

Office of Graduate Career Management

EMPLOYER RECRUITING GUIDE



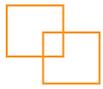


Programs Offered

MBA: Concentrations in supply chain, finance, consulting, business analytics and entrepreneurship and innovation; attracts students with three or more years of work experience seeking business roles across many industries

MS Business Analytics: Typical students in this program have up to three years of work experience and are seeking roles as data scientists or business analytics professionals upon graduation.

MS Supply Chain Management: Prepares students for early career roles in supply chain through a global cohort experience in Europe, Asia and North America



Recruitment Services

Annual Career Expo

Our largest career event hosts approximately 35 employers each fall. Employers engage with our students, sharing internship and full-time job opportunities. After the expo, meeting facilities are available for employers who wish to interview promising candidates.

Interviewing on Campus

Interview rooms and scheduling assistance are provided for employers to interview our graduate students.

Employer Information Sessions

These one-hour sessions allow employers to present information about their companies to Haslam students seeking internships and/or full-time career opportunities. Whether on campus or virtual, these sessions provide the most comprehensive format to introduce your company to a audience of students ready for career or internship opportunities.

Employer of the Day

Employers are provided with booth space in the Haslam College of Business Atrium to showcase their companies and interact with both undergraduate and graduate students.



Virtual Recruiting

Our office can assist in scheduling and hosting online recruiting activities for interviewing, information sessions and lunch-and-learn sessions with your business leaders.

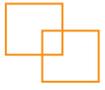
Resume Books

Each September, we send out digital resume books to all our employer partners. These books include all first- and second-year students from our full-time programs.

Office Hours or Coffee Chats

These are casual events where graduate students can connect with employers on various professional topics.





Professional Development Engagement Activities

Career Industry Panels

Featuring a panel of three to five professionals in distinct career roles, these panels provide students with insights on career paths in different industries. These are moderated by a member of the Career Management team and followed by networking with the students.

Case Competition

As part of the MBA curriculum, all first-year MBA students are required to participate in team case competitions. Companies are welcome to participate as a client, providing a real business challenge, which MBA case teams would address and then present possible solutions to company representatives.

Company Treks

We bring Haslam students to our partner companies via site visits to learn more about a company and its culture.

Speed Interviews

Students participate in five-minute interviews with multiple employers. These employers then provide quick feedback to help students develop their interviewing techniques.



Alumni Mentoring Program

Our annual mentoring program matches Haslam alumni from any of our graduate degree programs with our current students to gain professional development advice directly from alumni like you.

Student Club Events

Graduate students participate in several clubs, which often invite employers to speak on various topics. Some of these clubs include Big Orange Consulting, NetImpact and MAST (Master Analytics Students of Tennessee).

Career Leadership Day

Each year, an employer partner is invited to sponsor Career Leadership Day during fall semester orientation. The event helps prepare our incoming graduate students for their first-year experience by presenting them a full day of career topics drawn from the professional development resources and services offered by the Career Management team. Sponsorship allows the company and its representatives to join the day's activities and network with our new Haslam graduate students. Previous sponsors include Eastman (2018), SC Johnson (2019) and Avient (2020).





MBA & Supply Chain Calendar 2020 - 2021

First Year Internship Recruitment

September							October						
Su	Mon	Tue	Wed	Thu	Fri	Sat	Su	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

November						
Su	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

On campus interviews for internships are permitted beginning October 1, 2020.

Second Year Internship Recruitment

September							October						
Su	Mon	Tue	Wed	Thu	Fri	Sat	Su	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

Note: Time slots on these dates cannot overlap ongoing class schedules.

MSBA Calendar 2020 - 2021

First Year Internship Recruitment

September							October						
Su	Mon	Tue	Wed	Thu	Fri	Sat	Su	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
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Employer Offer Guidelines

These employer guidelines are designed to ensure fair and equal access for all potential employers to interact and connect with our graduate students. Please review these guidelines and adhere to them as best as possible.

Communication

Inform students of their status during the hiring process (e.g. invitation to the next round, offer of employment, still in consideration or rejection) within three weeks of an interview.

Full-time Offers

Any full-time offer made to a graduating student should be held open until the first Friday of November or three weeks after the date of the written offer, whichever is later

Full-time Offers to Interns

Any full-time offer to former interns should be held open until the first Friday of October or three weeks after the date of the written offer, whichever is later.

Internship Offers

Any summer internship offer should be held open until the second Friday of January or two weeks after the date of the written offer, whichever is later.

Rescinded Offers

Accepted offers may not be rescinded. If business conditions change, a company representative should contact GEE Career Management Director Pedro Gonzalez before contacting a student.

We are continually improving our professional development services and resources to our students. Job search etiquette and ethical behavior are a big part of that development process, so we will expect our students to be respectful of your application cycles, interview process and offer deadlines.

For any questions, please contact:



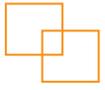
Pedro Gonzalez

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A Guide to Recruiting International Students

The Career Management Office at the Haslam College of Business offers a diverse international candidate pool and strives to facilitate connections between employers and our international student talent. Following are basic guidelines regarding hiring international students who graduate from U.S. colleges and universities. However, companies should consult their HR departments for specific employment guidance.

Hiring International Students – An Overview

International students pursuing Haslam graduate degrees most frequently seek:

- Full-time internships during the summer between the first and second year
- Full-time employment post-graduation

While in School: Internship

Upon completing one academic year at Haslam, international students on an F-1 visa are legally allowed to seek full- or part-time internship opportunities as part of their Curricular Practical Training (CPT). The employer is only required to provide an offer letter outlining the terms of employment. It is the student's responsibility to have the CPT authorized by the university, a process that typically takes five business days. Example letters can be provided upon request.



After Graduation: Full-Time Employment

Upon graduation, international students are legally permitted to pursue up to 12 months of full-time employment in their field as part of their Optional Practical Training (OPT). Students in STEM-related programs, including the MS in Business Analytics program, are eligible for up to 36 months of full-time employment as part of the 24-month STEM OPT extension. When making hiring decisions, employers bear no responsibility except to treat international students as they would domestic students. After OPT ends, students will need an H1-B visa to continue employment.

Employers with locations outside of the U.S. can opt to transfer/relocate the employee to a company office in his or her home country at the conclusion of the OPT, thereby retaining the employee without an H1B visa.





Hiring International Students

■ Internship CPT on F-1 Visa

Timing/Duration: Before graduation, up to 40 hrs/wk after completing 2 semesters

Student Obligations: Obtain CPT authorized by university upon receiving offer

Employer Obligation: None

Cost to Employer: None

■ Full-time Employment OPT on F-1 visa

Timing/Duration: After graduation, up to 40 hrs/wk

Student Obligations: Apply for OPT with the USCIS during final semester (90 days before graduation)

Employer Obligation: None

Cost to Employer: None

■ Full-time Employment Company-sponsored H1-B visa

Timing/Duration: Work with employer to provide documents required for visa sponsorship

Student Obligations: Work with employer to provide documents required for visa sponsorship

Employer Obligation: Option to retain diverse and global talent pool by following steps toward H1-B visa sponsorship

Cost to Employer: \$2,200 - \$3,200

Employer FAQs

Q: Are international students permitted to work in the U.S.?

A: Yes. International students are legally permitted to pursue internship and full-time employment opportunities in the U.S. after completing one full academic year at Haslam.

Q: Is there extra paperwork to file when hiring international students?

A: No. Students are required to obtain authorization from the university for internships and from the USCIS for full-time employment post-graduation. Employers will need to process paperwork only at the time of H1-B sponsorship.

Q: What are CPT and OPT?

A: CPT (Curricular Practical Training) and OPT (Optional Practical Training) are legal employment classifications students can use to pursue employment opportunities while in school and after graduation, respectively.

Q: When and why do students need visa sponsorship?

A: Upon graduation, international students remain on an F-1 visa and can be employed full-time for up to 12 months of OPT. To retain talent beyond this period, the employer sponsors a work visa (H1-B). Such visas remain valid for an initial period of three years and can be extended once for another three-year period.



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