Welcome to Ball State

Thank you for your interest in hiring talent from Ball State University! We developed this resource to help you maximize your impact and raise your brand visibility on campus. Our team is dedicated to the success of our employers, students, and alumni. Annually, we connect with more than 70 percent of our enrolled students from all majors and all class levels. This helps us better serve you, our employer partners. From career programming that is infused into the classroom, to job fairs and networking events, we offer nationally recognized services that are truly making an impact. Our post-graduation success rate is one of the highest among our peers. Ball State is an industry leader, developing relationships to help students prepare for the workplace of tomorrow and beyond. My professional team and I are dedicated to helping you. Please let us know how we can assist you in reaching your goals.

—Jim McAtee

Meet the Team

Jim McAtee
Director

James Mitchell
Associate Director for Employer Relations and Recruitment Programs

Marisha Harlan
Coordinator of Employer Relations

Jennifer Randall
Employer Relations Assistant

Jamie McCall
Assistant Director for Internships

Career Center
Lucina Hall 220
765-285-1522
careercenter@bsu.edu
bsu.edu/careers

CareerCenterBSU
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bsucareercenter

You’ll Find the Skills You Need With Ball State Students

With more than 190 majors and 130 minors, Ball State offers students outstanding instruction and preparation for any workplace.

Beyond the classroom, immersive learning brings together interdisciplinary, student-driven teams guided by faculty mentors to create high-impact learning. Students earn credit for working collaboratively with businesses, nonprofits, and government agencies to address community challenges.

When you hire at Ball State, you will get a focused, prepared, and accomplished employee. For a list of Ball State areas of study, visit bsu.edu/majors.

Ball State Students are in Demand

We currently have a 93% placement rate with 82% employed in their field of study

- 61% Employed full time
- 24% Continuing their education
- 8% Employed part time
- 1% Volunteer/service/military

48% of graduates continuing their education choose to do so at Ball State

- 71% Work in Indiana
- 6% Work in Illinois
- 4% Work in Ohio

Summary of postgraduate information for May 2017 bachelor’s degree level graduates of Ball State University. Among the 2,149 May graduates, information was gathered on a total of 1,835, yielding an 85 percent knowledge rate.

2017–2018 Student Profile

17,004 undergraduate
5,509 graduate

From all 50 states, Washington, D.C., and 2 U.S. territories

From all 92 Indiana counties

454 international students from 68 countries

Fall 2017 Entering Class

- 4,002 freshmen
- 796 transfers
- 20% ethnic minority
- 73% high school honors diploma or equivalent

- 1162 average SAT score (two-part test)
- 23 average ACT score
- 3.5 average GPA

Ethnicity

- 7.7% African-American
- 5.2% Hispanic/Latino
- 1.5% Asian-American
- 7.7% Other/Unknown
- 77.9% Caucasian

1162 average SAT score
23 average ACT score
3.5 average GPA

71% Work in Indiana
6% Work in Illinois
4% Work in Ohio
Cardinal Job Fairs
September 19, 2018 • February 20, 2019
11 a.m.–3 p.m., Worthen Arena
To register, please log in to Cardinal Career Link through bsu-csm.symplicity.com/employers. Complete the registration through the “Events” section.

Costs (reduced fee for nonprofits) cover:
• two representatives
• six-foot table and tablecloth
• lunch, parking, and curbside assistance with materials
• event marketing through Ball State Career Center’s mobile app

For more details, contact Marisha Harlan at mrharlan@bsu.edu or 765-285-2436.

On-Campus Interviewing
What better way to fill your staffing needs than meeting candidates in person on Ball State’s beautiful campus? Many employers attend the Cardinal Job Fairs and remain on campus the next day to conduct interviews. You can also schedule interviews at other times during the academic year.

For more information, visit bsu.edu/careers and navigate to the “Employers” section. You can also contact Jennifer Randall at jrrandall@bsu.edu or 765-285-2431.

Using Cardinal Career Link (CCL)
POST A JOB
Select “Jobs” and then “Job Postings.” We recommend including as much information as possible for the best exposure to the position. Each job posting will be activated within 24-48 hours unless posted on a weekend.

GET AN ON-CAMPUS INTERVIEW SCHEDULE
Select “OCR” and navigate to “Request a Schedule.” If you need assistance, please contact Jennifer Randall at jrrandall@bsu.edu or 765-285-2431.

ACCESS RÉSUMÉ BOOKS
We are happy to create a résumé book for you. Please contact us regarding your particular needs.

SET UP A TABLE OR INFORMATION SESSION
Select “Events” from the menu and navigate to “Information Sessions” and “Request Information Sessions.”

Calendar of Events
Fall Recruitment Season: Sept. 4–Nov. 30, 2018
• Labor Day: 9/3 (no classes)
• Center for Logistics and Supply Chain Management Fair: 9/18
• Cardinal Job Fair: 9/19
• Cardinal Job Fair Interviews (day after): 9/20
• Construction Management Career Fair: 10/5
• Fall Break: 10/8–9 (no classes)
• Thanksgiving Break: 11/21–25 (no classes)

Spring Recruitment Season: Jan. 22–April 29, 2019
• Martin Luther King, Jr. Day: 1/21 (no classes)
• Natural Resources and Environmental Management Career Day: 1/24
• Sales Career Day: 1/28
• Cardinal Job Fair: 2/20
• Cardinal Job Fair Interviews (day after): 2/21
• Spring Break: 3/3–10 (no classes)
• Criminal Justice Career Day: 3/21
• Teacher Job Fair: 4/17

Other academic units offer networking events throughout the year. Contact us for more information.

Build Your Brand On Campus
Recruitment Timeline

On-campus interviews work best when ample time is given to market the position, collect résumés, and review candidates. The following timeline is a suggestion that allows maximum time for each step of the process:

- Employer requests date for on-campus interview and submits job description **36 days** before interview date.
- Career Center reviews request and posts job description **36 days** before interview date.
- Résumé submission ends **12 days** before interview date.
- Employer selection ends **eight days** before interview date.
- Interview sign-up ends **two days** before interview date.

On-campus information tables and sessions work best with one to two weeks’ notice. This gives the Career Center time to request a location for your event and to promote it to the appropriate audience(s).

Advisory Board

Meeting twice a year, the Career Center Advisory Board engages in important topics relevant for the participants as well as assists the Career Center in our growth. Previously, we have discussed issues related to transferable skills and the workplace, webinar content that would be valuable for employers, what the Ball State Career Center of the future might look like, and how our data can assist the members in their current roles. We also give advisory board members the opportunity to learn about strategic initiatives the Career Center operates. Please consider joining us! For more information, contact James Mitchell at jmitchell@bsu.edu or 765-285-2452.

We spoke with well-prepared students today, and we are looking forward to getting back on campus soon.”
— Recruiter, BGBC Partners, LLP

Branding and Partnership Menu

**Career Fair Sponsorship:** You will receive employer recognition before and during the event and at the sponsored location. You must be registered to attend a specific Cardinal Job Fair to choose this sponsorship.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Job Fair Professional Photo Booth</td>
<td>$1,500</td>
</tr>
<tr>
<td>“Prepare for the Fair” Workshop and Preparation Area</td>
<td>$500</td>
</tr>
<tr>
<td>Coat Check</td>
<td>$400</td>
</tr>
<tr>
<td>Water Station</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Event Sponsorship:** You will receive event participation, along with networking opportunities.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Etiquette Dinner—Exclusive Sponsorship</td>
<td>$1,000</td>
</tr>
<tr>
<td>Practice Interview Program Celebration—Event Underwriter</td>
<td>$700</td>
</tr>
<tr>
<td>Etiquette Dinner—Table Sponsor and Event Underwriter</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Employer Partnership:** The Career Center is pleased to offer our Partnership Program for employers. It provides the opportunity to:

- build brand identity
- make connections with students and faculty
- leverage resources to help you meet your recruiting goals
- strengthen your ties to Ball State

The Partnership Program is a $2,000, one-year commitment. It’s offered in addition to the event-related opportunities listed earlier.

Please contact James Mitchell at jmitchell@bsu.edu or 765-285-2452.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Interview Room Sponsor (three-year commitment)*</td>
<td>$5,000/ year</td>
</tr>
<tr>
<td>Employer Partnership</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

*includes all Employer Partner benefits
Employer Partnership Exclusive Benefits

- Cardinal Job Fair registration fees (two per year)
- Preferred booth near student check-in during job fairs
- Splash and scrolling ads on the Career Fair Plus app
- Extra representatives at the job fair for no additional cost (three instead of two)
- Special student exposure event (e.g., bring students to office or site visit, freshman and sophomore presentation, student organizations)
- Recognition during Career Center’s summer orientation presentation to students and family members
- Online recognition on Career Center website and Cardinal Career Link
- Ongoing recognition on social media (Facebook, Twitter, LinkedIn)
- Early notification of interviewing opportunities
- Preferred dates for on-campus interviews
- Distribution of promotional items in the Career Center
- Signage installed in main Career Center office (display of company name)
- Recognition on the printed program calendar
- Recognition during workshops

Alumni Fellows and Practitioners can be any level within your organization and are encouraged to engage and network with current students in classroom presentations and campus visits. Sharing your knowledge and expertise with Ball State students will also build your brand on campus.

The Faculty Externship Program places winning faculty in industry for a 40-hour summer experience and provides opportunity for dialogue, two-way learning, informational interviews, and observations that directly benefit the student experience.

The Skills Infusion Program awards full-time Ball State faculty members with paid professional development and training stipends related to mapping course outcomes to the National Association of Colleges and Employers' (NACE) transferable skills. Participants do this by leading a team collaboration to reflect on course syllabi alongside the Career Center and an employer/alumni partner from a related discipline. Alumni partners are needed to serve as an active voice from industry to talk about the workplace competencies desired in new hires and to brainstorm ideas as to how a faculty member might encourage awareness and connection of these skills through classroom assignments, activities, exams, and projects.

For more information, or if you have an interest in participating, contact Jill Cooper at jlcooper2@bsu.edu or 765-285-2430.

Cardinal Connect

Cardinal Connect is a five-year grant initiative, funded by the Lilly Endowment, to promote opportunities through educational collaboration. Ball State’s College of Sciences and Humanities (CSH) and Miller College of Business (MCOB) partnered with the Career Center to create the following programs:

- Visiting Fellows Program (CSH)
- Visiting Practitioners Program (MCOB)
- Faculty Externship Program
- Skills Infusion

These efforts build collaborative partnerships between local industry leaders, alumni, and academia to enrich the student experience by sharing knowledge, skills, and perspectives.

Internship Stipend Program

The purpose of this program is to encourage employers who have not hired an intern before, or do not have robust, meaningful internship programs, to hire an intern or enhance internship programs. We may provide up to eight stipends of up to $1,000 per year toward the cost of eligible interns. A business may receive funding for only one intern, once the experience is completed.

Eligible businesses are Indiana businesses, including for-profit businesses and nonprofit organizations, which do not have well-established internship programs.

Eligible students must be enrolled full time at Ball State.
Eligible internships are high-quality internship positions that pay at least minimum wage, are of a sufficient duration to allow students to gain valuable work experience, and are approved by the Career Center. The internships can be for-credit or not-for-credit experiences.

For more information, contact Jamie McCall at jamccall@bsu.edu or 765-285-2433.

**Practice Interview Program**

Do you remember your first interview? Many of us wish we could have a do-over. Imagine, however, if you could have practiced that interview with a hiring manager or business executive and received instant feedback and advice. Would it not have made a world of difference? Now you can make that difference for someone else.

Join a growing number of professionals nationwide who help college students through practice interviews. Come learn why our students talk about the wonderful experience of practicing with professionals.

The Ball State Career Center schedules back-to-back 30-minute interviews from 9 a.m.–noon and 1-4 p.m. You meet your student in the first five minutes, conduct a 20-minute interview, then offer feedback at the end.

For more information, contact Jeff Eads at jleads@bsu.edu or 765-285-2434.

**Table Outreach and Information Sessions**

Your organization may set up a table in a specified area on the Ball State campus to advertise and reach out to students.

Information sessions are in a reserved room. Our Career Center will provide:

- eight-foot table
- seating and presentation equipment, such as projection screens
- table signage

The Career Center will also advertise your event by:

- announcing your event on Cardinal Career Link
- promoting to students with relevant majors and faculty liaisons via email
- creating a flyer to be hung in student areas
- postings on social media

For more information, contact Jennifer Randall at jrrandall@bsu.edu or 765-285-2431.

**“Work From Here”**

Are you visiting campus and need a place to work while you’re here? We have semiprivate workspaces for you to use while you wait for your next presentation or meeting—or if you need a place to hold your next meeting. Contact Jennifer Randall at jrrandall@bsu.edu or 765-285-2431 to schedule your space in our business-center-like environment.

**Workshops and Presentations**

The Career Center offers professional development workshops for students each semester. Employers may join our Career Coaches in teaching topics such as Workplace Problem-Solving, Networking, and How to Make a Good Impression in the First 30 Days.

Our employer panels let students ask questions about the transition to the workplace.

On-campus presentations to classes and student organizations are another way our Career Coaches deliver professional development advice. Topics include résumé writing, interviewing, and preparing for a job fair. Coaches can invite employers to participate.

For more information, contact Jeff Eads at jleads@bsu.edu or 765-285-2434.
To ensure that our students are prepared to enter the workforce, either as an intern or as a full-time professional, we have created two career preparedness programs that will guide them through the development of essential skills to make a successful transition from student to professional.

Both programs were created with direct input from employers about the critical professional skills today’s students must possess.

The **Intern-Ready** program provides basic preparation to students seeking professional experience while they are still students. The components include items such as having a Career Center-reviewed résumé, participation in career assessment and exploration activities, workplace problem-solving training, and professionalism and etiquette training. All items can be completed in one semester and have been integrated into the curricula of a number of classes across campus.

The **Career-Ready** program is a comprehensive program that builds on the components of Intern-Ready. Career-Ready places a heavy focus on leadership development, community service and engagement, and experiential education.

Career-Ready participants are expected to engage in a variety of training and on- and off-campus career development experiences. Career-Ready is much more of a time commitment and usually takes two to four semesters to complete, but the students who successfully complete the requirements are truly ready to make the transition into the workplace.

**About our Interns**

Many businesses, nonprofit organizations, and government institutions know that Ball State interns are a dynamic and effective resource. In fact, many employers have found them to be so successful that they have built internships into their long-term operations and staffing plans, using our interns as a recruiting pipeline for full-time hiring.

Internships give employers the opportunity to guide and evaluate talent, while students gain valuable applied experience and make connections in professional fields they are considering for career paths. Ideally, a successful internship program should meet the organization’s needs, while providing a student with relevant career experiences.

Common practices of evaluating successful internship programs include:

- establishing and measuring student learning objectives
- observing interns’ day-to-day work
- ongoing assessment to improve internships
- evaluating interns’ performance and having interns evaluate their experiences

An intern program lets you:

- have a year-round recruiting tool
- get help with unique events, short-term projects, or other projects, allowing professional staff to pursue other important projects and tasks
- gain fresh ideas and new perspectives
- give your staff members an opportunity to mentor and develop supervisory skills
- increase your visibility on campus when you promote internships at career fairs and other events
Credit and Noncredit Internships
Some students can receive academic credit for internships. They contact their academic departments and advisors to determine eligibility. Ball State administers academic credit, which students must arrange before internships. Students pay tuition to obtain credits; this should not be confused with compensation.

Paid and Unpaid Internships
The Ball State Career Center strongly recommends compensating interns for their work. Compensation usually is paid as an hourly wage, but it can include:

- a stipend based upon satisfactory completion of the internship
- structured commissions

Most students cannot afford to accept unpaid internships without taking a paid position elsewhere. If you decide your internship must be unpaid, it is important that the position meets all U.S. Department of Labor requirements under the Fair Labor Standards Act. These standards were created to help determine whether workers are considered “trainees” or “employees.” In addition, the Ball State Career Center recommends that unpaid interns work no more than 15 hours per week.

According to the Fair Labor Standards Act, all interns must be paid unless all six of the following criteria are met:

- The internship, even though it includes actual operation of the employer’s facilities, is similar to training that would be given in an educational environment.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion, its operations may be actually impeded.
- The intern is not necessarily entitled to a job at the end of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Starting or Enhancing an Internship Program
SET YOUR GOALS
Prior to hiring an intern, a business must understand how interns will fit within the company’s goals and culture. A clear understanding of your company’s needs and goals will help maximize the benefits for your organization and make the internship most valuable for the student.

- Speak with key people in your organization, making clear decisions about what you want to accomplish from having an intern and what you want an intern to get from working with your company, nonprofit organization, or agency.
- List the internship duties and any projects on which you may want intern participation; be sure to consider your expectations of an intern.

DEVELOP AN INTERNSHIP JOB DESCRIPTION
The position description outlines the intern’s primary work, role, responsibilities, qualifications, reporting relationship, hours required to do the job, and more. Internships need to be substantial, progressive, and challenging.

The following are key components of an effective internship position description:

- organizational overview
- internship title
- minimum GPA (if applicable)
- desired majors
- start and end dates
- weekly internship hours required
- required or preferred skills
- internship responsibilities
- how to apply

Contact the Career Center if you need assistance creating your internship job description.
Creating a Quality Internship

IDEAL RECRUITING TIMELINE
As a general rule, employers should begin recruiting for an internship between four and six months ahead of a start date to allow for the largest possible candidate pool. Employers should select all interns at least one month before an internship start date, allowing time for interns to receive and review pre-internship materials.

TIPS FOR A SUCCESSFUL EXPERIENCE
Always set expectations and:

• Teach the intern about the organization and the particular area of focus.
• Set clear expectations for behavior, dress, attendance, communication, and any other pertinent information. Remember, your intern may be new to a professional work setting.
• Discuss company culture, office policies and procedures, and problem solving.
• Integrate the student into the organization and help your intern feel like part of the team.

Conduct ongoing supervision and feedback:

• Set regularly scheduled meetings (weekly is great, but biweekly at a minimum) to provide feedback and instruction as well as provide chances for an intern to ask questions.
• Periodically review the progress of the intern towards the learning objectives in the agreement.

“
We had some really awesome interns this summer, but [the two from Ball State] were our best, not only based on results, but they were two of the hardest workers we had in the office.”
— Ali Ramsland, campus recruiter, WestPoint Financial Group/MassMutual

Provide job-specific training:

• Help the intern develop specific skills necessary to the job (e.g., research, writing, technical skills, leadership, communication, making presentations).
• Plan professional development opportunities such as attending workshops, brown bag lunch seminars, presentations by upper-management, conducting informational interviews, and providing access to company and professional publications.

COMPLETE A MIDTERM EVALUATION OR OTHER FORMS OF FORMAL FEEDBACK
Reviewing an evaluation with the intern is a great way to provide feedback on progress to-date, assess how the situation is working from both perspectives, and negotiate what will happen for the balance of the term.

COMPLETE ANY FINAL EVALUATION OR OTHER FORMS (IF APPLICABLE)
Your feedback is absolutely vital to the growth and development of the intern, so be clear, direct, honest, and constructive. Interns will appreciate this; keep in mind, you do them no favors by avoiding feedback that is needed to help them succeed in the future. Return this information to the Career Center or appropriate faculty.

What is the Average Length of an Internship?
Internships typically are 10 to 16 weeks in length; however, that can vary based on your needs, whether the internship is being offered on a credit or noncredit basis, and the discipline. The search and application process should happen three to four months before students would start.

Get Started Today
The Ball State Career Center is always ready to assist you in starting an internship program and finding a perfect student fit for your needs. To connect with us or for more information, contact us at 765-285-1522 or careercenter@bsu.edu.
Ball State Recruiting Policies
A full list of our recruiting policies is available at bsu.edu/careers.

CAMPUS REPRESENTATIVE
Ball State has a stringent “no solicitation” policy for our campus. As such, the Career Center will not work to post positions for campus representatives or other positions where students are encouraged or required to market or sell items, programs, or services to other campus entities (e.g., department offices) or members (e.g., other students, faculty, staff).

INDEPENDENT CONTRACTORS AND ENTREPRENEURIAL OPPORTUNITIES
The Career Center will not post positions or host recruiting for companies that require candidates to pay fees for or rent training, sales kits, equipment, or other materials before or at the end of their contract. This includes companies where candidates are required to make an initial financial investment to be hired.

NETWORK MARKETING AND MULTILEVEL OPPORTUNITIES
The Career Center does not post positions or allow recruiting for opportunities that have pay structures based on recruiting additional staff into the organization or where the pay or commission structure is based on fees from other employees or a percentage of sales generated by other employees.

PERSONAL SERVICES
The Career Center does not post positions or assist in recruiting candidates for personal services positions. This includes, but is not limited to, baby sitter, nanny, tutor, individual hiring home health, or personal assistant to care for personal errands or daily needs. This also includes positions where an employee would work out of someone’s home, apartment, or dwelling.

TEACH ABROAD
We review postings and recruiting requests from companies hiring candidates to teach English as a Second Language (TESL) or English as a Foreign Language (TEFL). Employers recruiting for work outside of the United States are expected to adhere to the equal employment opportunity (EEO) policy and U.S. labor law policies. They will advise the Career Center and the students of the realities of working in that country and of any cultural and employment law differences. These job postings should:

• pay at least minimum wage (this may include housing stipend or living expenses that are included in the compensation package for the teaching opportunity)
• list salary in U.S. dollars
• not require candidates to pay visa fees
• clarify the population with which the candidate will be working (e.g., children, college-aged students, adults)
• preferably be willing to provide air transportation to/from teaching site or reimbursement of travel expenses.

THIRD PARTY / OUTSOURCED HR / STAFFING FIRMS / HR CONSULTANTS / SEARCH FIRMS / TEMPORARY AGENCIES
Typically positions within the company’s own organization (e.g., Account Manager) are acceptable. Positions that are temp-to-hire, direct hire, or contract are also traditionally acceptable to post.