-Roxanne LaMonica, CBIZ

“The KU Business School Career Services staff continuously goes above and beyond to help Perceptive Software with our recruiting needs. They offer opportunities to interact with their students year-round, not just during Career Fair season. They are always willing to help us connect with the students that best fit our needs. And, they do it all with a smile! We love working with the entire team! Thank you, KU Business Career Services!”

-Lucy McGilley, Campus Program Manager, Perceptive Software

Companies Recruiting KU Business Students

(Many more organizations are actively recruiting and hiring Business School students, but did not interview on-campus or within our office)

<table>
<thead>
<tr>
<th>AIG</th>
<th>Intouch Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Airlines</td>
<td>ISNetworld</td>
</tr>
<tr>
<td>Arthur J. Gallagher Risk Management Services</td>
<td>Kansas City Power &amp; Light Co.</td>
</tr>
<tr>
<td>Bank of America Merrill Lynch</td>
<td>Kennedy &amp; Coe</td>
</tr>
<tr>
<td>Bank of Kansas City</td>
<td>Koch Industries</td>
</tr>
<tr>
<td>Billsoft</td>
<td>KPMG</td>
</tr>
<tr>
<td>BKD</td>
<td>Lockton Companies</td>
</tr>
<tr>
<td>Boeing</td>
<td>Magellan Midstream Partners</td>
</tr>
<tr>
<td>Cargill</td>
<td>Marks Nelson CPA</td>
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<tr>
<td>CBIZ/Mayer Hoffman McCann</td>
<td>McGladrey</td>
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<tr>
<td>Cerner</td>
<td>Moss Adams</td>
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<tr>
<td>CH Robinson</td>
<td>National Oilwell Varco</td>
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<tr>
<td>Commerce Bank</td>
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<tr>
<td>ConocoPhillips</td>
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<td>Crossbeam Systems</td>
<td>PepsiCo</td>
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<td>Piper Jaffray</td>
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<td>Protiviti</td>
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<tr>
<td>E &amp; J Gallo Winery</td>
<td>PwC</td>
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<tr>
<td>EY</td>
<td>R.W. Baird &amp; Co.</td>
</tr>
<tr>
<td>Farmers Insurance Group</td>
<td>RubinBrown</td>
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<tr>
<td>Fastenal</td>
<td>Sabre Holdings</td>
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<tr>
<td>Federal Reserve Bank of Kansas City</td>
<td>Sherwin Williams</td>
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<tr>
<td>G.K. Baum</td>
<td>Stephens Investment Bank</td>
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<td>George K. Baum</td>
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<td>Grant Thornton</td>
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<td>Green Plains Renewable Energy</td>
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<td>Wendling Noe Nelson &amp; Johnson LLC.</td>
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<td>Hy-Vee Corporate</td>
<td>YRC Worldwide</td>
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<tr>
<td>Insight Global</td>
<td></td>
</tr>
</tbody>
</table>

Recruiter Quotes:

“…”

-Roxanne LaMonica, CBIZ

“…”

-Lucy McGilley, Campus Program Manager, Perceptive Software
**Scheduling a recruiting visit to the Business Career Services Center.**

If you would like to conduct on-campus interviews in our office, please contact our office at 785-864-5591 to schedule a recruiting date. If you have not recruited with our office before, we will provide you with a login account to our online recruiting management system, as well as a brief overview of the system and recruiting process.

**Recommended Recruiting Timeframes**

1. The recruiting organization contacts the Business Career Services Center to schedule a recruiting date. Please keep in mind that October dates tend to fill up quickly, so if you are wishing to schedule a date during this time, do so months in advance!

2. Once the schedule is posted in the system, a recruiting confirmation and relevant dates are sent via e-mail to the recruiting contact.

3. The recruiter may directly post the position to the system by attaching the position(s) to the schedule under their OCR tab. This process should happen at least four weeks prior to the recruiting date. Once the position is posted to the system and approved, it is viewable by registered students and starts to generate applications. The longer a position is in the system generating applications, the stronger the selection pool of candidates will be for the employing organization. Recruiters are also encouraged to set their screening parameters as wide as possible to maximize their candidate pool.

4. The application deadline occurs approximately two weeks prior to the scheduled recruiting date. An automated bundle of resumes will be sent to the recruiter once the resume deadline has occurred.

5. Recruiters have approximately a few days to review candidates and make interview selections. Decisions must be updated in the recruiting management system by changing the status of each applicant from “pending” to “invited”, “not invited”, or “alternate”. This can be done by the recruiter or a representative of our office and should occur approximately one week prior to the scheduled recruiting date. Students receive an automated update via e-mail regarding their updated applicant status and invited candidates may sign up for interview times through the recruiting management system.

**Recruiting Timeframes**

Fall recruiting begins annually in the Business Career Services Center in late September and typically runs through mid-November. Fall recruiting dates can be scheduled into December but are not encouraged. Recruiting resumes in spring and runs from early February through mid-April. No recruiting dates will be scheduled during academic breaks. Please plan ahead and book early, as space fills quickly. The academic calendar can be accessed online at:

http://www.registrar.ku.edu/calendar/academic.shtml.

**Schedules**

If you have reserved two interview rooms, you will have two “schedules”. The default schedule runs from 8:30 a.m. to 4:45 p.m., with 13 half-hour interview slots and lunch from 11:45 a.m. to 1:00 p.m. with a 15 minute break in the morning and afternoon. If another format would work better for your group, please let us know and we’ll adjust the default schedule to align with your specific recruiting needs. You may also change the number of scheduled interview slots, space permitting, with sufficient advance notice to our office.

There are two types of schedules. Open schedules permit anyone who is registered with our office to sign up for an interview time, provided they meet your qualifications established in the system. Pre-select schedules allow you to screen applicant resumes prior to your interview date and choose those candidates you wish to interview. Most schedules are pre-selected.
Changes to interview schedules can be made ANYTIME BEFORE candidate selections are made in the system. If after reviewing your applicants, you wish to make adjustments, please contact our office for assistance BEFORE "inviting" candidates. Candidates are able to sign up for interview slots once the pre-select sign-up date arrives.

We encourage you to select two or three alternates per interview schedule. These alternates will be contacted only if students from your primary list are not available on your interview date.

**Directions to Summerfield Hall**

The Business Career Services Center is located at 1300 Sunnyside Avenue, 125 Summerfield Hall. A campus map and driving directions from the following locations can be found on our website at: www.business.ku.edu/directions-lodging

Directions are available from the following locations:

- Kansas City Airport  1-70 Exit 202
- Wichita          Highway 59 North
- Topeka           Highway 40 East and West
- K-10 East and West

If you have questions, or if you are not arriving from the locations listed, we will be happy to help you.

**Parking**

All visitors to the University must park in the parking garage just north of Allen Fieldhouse. Parking costs $1.50 an hour in the garage. Unfortunately, we are unable to provide parking permits to visitors. Cars parked in other areas are subject to ticketing, and the BCSC is unable to clear parking tickets. Please call ahead of time if you have questions.

**The Date of Your Visit**

Upon arrival at our office on the date of your recruiting visit, you will receive a recruiting folder that includes a final copy of your schedule and a resume for each student that you will be interviewing. We also provide information about relevant procedures in our office and information that might be of interest during your visit. Upon checking in, we will request that you complete a contact card for our files. After interviewing, students often request your contact information through our office for the purposes of sending thank you correspondence. Please help yourself to any of the amenities in our employer hospitality lounge during your visit.

**Lunch**

Our faculty members are anxious to interact with recruiting organizations. If you would like to host a lunch with business faculty or staff, please complete the Faculty Lunch Request Form at: http://www.business.ku.edu/_pdf/FacultyLunchForm.pdf.

**Evaluation**

An evaluation form will be emailed to you after your on-campus recruiting visit. Please take a moment to let us know how your recruiting experience was. Your feedback enables us to assess our strengths and areas for development. We want to exceed your expectations, and your comments are valued and appreciated.

**Ethical Framework For Recruiting**

We have strict policies regarding the ethical conduct of students and recruiting organizations in the recruiting process. A student who misses an interview or fails to sign up for an interview for any reason is subject to this policy. We appreciate your support in enforcing these important policies. Please report all no-shows to a staff member.

**Transcripts**

Students may access their unofficial transcripts (DPR) instantly from a computer workstation in our office. A DPR form is an unofficial copy of university coursework and grades. If transcripts are required for your recruiting process, please indicate so on your recruiting specification sheet and students will be informed to come prepared with this information to interviews. If an unofficial copy is not sufficient at this point in your recruiting process, please let us know. Students must pay approximately $15.00 for official transcripts and need appropriate advanced notice to process transcript requests with the Registrar’s Office.

**Internships**

Each year our office assists non-graduating students in their search for career-related internships or job opportunities. Company participation in the internship program can range from conducting on-campus interviews to providing information that allows students to contact companies directly about opportunities. Past positions have ranged widely in type of business experience offered and in geographic area. If you would like students at the School of Business to know about an internship opportunity with your company, please contact our office to discuss available options with you. Internships can be paid or unpaid. Students have the option to receive advanced business elective credit by working with Alicia Green, our Internship Program Director.
Posting Jobs & Internships on KU Career Connections

1. MANAGE YOUR ACCOUNT
   Edit your contact information and change your password.

2. UPDATE YOUR PROFILE
   Complete your organization profile and keep your information updated. Students and Alumni learn about your organization by viewing your online profile.

3. VIEW RESUMES
   Direct-hire employers may request authorization to view resume books for specific majors or groups. Employers may view existing books or create customized ones. We can create a resume book and email it to you. This service allows you to contact students and alumni directly to promote your opportunity.

4. POST JOBS & INTERNSHIPS
   List full-time, part-time, and internship positions for free. Post jobs to multiple schools through One Stop, a fee-based service. Log in, select “job” then “add new” to enter the job details and application information.

5. RECRUIT ON CAMPUS
   Request and manage pre-select or open campus interview schedules. We will reserve a room, promote your opportunity to students, schedule interviews, and provide resumes. You may request an employer information session to discuss your organization and opportunities with students prior to your campus interviews. Log in and select “On-Campus Interviews (OCR)” to request a date and schedule options.

6. REPORT HIRES
   Let us know when you hire KU students. We want to know what students are doing after graduating from KU. We greatly appreciate your feedback. To report a hire, log in and select “Submit your hiring information.” Thank you!

7. ATTEND CAREER FAIRS
   Attending a career fair is the best way to get in front of a large number of students in one day. KU holds multiple events annually where employers can promote their jobs and internships to students and alumni. The Business Career Fair occurs the third Thursday of September each year, with registration typically launching in May. Log in and select “Events” to view career fairs. Select “register” to sign up.

Hiring International Students

Business students at the University of Kansas include some of the best and brightest talent from around the globe. Our office encourages you to consider the unique assets that international candidates may contribute to your organization, such as language skills and cultural knowledge. Most international students have an F-1 (foreign student) or J-1 (exchange visitor student) visa. F-1 and J-1 students are permitted a period of practical work experience during or upon the completion of their degree programs; F-1 students are eligible for twelve months, J-1 students for eighteen. The position must relate to the student’s field of study.

Practical Training Programs include Curricular Practical Training (internships with academic credit) and Optional Practical Training (full-time employment). For Practical Training Programs, the employer does NOT have to:

1. Sponsor the student for a permanent resident card (green card).
2. Complete any special filings or paperwork, other than the standard offer letter and the I-9 form.

The practical training period allows a company to assess the employee’s qualifications. When a company decides to continue the international graduate’s employment after the practical training period, a change in status to an H-1B visa is required at least several months before the practical training period ends. This provides an additional three to six years of employment with the company that files the petition. Applications are submitted by the employing organization to the local Department of Labor. There is a limit on the number of H-1B visas granted annually so a strong case must be provided for approval.

For more information on hiring international students, please contact our office. International Student and Scholar Services can also be reached at 785-864-3617 and can provide an abundance of information on visa types and hiring restrictions.

Alumni Career Services

The Business Career Services Center provides limited career assistance to alumni of our programs. If you are interested in tapping into our alumni pool of talent, we encourage you to contact us as we do have various forums to promote experienced-level opportunities to this population.

Hiring Information

It is extremely beneficial for our office to know the outcomes of your recruiting efforts. We are required by the Kansas Board of Regents to track the employment outcomes of our students and report relevant statistics to the University and state as accurately and comprehensively as possible. Please help our office with these initiatives by reporting back to us information about full-time offers extended and accepted. Information that you provide is confidential and is only reported in aggregate format.
**Exploring Business Majors, Careers & Industries**

- September 10
  Supply Chain Panel & Meet the Professionals Night
- September 12
  Consulting Career Conversations
- September 12
  Accounting Reception
- September 16
  Information Systems Meet the Professionals Night
- September 18
  Business Career Fair
- September 19
  Finance Career Conversations
- October 7
  Marketing Mixer & Keynote Speaker
- October 28
  Oil/Gas & Energy Industry Night
- November 16
  Entrepreneurship Career Conversations

**Friday Field Trips**

- September 5
  Federal Reserve Bank of KC
- November 7
  CBIZ
- November 14
  Netsmart
- November 21
  Payless ShoeSource

**Lunch & Learn Series**

- October 20
  PwC
- October 28
  Payless ShoeSource
- November 5
  Renaissance Financial
- November 13
  KPMG
- November 19
  Bank of Kansas City/BOK Financial

**Career/Life Preparation Events**

- September 2/November 12
  Making the Most of Your College Experience
- September 8
  Orientation to the BCSC
- September 30
  Benefits of Mentoring
- October 21
  Etiquette Dinner
- November 6
  Avoiding the Post-College Money Hangover with Meritrust

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**Special Thank You to our SOAR Sponsors**

- PwC
- Koch Industries
- EY
- Payless ShoeSource
- BKD
- KPMG
- Northwestern Mutual Financial Network
- CBIZ/Mayer Hoffman McCann
- Capitol Federal
- ConocoPhillips

**Special Thank You to our 2014 Career Fair Sponsors**

- BKD LLP
- CBIZ and Mayer Hoffman McCann P.C.
- EY
- Hallmark Cards, Inc.
- Huhtamaki
- Kennedy and Coe LLC
- Koch Industries, Inc.
- KPMG
- Marine Corps Officer Selection Team
- Northwestern Mutual Fin’l Network
- Payless ShoeSource
- PwC
- Summers, Spencer & Company, P.A.
The goal of the Business Career Services Center is to assist University of Kansas students in finding business-related summer, part-time, and full-time employment. The faculty and staff are committed to a strong student-oriented program. We assist students in gaining employment according to their interests and academic backgrounds through an aggressive external marketing effort and a comprehensive internal preparation program.

To achieve this goal, we seek to develop strong relationships with our recruiters and the companies they represent.

Our staff is dedicated to assisting students in the discovery of their career interests and development of a career strategy. Career development is an ongoing process that ideally begins early in a student's academic career.

This process involves such activities as job shadowing, informational interviewing, internships, career assessments, and career advising. Our staff is trained to assist students with both career development and the job search process. It is our goal to help students reach their potential as they begin their careers. The philosophy that students approach their careers “for themselves, but not by themselves” is prevalent in all the services and programs that we offer.

BCSC – www.facebook.com/KU.BCSC
@KU_Business
@kubschool
KU B-School

#kubusfair (Business Career Fair)
#kusoar (all SOAR events)
#bschoolpride

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**BCSC Contact Information**

1300 Sunnyside Ave. (125 Summerfield Hall) Lawrence, KS 66045

Phone: (785) 864.5591 | Fax: (785) 864.5078 | Email: bcsc@ku.edu

http://business.ku.edu/careers/recruiters/

**Office Hours**

Monday-Friday 8:00am-5:00pm (Closed on all national holidays)

**Staff**

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**MBA Staff**

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