



UCF

Career Services

UNIVERSITY OF CENTRAL FLORIDA



Fall 2021 Employer Newsletter

Welcome!

Thank you for your continued support and interest in recruiting at the University of Central Florida.

As we get ready for the start of the Fall 2021 semester, **8/23 – 12/3**, the University of Central Florida (UCF) Career Services team is pleased to share our recruitment opportunities with you, our **employer partner**.

IN THIS ISSUE

- ✓ Meet the Career Services Team
- ✓ Fall Recruiting Guidelines & Calendar
- ✓ Handshake 2.0. Maximize Your Recruitment Strategy Webinar, **August 11**
- ✓ Career Readiness Week, **September 1 - 21**
- ✓ Career Expo, **September 22 & 23**
- ✓ Cafecito Chat with Employers, **October 13**
- ✓ Rosen Career Fair, **October 27 & 28**
- ✓ Education Career Fair, **TBD**
- ✓ Employer Sponsorship Opportunities
- ✓ Recruitment Strategies using Handshake & Guide to Hosting Virtual Events

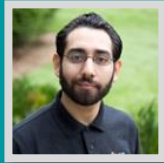
Meet the *Employer Relations* Team



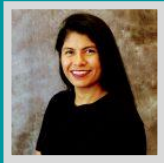
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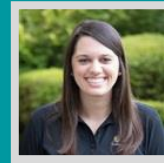
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Fall Recruiting

Fall 2021 recruiting activities will be held **VIRTUAL FIRST** (some in-person exceptions). Please connect with your employer relations liaison to create a customized recruitment strategy.

VIRTUAL SESSIONS

- ☐ **Create and manage company hosted events in Handshake**
- ☐ **Insert RSVP link for students to register**
- ☐ **Inform your employer relations liaison who will market the event to students**

IN-PERSON SESSIONS - Limited availability. CSEL approval required.

- ☐ **Submit your event request at least 3 weeks prior**
- ☐ **Monday – Friday, Start 9am – end by 4:30pm**
- ☐ **Maximum capacity 25 students in CSEL 121**
- ☐ **No food allowed**

How to request your event via Handshake

- ☐ **Login and click on Events**
- ☐ Click on Request Event - Fill out each page of the form. Click Request Event
- ☐ When your event has been **reviewed** and **approved**, you will receive an automated confirmation email from Handshake.
- ☐ For **IN-PERSON EVENTS** you will be emailed a confirmation with location, a campus map, and parking information. As a reminder, space is limited. Priority will be given to CS sponsors.

Fall Recruiting Calendar

AUGUST

11 Handshake 2.0. Maximize Your Recruitment Strategy Employer Webinar. [RSVP](#)

23 First Day of Classes for Fall Semester

SEPTEMBER

1 - 21 Career Readiness Month

6 Labor Day, UCF Closed

16 Fall VIRTUAL Internship Fair *

22 Virtual Career Expo: Day 1: All Majors*

23 Virtual Career Expo: Day 2: Technical*

OCTOBER

13 Cafecito Chat with Employers

27 Rosen Career Fair, In Person*

28 Rosen Career Fair, Virtual*

NOVEMBER

11 Veteran's Day (UCF Closed)

25 - 26 Thanksgiving (UCF Closed)

DECEMBER

3 Last Day of Class

6 - 11 Final Exam Week

17 - 18 Commencement

* Registration fee required

As of July 2021 | Dates are subject to change

Handshake 2.0

Maximize Your Recruitment Strategy Webinar

Wednesday, August 11 | 2PM – 3:30PM

[RSVP](#)

Join the Employer Relations (ER) team for a conversation on building your employer brand and recruiting University of Central Florida students!

- Meet the ER Team and your campus recruiting contact
- Learn best practices when creating your company profile, posting a job, and connecting with students
- Develop a road-map to successfully connect with top talent

The session is open to all employers interested in connecting and offering employment opportunities (internships, co-ops, part-time and full-time jobs) to **UCF students**.

After attending this session, you will be able to:

- Identify the ER contact best suited for your recruitment needs, create proactive engagement strategies, craft job postings that help students improve their job search experience, and much more!

Career Readiness *Volunteers* Wanted!



Showcase your company to UCF Knights!

VOLUNTEER to VIRTUALLY prepare UCF students with resume critiques and mock interviews.
*No cost to participate. Excellent **Branding** opportunity. 2-hour minimum commitment.*

RESUME CRITIQUES

- ▷ Friday, Sept. 10, 10AM - 2PM. [Log in to your Handshake account, then sign-up](#)
- ▷ Wednesday, Sept. 15, 1PM - 5PM. [Log in to your Handshake account, then sign-up](#)

MOCK INTERVIEWS

- ▷ Friday, Sept. 17, 10AM - 3PM. [Log in to your Handshake account, then, sign-up](#)

If you have item(s) you wish to donate for student give-away(s) we are gladly accepting gift cards, t-shirts, hand-sanitizers, etc.
For additional information please contact Shirley Haberjan, shirley.haberjan@ucf.edu. Sponsorship opportunities available.





CAREER EXPO

**September 22 (All Majors) and September 23 (Technical)
from 10AM - 4PM. Via Handshake**

In the past, our career fair typically attracts 200+ employers and 1,500+ students and alumni seeking part-time, full-time, professional positions!

This [Online Event Registration Guide](#) will walk you through how to register for a fair on [Handshake](#).

Day 1: All Majors: Recruiting in marketing, sales, accounting, finance, management, logistics, education, healthcare, medical, hospitality, manufacturing, distribution, real estate, insurance, social science communication and other non-technical careers.

Day 2: Technical: Recruiting in the areas of engineering, computer science, IT, chemistry, physics, mathematics, biology, statistics, data science, and other STEM careers.

For additional information please contact csevents@ucf.edu.

Your registration includes:

- ❖ Video, audio, and chat communication with students via Handshake
- ❖ One-on-one student meetings scheduled in advance
- ❖ Group sessions with up to 50 students
- ❖ Ability to share documents with students ahead of time

Options to connect with students during the event

(must select when creating schedule (s) in Handshake):

- ❖ One-on-one student meetings (only)
- ❖ Group meetings (only)
- ❖ Combined 1:1 student meetings and Group meetings (ex: 1:1 meetings from 5pm to 6pm and group sessions from 6pm to 7pm)

Registration costs are separate for each day of participation, but employers can register for both days. To participate in both days you must submit separate registrations and payment in Handshake for each day.

Cafecito Chat with Employers

In honor of UCF Latinx Heritage Month, Career Services is hosting a Cafecito Chat with Employers.

Save the Date!

Date: Wednesday, October 13

Time: 2pm - 4pm

Location: TBA

Sponsorship opportunities available!

Cafecito Chat with Employers is a space to ***haz conexiones*** (make connections), have authentic conversations, and create community in celebration of Hispanic Heritage Month. During this time, employers will share their experiences navigating college, the job search, their career paths and beyond. Students will leave with helpful advice, guidance, and information in preparation for their career journeys.

Fall 2021 Rosen Career Fair

UCF's Rosen College of Hospitality Management will host its Fall 2021 Career Fairs during the following dates:

- ▶ **In-Person: Wednesday, October 27 from 10am - 2pm**
- ▶ **Virtual: Thursday, October 28 from 10am - 2pm**

If you are interested in an opportunity to connect with talented Knights studying Hospitality Management, Entertainment Management, Event Management, Restaurant and Food Service Management or Senior Living Management, please save the date!

More information will be available in the coming months.

For additional information please contact **Career Services at csrecruit@ucf.edu**.

Education Virtual Career Fair

Fall 2021 Education Virtual Career Fair will be held via Handshake, date and time TBD.

This event provides organizations looking to recruit educators with the opportunity to connect with candidates interested in the field of education.

For additional information please contact

Gian-Karlo Alvarez,
gian-karlo.alvarez@ucf.edu



Employer Sponsorship Program

We **appreciate** your interest in supporting Career Services and increasing your presence on campus. Sponsorship opportunities include sponsoring an event or marketing your organization through collateral.

For more information in regards to partnering with our office, please review our [Employer Sponsorship Programs](#) document and contact **Doris Alcivar** at doris.alcivar@ucf.edu or by calling 407-823-2746.

Employer benefits:

- ▶ Elevate brand awareness
- ▶ Engage with students
- ▶ Increase student career readiness
- ▶ Strengthen relationship with Career Services



16K+

That's a lot of
employers

**105,000+
users**

That's a lot of
students

100%

Total
success!

**Make the most out of your Handshake account by connecting with our students and alumni.
Connect via phone, Google Meet, Teams, Zoom and/or other virtual platforms**

Digital Recruitment Strategies

Recruit using Handshake:

- Post part-time, full-time, internships, fellowships, volunteer, and co-op opportunities, schedule job interviews, and list your events.

Increase your visibility

1. Complete your employer profile by adding social media links, public contact information, and highlight values your employees love & share in your employer brand.
2. Conduct virtual interviews, **In-person** interviews will be exclusive to sponsors only.
3. List your virtual events in Handshake: By listing your event we can help you promote it, it will also enable you to track RSVPs as students sign up and follow up with them after. You can promote Q&As, virtual office hours, employee panels, and career related workshops.
4. Post a job that "allows remote workers" as students can search specifically for these positions.

Handshake's Guide to Hosting Virtual Recruiting Events

Virtual events are an impactful way for students to connect with the fabric of your brand: they give prospective employees the opportunity to ask live questions, see your offices, and interact with employees.

When planning your event:

- Set a goal
- Find your host(s)
- Plan your promotion

Identify the type of virtual event you want to host

- **AMA (Ask Me Anything):** Students ask live questions about the interview process, hiring timelines, employer perks, career growth, and company culture.
- **Employee Panel:** Featuring recent grads/alumni.
- **ERGs (Employee Resource Groups)** show future employees how the company is committed to an inclusive workplace.
- **Office Tour:** If your office is open, highlight what a day in the life of an intern or new grad would be like. If your office is currently closed, share any videos you might have on YouTube that showcase everyday life.

Career Services is Here to Help!

Reach out to an employer relations liaison to help you customize your virtual recruiting strategy.

Thank you for your continued efforts in supporting UCF students!

Your UCF, CS Employer Relations Team



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