

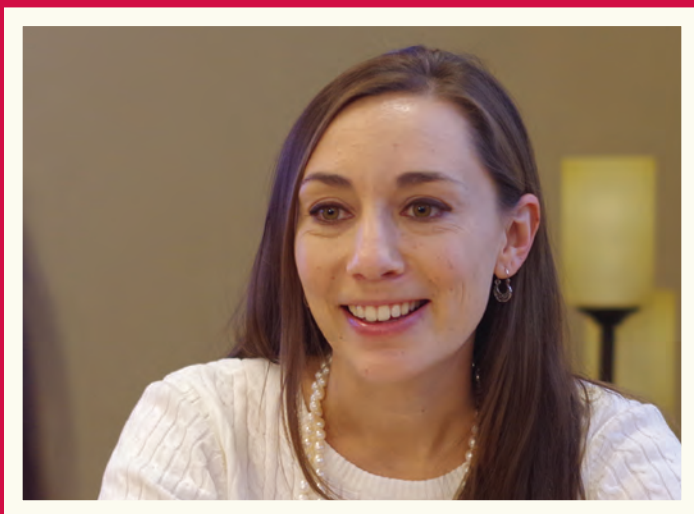


A RECRUITER'S GUIDE TO

Connecting with Linfield Students



 Linfield College
CAREER DEVELOPMENT



Welcome

It has been my pleasure to work with a variety of constituents to help connect career and post-graduate education opportunities with our Linfield students. I thank you for working with Career Development and look forward to partnering with your organization for future successes.

- Donna Montoya
*Assistant Director, Strategic Partnerships
Career Development*

Get to know Linfield College

When you recruit with Linfield, you are connecting with outstanding Liberal Arts majors who come from a variety of backgrounds and experiences, but the overarching characteristics are intellectual curiosity, engagement with the community and world, and a respect for others and the world. Through 47 different majors, on- and off-campus leadership and experiential activities, rigorous coursework, and a support system that connects learning, life and community, these students are preparing to become industry leaders and pursuing their paths towards life-long career success.

- 82% of students engage in an internship or field experience during their academic career at Linfield
Source: 2014 seniors, National Survey of Student Engagement (NSSE)
- *U.S. News & World Report* ranks Linfield College in the top 7% of liberal arts schools in the nation
- *The Economist*, an internationally recognized magazine and media outlet, ranked Linfield 27th nationally out of 1,275 colleges and universities, the highest ranked college in Washington and Oregon
- 68% of students study abroad
- 30% of student body participates in intercollegiate athletics
- 27% of McMinnville Campus alumni complete a graduate degree within 5 years of graduating from Linfield
- In the 2014-15 academic year students completed 12,000+ hours of community service
- 94% of graduates finish in 4 years
- 24% First Generation college students
- 47 Majors
- 46 Minors
- 11 Pre-Professional Programs

“Some of our best hires are from Linfield.”

*- Kelly Cardenas,
Internal Recruiter, Aerotek*

We invite you to visit
www.linfield.edu/catalog/majors-minors
for a complete list of academic programs.

Connect with Students

The Linfield Office for Career Development creates connections to the world of work, providing comprehensive, centralized employment and career services for members of the Linfield College community. We provide students, alumni and recruiters with opportunities to connect with each other. We understand the dynamic nature of today's workplace and the skills needed to succeed.

Our staff strives to understand your organization's culture, mission and goals, so we can help you maximize your recruiting efforts. Our aim is to help you develop a recruiting strategy that is tailored to your unique needs. Let us know how we can help advance your recruiting activities.

Organizations interested in recruiting Linfield students or building brand awareness are welcome on the Linfield campus. Here is an overview of how we can serve you as you plan to connect with students:

- Visits can be coordinated through the Office for Career Development.
- Room and table reservations will be made by a Career Development staff member and confirmed with the recruiting organization.
- Recruiters must utilize the space provided and not wander through campus.
- Career Development staff will advertise campus visits to appropriate student populations.
- Organizations are welcome to submit materials or messages for distribution to Career Development.
- Two weeks advance notice is requested for recruiting activities.



Ways to Connect

Fall Career Fairs

DIVE: Discover Internships, Volunteering and Employment

This student event aims to connect Linfield students with professional opportunities ranging from internships to on-campus jobs, volunteer positions and part-time jobs in the community. This is an opportunity for you to connect with outstanding Linfield students to share information about opportunities within your organization.

Start of Fall Semester.

Grad School Expo

The Grad School Expo is our best opportunity for graduate programs and resources to connect with students in person.

October or early November.

Meet The Firms

Our annual Accounting industry event connects students seeking a career in accounting-related fields with accounting firms and other organizations that hire interns and full-time accounting professionals.

Mid-September.

Spring Career Fairs

First Avenue Career Expo

A fair sponsored by six Oregon Liberal Arts colleges and universities. This event hosts 150 different employers and graduate schools, with 500 student participants. Please visit www.olapcfirstavenue.org for more information and to register.

March or April.

Connect on Campus Career Fair

Connect on Campus Career Fair: Connect with Linfield student to hire for spring and summer paid internships, summer jobs, and post-graduate career opportunities.

March or April.

“Your staff was friendly, polite, and incredibly helpful. It was overall a very positive experience, and we are looking forward to hiring more Linfield alumni in the future!”

*- Michelle Nguyen,
Department Coordinator, RVK, Inc.*

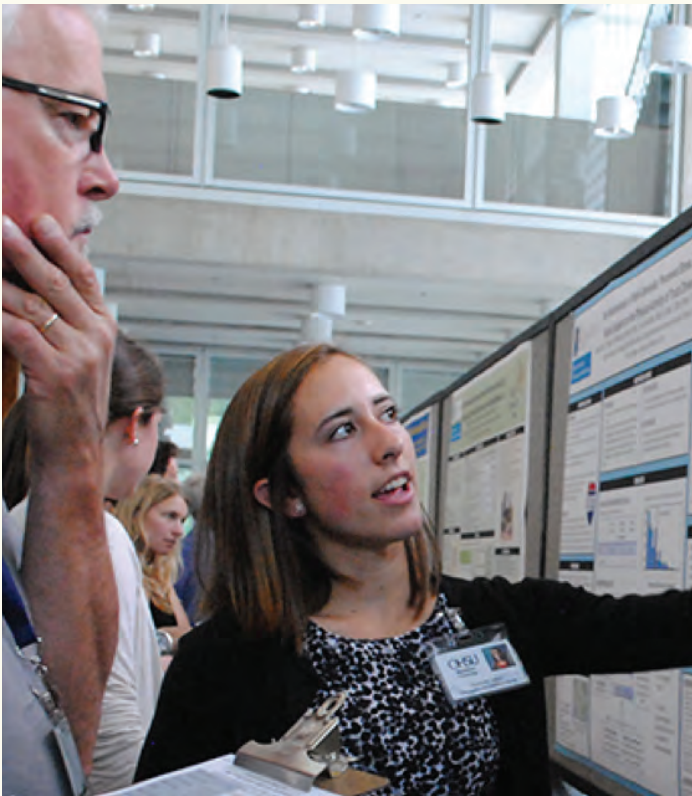


Information Sessions and Information Tables

Career Development is your point of contact and works with you to set up information sessions and information tables on the Linfield College campus. We also advertise your events to appropriate students to help them learn how to connect with you.

Employer Luncheons

Career Development partners with recruiters and academic departments to host Employer Luncheons, through which recruiters meet students, present company information, and announce career opportunities. We reach out to appropriate students to invite them to these events.



“I always have a productive visit to Linfield and speak with many great students throughout the day. We really value and appreciate our relationship with Linfield!”

*- Pravin Mallavaram,
Regional Recruiter, Peace Corps*

On-Campus Interviews

Career Development provides interview rooms to recruiters who wish to conduct Internship, Job, or Graduate Education Interviews with current Linfield students for career opportunities.

Cat Connect Overview

Linfield's online job board for all current students and recent alumni is called Cat Connect. This is a free service to our employer partners. To post all job openings (full-time & part-time) as well as internships please register an account for Cat Connect (www.linfield.edu/career/catconnect). Through Cat Connect you, as the employer, are able to receive resumes and other requested application materials for different job postings, register to attend on-campus recruiting events such as our career fairs, and maintain a company profile page for students to view.

Here are tips to best publicize your positions:

- Be sure to update your employer profile with the most current information.
- When creating a job posting, give students as much information as possible, without overwhelming them. If you have a long posting, add a brief amount of information to garner student interest and then add a link to the full posting or upload an attachment.
- Think about your audience in relation to the opening. If you are recruiting current students, make a note about having flexible scheduling. Choose wording that is inviting and intentional.
- Take note of Linfield's academic cycle. Fall semester begins the last week of August and ends in mid-December. We have a one month long January Term in which some students stay in the area and others head home. Spring starts at the beginning of February and goes through the end of May. If you are hiring current students, they are usually looking for employment in August, September, January, and May.
- If you have a posting that is more than a couple months old, consider updating the "posting date" with a more recent date so that it will appear high up in student searches. Students tend to look for the most recent postings first.

Internship Engagement

Internship Defined

An internship is typically a one-time work or service experience related to a student's major or career goal. The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid, and the student may or may not receive academic credit for performing the internship.

- Source: NACE Experiential Education Surveys

Career Development is here to work with you to assist in the development of internships and the promotion of your internship opportunities.

Employer Benefits

- Exposure to a campus community filled with professionals and emerging professionals.
- Interns bringing new ideas and solutions to old programs, processes and projects.
- Employees may become re-motivated as a result of new ideas.
- Highly qualified candidates for temporary or seasonal positions and projects.
- Freedom for professional staff to pursue more creative or pressing projects.
- Flexible, cost-effective workforce not requiring long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Interns serve as ambassadors on campus for future recruiting efforts.
- Your image in the community is enhanced as you contribute your expertise to educational and professional development.



“Everyone was very welcoming and extremely supportive. We thoroughly enjoyed working with you - your team went above and beyond our expectations. We had an amazing turnout from Linfield! All the students we interacted with were excited, curious, respectful, willing and friendly”

*- Naomi Yoneyama '02,
Women's Apparel Test Analyst, Nike*

Additional Ways to Support and Reach Students

- **Informational Interviews** – Be a resource for students and have the chance to meet students, chat about your career path, answer career questions, and meet some potential candidates.
- **Mock Interviews** – We work to bring members of our professional community to serve as the interviewer to help students practice their interviewing skills. This is a great opportunity for you to get to know some of our students as they practice for their big day.
- **Guest Speaker and Panel Participation** – Many courses and student programming events seek area professionals to be part of a panel as either a judge for student presentations or a guest speaker about a variety of topics. If you are interested in connecting with large groups of students in this way we would be happy to work with you as opportunities arise.
- **Site Visit Host** – Want to bring a group of Linfield students to your organization? We have various opportunities to take students on industry tours and we value the time and effort you dedicate to helping us learn about your organization, career paths and industry. This is a chance to showcase your site and career opportunities, and connect with students.



Sponsorship Opportunities

Linfield Career Development facilitates an impact fund to support students in need and their career development goals. Previous allocations include internship support, interview wear, and career-related travel. One way to support these efforts is by sponsoring a specific event or program, or to give directly to this fund. Please contact us to learn about upcoming sponsorship opportunities and how they might benefit your organization while supporting our students.

“This session made the whole process seem more attainable and geared toward us.”

- Student participant, Employer Luncheon



Linfield Career Development

Career Development empowers students to explore, connect, and experience – leading to life-long career success.



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Helpful Links:

Career Development's website:
www.linfield.edu/career

Information for Recruiters:
www.linfield.edu/career/employers

Cat Connect Job Board:
www.linfield.edu/career/catconnect

Connect with us Online:



@LinfieldCareer



@LinfieldCareerHub

Legal Information

Intern Pay

The vast majority of interns working at for-profit organizations must be paid at least minimum wage and any applicable overtime. Technically, paid interns are temporary employees and treated virtually the same as regular employees with respect to labor law. But you may legally hire an unpaid intern if the following six U.S. Department of Labor Wage and Hour Division criteria are met:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in an educational environment.
2. The experience is for the benefit of the intern.
3. The intern does not displace regular employees, but work under their close supervision of existing staff.
4. The employer providing the training derives no immediate advantage from the activities of the intern and on occasion its operations may actually be impeded.
5. There is no guarantee of a job at the conclusion of the internship.
6. Both parties understand that the intern is not entitled to wages for the internship.

If all of the factors listed above are met, then the worker is a 'trainee', an employment relationship does not exist under the FLSA, and the FLSA's minimum wage overtime provisions do not apply to the worker.

For more information:

US Department of Labor, Wage and Hour Division
www.dol.gov/whd/regs/compliance/whdfs71.pdf

Right of Refusal

The Office for Career Development reserves the right to terminate from or refuse the participation of any organization in our recruiting activities. We reserve the right to remove organizations or job postings that do not align with the college's mission and/or provide any risk to a student's personal or financial well-being.

Confidentiality

Employment professionals will maintain the confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA).

Equal Employment Opportunity Compliance

All employers recruiting Linfield students and using Linfield's Cat Connect system, must comply with all applicable laws relating to equal employment opportunity ("EEO"). For additional information on prohibited EEO practices, please visit the EEOC's website and the Department of Justice's website.

NACE Principles for Employment Professionals

All employers recruiting Linfield students are required to uphold the professional conduct standards outlined in National Association of Colleges and Employers (NACE) Principles for Employment Professionals, a subsection within the Principles for Professional Conduct.

For more details, visit: www.linfield.edu/career/employers

Linfield College

CAREER DEVELOPMENT

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