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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 internships positions, the services, programs, and tools we offer are designed to assist you with all of your recruiting needs. They include:

- CareerEngine
- Engineering Co-op and Internship Program
- Career Fairs
- Engineering Career Success Conference
- Information Sessions
- Job Postings
- Job Shadow Program
- On-Campus Recruiting
- Recruiter-in-Residence
- Resume Books

Additionally, a comprehensive list of best practices for building your campus brand, details about our Engineering Co-op and Internship Program, and how to effectively recruit engineering talent from The Ohio State University are included in this handbook.
WHY WORK WITH ECS?

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 offers two programs to students: ECIP (Engineering Co-op and Internship Program) and GS (Graduate/Graduating Student). The majority of engineering students use our services.
- **Current candidate pool** – Job seekers are required to reactivate their job search accounts each semester, which means you will find resumes of students who are actively searching.
- **Accurate candidate information** – ECS software is integrated with the university registrar’s database so you can be confident that key qualifications, including major, GPA, degree level, and work authorization, are accurate.
- **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 on our campus. Call 614-292-6651 or email eng-ecs@osu.edu.
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.

When asked about his previous internship company’s recruiting strategy and what worked, an Ohio State Aviation major answered:

“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.”

Remember, you are the expert. Consider topics you could teach students during an on-campus visit.
HOW ENGAGED ARE YOU WITH BUCKEYE ENGINEERS?

Company Name: 

Campus presence:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Attendance</th>
<th>Attendance</th>
<th>Participation</th>
<th>Schedules</th>
<th>Events</th>
<th>Postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Expo Attendance</td>
<td></td>
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<tr>
<td>SWE Career Fair Attendance</td>
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<tr>
<td>Job Shadow Participation</td>
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<tr>
<td>Active OCR Schedules</td>
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<td></td>
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<tr>
<td>Archived OCR Schedules</td>
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<tr>
<td>Active Employer Events</td>
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<tr>
<td>Archived Employer Events</td>
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<tr>
<td>Active Job Postings</td>
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<tr>
<td>Archived Job Postings</td>
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<td></td>
</tr>
</tbody>
</table>

Recruiting history:

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Acceptances</td>
<td></td>
</tr>
<tr>
<td>Full-time Offers (non-accepts)</td>
<td></td>
</tr>
<tr>
<td>Co-ops/Interns</td>
<td></td>
</tr>
</tbody>
</table>

Need help building your brand on campus? Turn the page to learn more!
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 and marketing your organization and opportunities takes time and effort. We are here to help you build your campus brand.

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

- **Resume Books** is a service that approved recruiting contacts are given in CareerEngine. Because we require students to activate their job search accounts each semester, the resumes you collect are from students who are actively searching for a position. Use this service to contact students to encourage them to apply to your job postings, attend your information sessions, and visit your booth at the career fairs.

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

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

- **The Employer Profile** section of your CareerEngine account should be used to market your organization. Turn to page 11 to review the fundamental fields.

**PRO TIP**

Don’t leave sections of your Employer Profile 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 for your organization 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 CareerEngine recruiting account. Remember, if ECS doesn’t know about your activities, we can’t help promote them to students.

- **Host an information session** prior to your on-campus interview to promote your opportunities and fill any open slots on your interview schedule.
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:

- Attend **Career Fairs** and be an event sponsor to gain visibility for your organization with thousands of interested engineering students. There are two engineering-specific career fairs held each year -- the Engineering Expo, hosted by Engineers’ Council, during fall semester and the SWE career fair, hosted by the Society of Women Engineers, during spring semester.
- Participate in **Recruiter-in-Residence** and network with students, share advice, and promote your organization by conducting mock interviews, offering career advice, and providing resume tips and job search guidance.
- Take part in the highly structured **Job Shadow Program** which gives students the opportunity to preview your company by spending part of one workday on site at your Ohio location to promote your organization.
- **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.
- Attend the **Engineering Career Success Conference** which allows you to jumpstart recruiting efforts and get your name in front of many of Ohio State’s graduating engineering students.
- **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 Corporate Partner** to gain additional recognition and enhance brand awareness.

**PRO TIP**

Connect with students EVERY semester through a variety of ways, such as emails, job postings, on-campus interviews, career fairs, information sessions, etc.
**FUNDAMENTAL FIELDS FOR YOUR EMPLOYER PROFILE**

What does your company currently have completed?

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry</td>
<td>Select the field that indicates the major source of revenue for the company.</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td>The company website should take students to the company homepage.</td>
<td></td>
</tr>
<tr>
<td>Twitter URL</td>
<td>If your company tweets, share the company username for students to follow.</td>
<td></td>
</tr>
<tr>
<td>Facebook URL</td>
<td>Inform students about the company’s Facebook account as a source from which to stay current on company news and/or events.</td>
<td></td>
</tr>
<tr>
<td>YouTube Videos</td>
<td>Are there YouTube videos highlighting the amazing work your company is doing? If so, share them with students!</td>
<td></td>
</tr>
<tr>
<td>Overview</td>
<td>Make a great first impression on students by including a professional introduction to your company while informing them about the company’s products and services.</td>
<td></td>
</tr>
<tr>
<td>Work Environment</td>
<td>Discuss the working conditions (the tangible and the intangible) in which employees operate.</td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td>Students report that a diverse workforce is an important factor when evaluating potential employers. Share your diversity initiatives.</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>Discuss professional development opportunities the company provides to employees.</td>
<td></td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>Does the company offer tuition reimbursement? Select Yes or No and then provide details about the benefit.</td>
<td></td>
</tr>
<tr>
<td>Working Hours and Vacation</td>
<td>Describe the work-life balance at your company.</td>
<td></td>
</tr>
<tr>
<td>Where Alumni Go</td>
<td>Does your company have a strong alumni network? If so, do they meet for social gatherings?</td>
<td></td>
</tr>
<tr>
<td>Office Locations</td>
<td>Besides your company’s HQ, share the various locations where students could work.</td>
<td></td>
</tr>
<tr>
<td>Social Functions</td>
<td>Discuss social gatherings such as company sports leagues or volunteer opportunities.</td>
<td></td>
</tr>
</tbody>
</table>
USING JOB POSTINGS TO BUILD YOUR BRAND

Spend time ensuring that you post an accurate and attractive opportunity in CareerEngine. Your job posting should not only tell who you are and what the position is, but why students should want to work for your organization.

**Position Title:** Choose a descriptive title (not “engineer” or “intern”)
**Position Type:** Select Career Employment, Internship, or Co-op (no other position type)
  - Know the difference between internship (1 rotation, any semester) and co-op (2 or more rotations)
  - Select Paid (all co-ops and internships posted through ECS must be paid)
**Position Level:** Understand full-time vs part-time internships
Full time = >32 hours/week
**Job Function:** ALWAYS Choose Science & Technology & Engineering
**Position Description:** Be as descriptive as possible in the position description and include any perks (housing, vacation, bonus, travel opportunities, etc.)
**Qualifications:** Include all qualifications (do not simply write “See position description”)
**Majors:** Choose appropriate majors from the drop down menu
Do NOT select “All Majors”
**Degree Level:** Select Bachelor, Master, or Doctorate; this refers to the degree IN PROGRESS, not necessarily completed
**Work Authorization:** Select “Eligible to work with visa sponsorship” only if you CAN hire international students
**Minimum GPA:** Leave blank or input “0”

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**SAMPLE JOB POSTING**

**Civil Engineering Intern**

**Position Type:** Internship  
**Position Level:** Full-time

**Position Description:**
Looking for a unique internship experience? If you’re driven, enthusiastic, and want to be part of an amazing team, look no further. Our company is committed to investing in our future and our future starts with students like you. Come be a part of new and exciting projects around the world. We are looking for a civil engineering student for a fall internship from August-December. The student will work directly with Project Managers on various tasks. Responsibilities include:

- Assist with the completion of construction documents
- Assist with and complete calculations
- Report writing
- AutoCAD drawing
- Product and materials testing
- Other responsibilities as required

**Qualifications:**
- Undergraduate student pursuing a B.S. in Civil Engineering or related field
- Strong computer experience to include AutoCAD, MS Office, Excel; strong analytical and math skills
- Ability to work independently as well as part of a team
- Good written and oral communication skills
- Good time management skills
- Good organizational skills

**Majors:** Civil Engineering, Environmental Engineering

**Degree Level:** Bachelor

**Work Authorization:** Eligible to work with visa sponsorship, Eligible to work without visa sponsorship
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?

- Consists of two or more semesters of full-time work
- 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

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

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 students in meaningful work and maximize employer investment in that student
EXPECTATIONS: RECRUITMENT AND OFFERS

Employer Agreement Form
During the employer registration process, all employers must complete the Employer Agreement Form 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 or simply call or email the information to ECS. This provides us with more accurate hiring data and improves your chances of being listed as a top employer based on hires.

PRO TIP
If you offer something unique and desirable, such as housing or relocation assistance, mention this in the job posting!
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 can 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 both the experience evaluation (from the student) and performance evaluation (from the employer) by the deadline provided by ECS.

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.
- You may use either the evaluation form provided by our office or your organization’s form.
- 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 educate our students and may also initiate important policy changes. We also welcome curriculum feedback, which we share with the academic departments.

PRO TIP

Check out page 20 for additional tips for enhancing your program.
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.

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 RECRUITING (OCR)

Types of Schedule (OCR) Models
Each of these schedules can be modified to suit your needs. Please contact us for assistance in making a custom schedule.

<table>
<thead>
<tr>
<th>Preselect to Alternate to Open*</th>
<th>Preselect to Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who match your screening criteria apply through their accounts; you then review their resumes, choose the students you want to interview, and they schedule their own interview times. If invited and alternate candidates do not sign up at least 24 hours before the schedule closes, the schedule will open to all students who precisely match your screening criteria.</td>
<td>This model is the same as Preselect to Alternate to Open without the open period at the end. This option works well for employers who want to pre-select every candidate on their schedule.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open</th>
<th>Room Reservation Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who precisely match your criteria schedule their interview online on a first-come, first-served basis. The Open schedule works well if you are setting up a schedule on short notice, don’t have time to review resumes and make selections, or are willing to interview anyone who meets your criteria.</td>
<td>Choosing this model reserves an interview room. You advertise your opportunity outside of the system and contact students directly to schedule interviews. Please note that positions should not be attached to room reservations, as students cannot view them.</td>
</tr>
</tbody>
</table>

*Note: Preselect to Alternate to Open OCR model allows “Not Invited” students to schedule an interview during the open signup window, as long as they meet the requirements.
HOW TO SCHEDULE AN OCR 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 CareerEngine recruiting account through the ECS website to request a schedule. From your account homepage, click CREATE NEW OCR SCHEDULE REQUEST from the SHORTCUTS menu. Complete the form with all of the required fields.

Screening Criteria

Only students who meet the criteria you set will be able to apply for your position. You can be confident that students meet your criteria because our system is integrated with the university registrar’s database.

Step 2: Monitoring applications

Log in to your recruiting account to monitor applications and view resumes at any time during the process. Go to the OCR tab, select SCHEDULES then click on the interview date. Click on the APPLICANTS tab to view the candidates who have submitted resumes. You can use the POSITION drop-down menu to sort applicants by position.

Use the Batch Options Feature To:

- MAIL TO CHECKED to use the integrated email feature.
- SAVE AS EXCEL to generate a spreadsheet of selected applicants.
- GENERATE BOOK to create a PDF of selected applicants’ resumes. To retrieve and print the PDF, click on the PUBLICATION REQUESTS tab.

Manually Adding Interview Candidates

To interview a candidate who does not have an active account or who missed the application window, please contact ECS so we can manually add the student on your behalf.

PRO TIP

Use resume books to increase the number of applicants!
**HOW TO SCHEDULE AN OCR 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 tab**. In the **STATUS drop-down menu**, you have the option of designating each candidate as **INVITED**, **ALTERNATE**, or **NOT INVITED**. Invited and alternate candidates will receive an automatic email invitation to sign-up for interviews after the employer selection window closes.

**Selecting alternates is highly recommended.**

**Step 4: Viewing final schedules/confirming your plans**

Once the student sign-up period has begun, you can view scheduled interviews. Select the **OCR tab** and click on the interview date. Select the **INTERVIEWS tab** to view a list of candidates who have scheduled interviews. To view candidates who have not yet signed up for interviews, select the **APPLICANTS tab** and sort by status.

**Important:** Students can schedule or cancel an interview up to midnight on the schedule closing date.

**Last-Minute Schedule Changes**

If you must modify your interview 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.
We appreciate your partnership and look forward to helping you have a successful recruiting experience.
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