



THE OHIO STATE UNIVERSITY
COLLEGE OF ENGINEERING

ENGINEERING CAREER SERVICES EMPLOYER HANDBOOK

ENGINEERING CAREER SERVICES

199 HITCHCOCK HALL
2050 NEIL AVE
COLUMBUS, OH 43210

614-292-6651
614-292-4794 (FAX)

eng-ecs@osu.edu
ecs.osu.edu

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ABOUT ECS

Welcome! Engineering Career Services (ECS) provides students and employers with guidance and opportunities to connect. This Employer Handbook provides you with an overview of the services, programs, and recruiting tools offered that make recruiting Ohio State engineers easy and effective. Whether you are looking for candidates for full-time, co-op, or internship positions, the services, programs, and tools we offer are designed to assist you with all of your recruiting needs. They include:

- **Handshake**
- **Engineering Co-op and Internship Program**
- **Career Fairs**
- **Career Success Week**
- **Intern Week**
- **Information Sessions**
- **Job Postings**
- **Job Shadow Program**
- **On-Campus Interviewing**
- **Recruiter-in-Residence**
- **Tabling Opportunities**

Additionally, a comprehensive list of best practices for building your campus brand, and how to effectively recruit engineering talent from The Ohio State University are included in this handbook.



WHY WORK WITH ECS?

Engineering Career Services is the primary resource connecting Ohio State engineering students and employers. We are here to help you successfully recruit from the College of Engineering at Ohio State. Whether you simply want to connect with Ohio State engineering talent through our online recruiting platform, Handshake, or discuss strategies to maximize your recruiting efforts, we're ready to assist you. We look forward to working with you!

The Ohio State University does not have a required co-op program nor does it require engineering students to register with ECS. However, most engineering students understand the benefits of being registered with ECS and choose to participate in order to make connections with employers and learn skills that enable them to be successful job seekers for life. We provide:

Strong student participation – ECS serves all degree levels (BS, MS, and PhD) and assists students who are searching for co-op, internship, or full-time employment. The majority of engineering students use our services.

Sophisticated software and convenient online services – This makes it easy for you to promote your company, post jobs, manage on-campus recruiting visits, publicize information sessions and events, and access the resumes of active candidates.

Helpful staff members – We are ready to answer your questions and advise you on recruiting strategies on our campus. Call 614-292-6651 or email eng-ecs@osu.edu.



BUILDING YOUR BRAND

Building and maintaining an ongoing partnership with ECS is key to your recruiting success. We have identified ways to help you market your organization and build your brand on campus. Consistent and effective communication with students will help create and maintain an awareness of your organization.

Engineering Student's Experience

"I enjoyed the company's recruiting strategy because they came to visit OSU in the spring before my internship and I was able to talk to current interns. They were very effective in 'selling' the program as they had an insider's perspective of the culture, job, and benefits."



BECOME AN ECS PARTNER

Levels

Logo Package

up to \$1,000

- Organization name/logo showcased on lobby monitor
- Organization logo on ECS Student Handbook
- Recognition and link on ECS website in "ECS Partners" section

Partner Package

\$1,001 - \$9,999

(includes Logo Package benefits)

- Organization name/logo showcased on lobby monitor
- Organization logo on ECS Student Handbook
- Recognition and link on ECS website in "ECS Partners" section
- Complimentary parking during on-campus interview visits
- 10 ECS interview rooms during peak recruiting season
- Use of a classroom at no charge during specified times (space-available basis)
- Grand Ballroom location at Engineering career fairs
- Free interview space for day after career fairs

Scarlet & Gray Package

\$10,000+

(includes Logo Package and Partner package benefits)

- Organization name/logo showcased on lobby monitor
- Organization logo on ECS Student Handbook
- Recognition and link on ECS website in "ECS Partners" section
- Complimentary parking during on-campus interview visits
- 10 ECS interview rooms during peak recruiting season
- Use of a classroom at no charge during specified times (space-available basis)
- Grand Ballroom location at Engineering career fairs
- Free interview space for day after career fairs
- Lunch provided during on-campus interview visits
- 30 second video spots on lobby monitors

MAKING CONNECTIONS AND MARKETING YOUR ORGANIZATION

Making connections with students is key to your recruiting success. Not only do you need to identify potential candidates, but you also need to know the best ways to market your organization and job opportunities to them. Below, we've listed some of the best methods for reaching potential candidates. We realize that making connections takes time and effort. We are here to help!

Handshake is our comprehensive, web-based, career services management system that makes it easy for you to connect with students. Use Handshake to publicize job opportunities, manage applications, facilitate on-campus recruiting activities, send messages to applicants, and market your organization to students.

Job Postings are entered by employers through Handshake. If you have open positions at your organization, post your position in Handshake to attract students to your organization.

On-Campus Interviewing (OCI) is a highly effective and convenient for you to connect with multiple candidates for your recruiting needs.

Company Details section of your Handshake account should be used to market your organization.

The **Engineering Expo**, the **SWE Career Fair**, and the **KTE Career Fair** are the three engineering-specific career fairs held each academic year.



Don't leave sections of your Company Details blank! Students review it and decide whether to apply to your jobs, sign up for an interview, or attend your events.

Engineering student organizations provide opportunities to network with students while gaining exposure to your organization and job opportunities.

Collaborate with the Office of Diversity, Outreach and Inclusion to access top students and recruit an increasingly diverse and inclusive workforce.

International students represent numerous countries around the world and bring tremendous talent and diversity to the workplace. Most employers without security clearance requirements can hire international students who hold F-1 visas for limited periods of employment.

Publicize your events by entering them in your Handshake recruiting account. Remember, if ECS doesn't know about your activities, we can't help promote them to students.

Host an information session, tech talk or meet & greet prior to your on-campus interview to promote your opportunities and fill any open slots on your interview schedule.

The **Job Shadow Program** gives students the opportunity to preview your company by spending part of one workday on site at your Ohio location to promote your organization.

Career Success Week and **Intern Week** are strategically placed right before our career fairs to help targeted groups of students prepare for their job search and connect early with employers.



Remember, you are the expert. Consider topics you could teach students during an on-campus visit.

IMPROVING VISIBILITY AND BRAND AWARENESS

The more visibility you have on campus, the greater your chances of increasing your brand recognition. Listed below are our recommendations for improving visibility and brand awareness:

Sponsor an event such as one of the career fairs to gain visibility for your organization with thousands of interested engineering students.

Recruiter-in-Residence is a great opportunity to network with students, share advice, and promote your organization by conducting mock interviews, offering career advice, and providing resume tips and job search guidance.

Hire co-op and intern students and ensure that they have an outstanding experience. Students will return to campus as brand ambassadors for your organization.

Sponsor and facilitate special presentations that will benefit students such as etiquette training, technical interviewing, prepping for on-site interviews, etc.

Sponsor a table or award at a department's annual awards banquet.

Support student research or participate in departmental capstone design programs.

Volunteer to judge the First-Year Engineering design contests during spring semester.

Sponsor faculty research because student research assistants might be your potential hires.

Become an ECS Partner to gain additional recognition and enhance brand awareness. (See p.4)



Connect with students EVERY semester through a variety of ways, such as emails, job postings, on-campus interviews, career fairs, information sessions, etc.

ANNUAL EVENT TIMELINE

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
AUTUMN SEMESTER		Career Success Week <i>BS and MS graduating seniors</i>			
		Jump the Line Registration Events <i>ECS eligible students</i>			
		Engineering Expo <i>All engineering students</i>			
		The Ohio State University Career and Internship Fair <i>All students</i>			
		On-Campus Recruiting (~70% of recruitment occurs now) <i>All ECS registered students</i>			

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
SPRING SEMESTER	Intern Week <i>All engineering students</i>				
	SWE Career Fair <i>All engineering students</i>				
		The Ohio State University Spring Career Fair <i>All students</i>			
		On-Campus Recruiting <i>All ECS registered students</i>			
			Job Shadow (Spring Break) <i>All ECS registered students</i>		
				KTE Career Fair <i>All Engineering students</i>	

Workshops and Information Sessions are offered throughout autumn and spring semesters.

ENGINEERING CO-OP AND INTERNSHIP PROGRAM

The Engineering Co-op and Internship Program (ECIP) uses the terms “cooperative education” and “internship” to refer to specific, paid employment arrangements for current students. These opportunities are available through employers’ formal and specially structured cooperative education and internship programs. The university and our employer partners provide students with a professional education that includes additional support, close supervision, meaningful work, performance feedback, and official documentation of work experience through enrollment in a university course, ENGR 4191.

What’s a Co-op?

- Commitment of two or more semesters of full-time work
- Typically alternating periods of work and school
- More responsibility with each return or rotation
- No upward limit to the number of semesters students can work; however, invitations to continue with an employer are contingent upon factors such as employer need and student performance

What’s an Internship?

- Single work term of full or part-time work
- Sometimes requires advanced coursework and more in-depth knowledge of the student’s engineering discipline in order to engage the student in meaningful work and maximize employer investment in that student



Consider students early-on in their studies for co-op opportunities so they can do multiple rotations!

EXPECTATIONS: RECRUITMENT AND OFFERS

Handshake Employer Guidelines

During the employer registration process, all employers must complete the Handshake Employer Guidelines as an assurance that your organization will meet university standards for quality, safety, and equal opportunity.

Job Information

Accurate, specific, up-to-date job information should be provided in job postings. This practice ensures that the positions offered are engineering-related, and that all parties (college, student, and employer) have a common understanding and similar expectations.

Extending Offers

- Provide a written offer of employment.
- Specify the minimum number of work terms required, the starting date, the wage, the location, and the person to whom the student will report.
- Inform the student of any pre-employment conditions (physical exam, security clearance, etc.).
- Suggest students obtain student health insurance if they are not covered by a parental policy.
- Do not ask students to sign a “non-compete” agreement. Students may be expected to sign confidentiality or non-disclosure agreements.

Reporting Hires

Report your hires through the ECS website, phone, or email. This provides us with more accurate hiring data and improves your chances of being listed as a top employer based on hires.



If you offer something unique and desirable, such as housing or relocation assistance, mention this in the job posting!

EXPECTATIONS: OFFER GUIDELINES

Offer Extension Considerations

At times students may make requests for extensions beyond these deadlines. We hope that you will consider these requests, so that the students have adequate time to explore other opportunities and seek appropriate counsel to ensure they are making the best decision.

Exploding Offers

Employers should refrain from exploding offers (offers that are retracted unless a candidate accepts it quickly), which do not give candidates an appropriate amount of time to accept or decline. This puts pressure on students to make a decision before they have completed the interviewing process.

Rescinded Offers

Most positions are offered on an “at will” basis. However, rescinding an offer means the students must restart their job search, often after declining other offers. We strongly discourage this. If you must rescind an offer, notify students immediately and provide assistance if possible.

Reporting Hires

When a student accepts an offer to join your organization for either full-time, co-op, or internship opportunities, we strongly encourage you to inform our office by completing the Hire Reporting Form or email us the information.

Student Reneges

ECS takes reneging seriously, and have processes in place to make sure the student is educated about the implications of taking this step. If they do not respond to our request to meet with a career advisor, it may result in exclusion from our services. Therefore, if a student reneges on a job offer with your company, please contact us immediately.

EXPECTATIONS: ON THE JOB

Meaningful Assignments

The first work term may include a variety of basic tasks, but as students progress through the curriculum, subsequent work terms should provide increased challenges and responsibilities. Plan specific assignments that add value to your company and that challenge the student.

Clearly Defined Tasks

Lay out expectations and goals for the work term along with deadlines. Also, determine the type of work to assign the student should there be downtime.

Safety

All employers will comply with all federal, state, and local equal employment opportunity and workplace safety regulations. Students should complete the same safety training required of full-time employees.

Orientation

Plan an orientation the first week on the job for the student. Topics can include: HR policies, dress code, parking, lunch, working hours, introductions to staff members, safety training, and confidentiality issues. Prepare work station and IT logins/access for the student.

Supervision

It is crucial that the direct supervisor has enough time, interest, and patience to mentor the student worker. Carefully select this person and have a back-up supervisor too.

ENGINEERING 4191 AND PERFORMANCE EVALUATIONS

Engineering 4191—Professional Practice in Engineering

Students are expected to enroll in Engineering 4191, a zero-credit course, each term during the school year (autumn and spring) that they co-op or intern full-time.

- Enrollment maintains student status, which allows them to register for classes without reapplying, protects scholarships and financial aid, qualifies them for student health insurance, and documents their experience on their transcripts.
- Graded S (Satisfactory) or U (Unsatisfactory), based on ECS's receipt of the experience evaluation (from the student) by the deadline provided.

Student Performance Evaluation

Candid, constructive feedback is an important part of a student's professional development.

- A performance evaluation from the student's immediate supervisor should be completed at the conclusion of the semester, discussed with the student, and then submitted to ECS.
- A form provided by our office or your organization. The evaluation form provided by our office includes questions related to the college's ABET accreditation.
- An exit interview should be scheduled at the very end of the work term.

Feedback

Please inform ECS of any problems and/or concerns. Your feedback will help us to better serve and coach our students. We also welcome curriculum feedback, which we share with the academic departments.



TIPS FOR PROVIDING AN OUTSTANDING CO-OP/ INTERNSHIP EXPERIENCE

- Develop a mentor program.
- Hold new-hire panels at which new grads discuss their background and answer student questions.
- Schedule the student for any relevant training sessions offered through the workplace.
- Encourage team involvement by sponsoring social or professional development events.
- Plan events where interns can all be together.
- Bring in speakers from the company's executive ranks.
- Allow time for interns to network with other employees of the company.
- Conduct focus groups/surveys to see your organization as the students see it.
- Showcase intern work through presentations/expos to allow students to demonstrate their achievement to all employees.
- Invite career services partners to visit and see the students in action or for end of semester presentations.

Excerpts from nominations for Battelle Memorial Institute, past winner of the Employer of the Year Award

"I would not have been able to gain this much experience if Battelle had not tailored my experience to my career goals. The selflessness as well as the impact on society at Battelle is unmatched."

"They have provided me with the perfect start to my career by giving me a manageable amount of work in each of my fields of interest and the support system necessary to succeed."

ON-CAMPUS INTERVIEWING (OCI)



The most effective and efficient way to recruit engineering students from Ohio State is through OCI. OCI schedules can be requested online via Handshake (your recruiting account).

Types of Interview Schedule Timelines

Each of these schedules can be modified to suit your needs. Please contact us for assistance in making a custom schedule.

Preselect	Preselect Continuous
Specify an application period and a sign-up period. Primary and alternate student choices are selected by you after the application period. Primary candidates are allowed to sign up before alternate candidates.	Specify an application period in which students that pass both the specified qualifications and are manually approved are allowed to take slots.
Room Only	Open
Choosing this type simply reserves a room in ECS via Handshake, but the slots will be managed by you outside of Handshake. You can select students for this interview schedule, but they will not be able to take slots in Handshake.	Specify an application period where if students meet the qualifications set for the interview they can take slots. The students will be able to take a slot immediately after applying.

Note: To ensure your request is sent to the correct office, please verify that "Engineering Career Services" is viewable in the Career Center drop-down field.

HOW TO SCHEDULE AN OCI VISIT

Step 1: Setting up the schedule

Requesting Interview Space

It is important to request interview space well in advance to secure your preferred date. During peak periods, particularly autumn semester, space fills up quickly. ECS may need to limit the number of interview rooms you can reserve on any given day.

Once you have selected a date, log in to your recruiting account through the ECS website to request a schedule. From your account homepage, click *Interviews* on the left navigation bar and then *Request Interview Schedule* tab in the upper right corner. Complete all required sections of the form.

Screening Criteria

Students at the university are able to apply to any job postings, but you can define preferences to help identify which applicants fully match your preferences and which do not.

Step 2: Monitoring applications

Log in to your recruiting account to monitor applications and view resumes at any time during the process. Click *Interviews* on the left hand navigation bar then select the interview you'd like to review. Select *Review Applicants* to view the Applicants overview page.

From the overview page, you can:

- Filter applicants to see which candidates match your preferred requirements.
- Select candidates to review.
- Perform "Bulk Action" on multiple applicants at the same time
- Designate selected applicants as "primary" or "alternate."

Manually Adding Interview Candidates

To interview a candidate who does not have an active account or who missed the application window, please read the Handshake article "How to Manually Add an Applicant to an Interview Schedule" located in the online Employer Help Center. You may also contact ECS for further assistance.

HOW TO SCHEDULE AN OCI VISIT

Step 3: Making selections

After the student application period has ended, you will need to log in to your recruiting account to select invited and alternate candidates. **Please note that you will usually have two business days to make selections.** You can choose to invite as many candidates as you have interview slots.

To make selections, log in to your recruiting account and return to the Applicants overview page. In the Status drop-down menu, you have the option of designating each candidate as *Primary*, *Alternate*, *Hired*, or *Declined*. Primary and alternate candidates will receive an automatic email informing them to select an interview slot through their Handshake account.



Selecting alternates is highly recommended!

Step 4: Viewing final schedules/confirming your plans

Once a student has signed up for an interview, their *Status* will change to *Slot Taken*. Remember you can always filter by status to view the primary and alternate candidates who have not yet signed up for an interview.

Important: Students can schedule, swap, or cancel an interview at any time during the sign-up period.

Last-Minute Schedule Changes

If you need to make edits to your interview date, number of rooms, or slot schedule after the interview selection process is underway, please contact us at 614-292-6651 immediately.



Step 5: Conducting interviews

Upon arrival at ECS

On the day of your interviews, please check in at the ECS reception desk in 199 Hitchcock Hall. We will collect your business card, give you your schedule and corresponding resumes, and direct you to your interview location. If you have manually scheduled your interviews, we will ask for a copy of your schedule.

After-hours meetings/interviews/testing

ECS office hours are 8:00 a.m. to 5:00 p.m. First interviews begin no earlier than 8:30 a.m. The university Office of Legal Affairs has advised ECS that, for the safety and security of both interviewers and students, **all interviews must be concluded by 4:45 p.m.** to ensure completion by the time college offices close.

Interview feedback

Your schedule packet will include an evaluation form requesting feedback on our services and the interview candidates. Your feedback is shared with students and can turn interviews into useful learning experiences for them. We also value your comments and suggestions about our services.

Forgot to complete the form?

Email your thoughts to eng-ecs@osu.edu or fax the form after your visit to 614-292-4794. You can also give your feedback online at ecs.osu.edu/employers/campus-recruiting.

