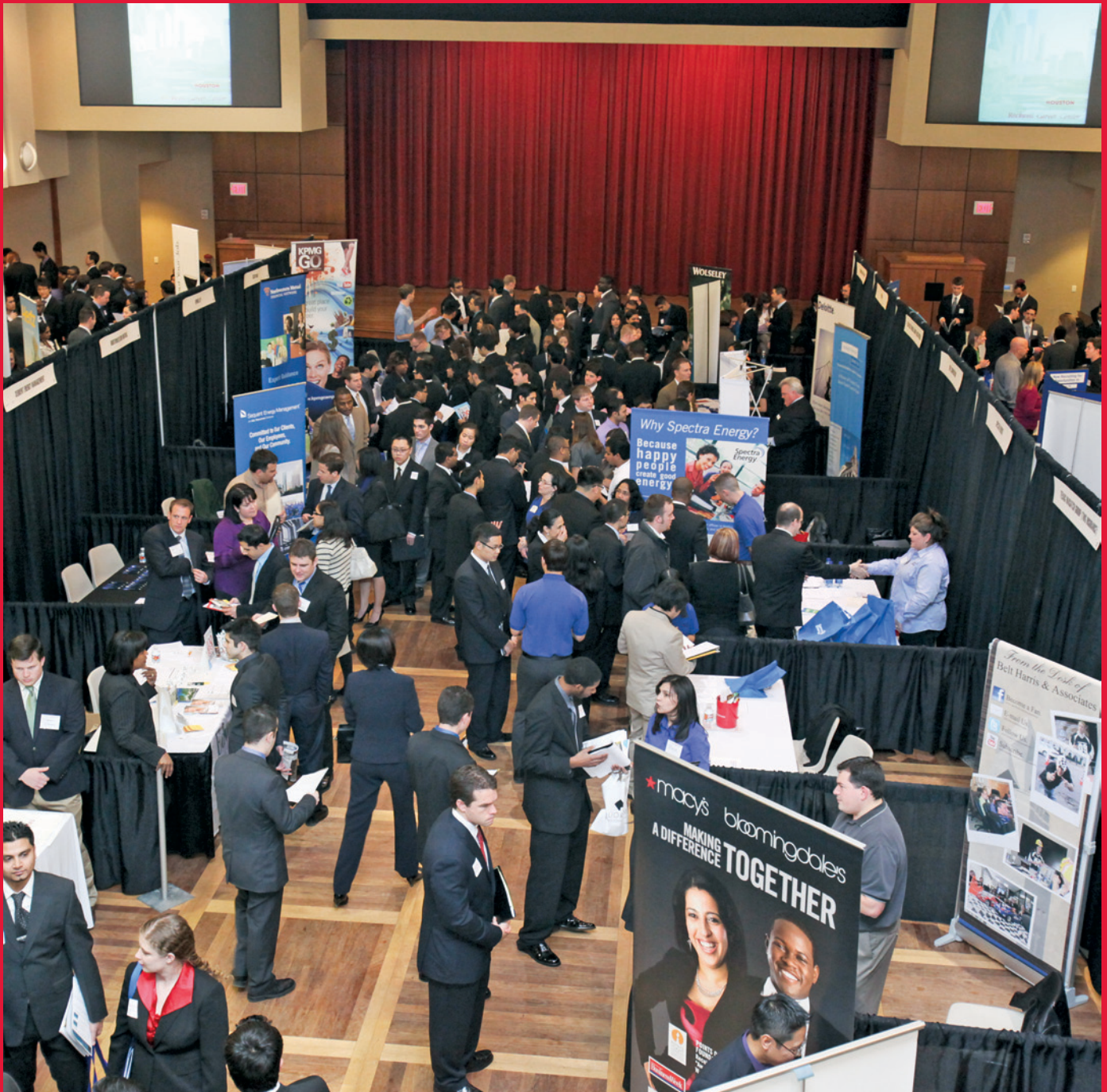


UNIVERSITY of HOUSTON | BAUER

Rockwell Career Center



2011-2012 RECRUITER GUIDE

2011–2012 Recruiter Guide

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On July 12, 2000, a sixty-year-old business school, formerly known as the College of Business Administration at the University of Houston, received the largest up-front award to any single college in the history of the University. C.T. “Ted” Bauer, co-founder of AIM Management Group, endowed the college with a gift of \$40 million. The business school proudly took his name, becoming the C. T. Bauer College of Business.



Ted Bauer’s generosity and leadership strengthened the College, fueling our transformation into a premier metropolitan business college that has had a substantial impact on producing business leaders in Houston and around the world. Located in the dynamic and global city of Houston, Bauer College prepares undergraduate and graduate students for success in a global economy.

Under the stewardship of Dean Arthur D. Warga, Bauer College has focused on attracting and retaining world class faculty, developing innovative curriculum and establishing unique programs designed to bring students and businesses together. The revised undergraduate curriculum debuted in Fall 2004. By 2005, the Bauer College faculty had doubled in size, and five graduate certificate programs were launched. Further, Bauer created several Centers of Excellence that combine research, academic programs, and corporate and community partnerships.

Melcher Hall, home of the Bauer College, and the most heavily trafficked building at the University, received a complete renovation, giving it a downtown corporate ambience. There is WiFi access throughout Melcher Hall and even a Starbucks! The lobby’s neon stock ticker greets everyone entering as it rotates current stock prices overhead while multiple flat-screen TVs on the media wall air real time news and announcements from CNN, MSNBC and CNBC. The lobby is part of the AIM Center for Investment Management, deemed one of the best designed business school classrooms in the U.S. by American School and University Magazine. The center includes the ticker, video wall, 16-station trading laboratory, 36-seat classroom, and 20-seat executive conference room.

The Bauer College of Business is on a path to greatness fueled by the support of a superb faculty, highly capable staff, passionate alumni, brilliant students and the generosity of business partners and leaders dedicated to the future of our youth and our nation. Bauer College truly is For the Real World of Business!

QUALITY

- #1 Entrepreneurship (BBA) Program in the country as rated by *Entrepreneur* magazine and *The Princeton Review*.
- There are over 200 undergraduate business majors in the Honors College.
- Undergraduate business program ranks #49 in the nation among public universities according to *BusinessWeek*.
- One of only 620 member schools across the globe accredited by AACSB International, the leading business school accreditation body.

DIVERSITY

The University of Houston is among the most ethnically diverse research universities in the United States.

- Bauer College has more than 6,100 students representing more than 139 countries and multiple languages.
- Texas’ #6 producer of African-American baccalaureates in Business, Management, Marketing, and Related Support Services.*
- #9 in the nation for Hispanic baccalaureates in Business Management, Marketing and Related Support Services and #5 in Texas after UT-San Antonio, UT-Pan American, UT-El Paso, and University of Houston-Downtown.*
- Texas’ top producer for Asian American baccalaureates in Business Management, Marketing and Related Support Services *

* All data provided by *Diverse Issues in Higher Education*, May 2011



ENROLLMENT

- Spring 2011: 4,286 Undergraduates; 274 graduate and undergraduate Professional Program in Accounting; 244 Bauer Business Honors Program; 868 MBA; 306 MS Accountancy; 147 EMBA
- Graduate Student Profile: Average age is 29, including EMBA's
- One-third work fulltime while attending college; many are the first in their family to graduate from college; 70% are minorities or international and 46% are female

DEMOGRAPHICS ENROLLED SPRING 2011

Total Enrollment 6,092

Female 2,634

Male 3,458

Underrepresented Minorities* 3,427

International 609

Undergraduate Enrollment 4,286

Female 1,951

Male 2,335

Underrepresented Minorities* 2,996 (including International)

MBA Enrollment (full-time & evening) 868

Female 275

Male 593

Underrepresented Minorities* 409 (including International)

* *Underrepresented minorities include: African-American, Hispanic, Native American, and Asian.*

ENROLLMENT BY MAJOR

Accounting, 799

Professional Program in Accountancy:
undergraduates 162; graduates 112

Masters Program in Accounting, 306

Entrepreneurship, 39

Finance, 435

Management, 175

MIS, 254

Marketing, 278

Supply Chain Management, 269

Freshman & Undeclared 2,037

FOCUS

DEPARTMENTS

ACCOUNTANCY & TAXATION: The students in this department consistently exceed the national average on the CPA exam pass rate.

DECISION & INFORMATION SCIENCES: #1 in the I.S. department in the Gulf Coast and #17 worldwide. Operations Management and MIS classes solve business problems for over 50 non-profits, small business and major corporations each year.

FINANCE: #1 in the Gulf Coast for published research and in the top 5% worldwide. Cougar Investment Fund enables graduate students to manage a real \$5 million investment fund. One of only two Texas institutions on the Top 10 list in finance research productivity as indicated by the Faculty Scholarly Productivity Index, February 2007.

MANAGEMENT: One of five U.S. schools with multiple Academy of Management Hall of Fame Professors.

MARKETING & ENTREPRENEURSHIP: #1 marketing faculty in Houston and 34th worldwide based on an evaluation of publications in leading marketing journals over a 15-year period. The entrepreneurship program is ranked as a top tier program by Entrepreneur magazine. Bauer's Program for Excellence in Selling has the deepest curriculum and largest enrollment of any university program in selling and sales management.

CENTERS OF EXCELLENCE

Centers of Excellence combine research, academic programs, and corporate and community partnership to focus on key areas that drive the Houston economy.

• AIM CENTER FOR INVESTMENT MANAGEMENT

(www.bauer.uh.edu/centers/acim/)

The \$5 million learning laboratory is the lens through which students gain insight into investment management, accounting, information technology and marketing and the interaction of those disciplines in a business setting.

• BAUER CENTER FOR BUSINESS ETHICS

(www.bauer.uh.edu/centers/bcbe/)

The C. T. Bauer College of Business believes in the importance of exposing its students to the study of business ethics throughout their educational careers. Students in the Bauer College are introduced to business ethics concepts and problems early in their studies, and are required to complete a capstone course on business law and ethics toward the end of their studies.

• BAUER ECONOMIC DEVELOPMENT PROGRAM

(www.bauer.uh.edu/centers/bedp/)

The Bauer Economic Development Program (BEDP) is a joint effort between State Farm Insurance (aided by the, Local Initiatives Support Corporation) and the C. T. Bauer College of Business. The program aimed at providing interns an educational experience with a local Houston Community Development Corporations that will inspire them to future leadership and involvement in community and economic development initiatives, while also building capacities of existing community development corporations (CDC's).

- CYVIA & MELVYN WOLFF CENTER FOR ENTREPRENEURSHIP**
www.bauer.uh.edu/centers/wce
 The Center draws upon Houston's vast pool of Entrepreneurial talent to provide an intensive program that combines academic rigor with a "real world" CEO perspective. Students are team taught by Faculty and Entrepreneurs, as well as receiving further support and training from their chosen Mentor.
- UH-GLOBAL ENERGY MANAGEMENT INSTITUTE**
www.bauer.uh.edu/centers/uhgemi/
 The Bauer College of Business at the University of Houston has created the Global Energy Management Institute to prepare the energy industry workers of today while exploring the issues important to its future.
- INSTITUTE FOR DIVERSITY & CROSS-CULTURAL MANAGEMENT**
www.bauer.uh.edu/centers/idccm/
 The Institute promotes organizational effectiveness through research and training in managing and leveraging diversity. It provides companies with the tools they need to create and sustain a successful corporate culture.
- INSTITUTE FOR HEALTH CARE MARKETING**
www.bauer.uh.edu/centers/iHCM/
 The mission of the Institute for Health Care Marketing is to promote understanding of the health care marketplace. To this end, the Institute is focused on encouraging the research community in Marketing to focus on issues affecting health care delivery and consumption.
- INFORMATION SYSTEMS RESEARCH CENTER**
<http://www.uhisrc.com/>
 The Information Systems Research Center has been keeping Houston area businesses on the leading edge of information technology management for more than twenty years. ISRC, through its membership base, brings information systems professionals together to network, study current issues through seminars and roundtables, while giving members an edge in student recruiting.
- SALES EXCELLENCE INSTITUTE**
www.salesexcellenceinstitute.org/
 The Sales Excellence Institute (SEI) comprises the Program for Excellence in Selling (PES), the Strategic Selling and Customer Relationship Management Center, and the Global Sales Research Center. The mission of SEI is to be a global hub for sales and sales management education and research.
- UH-SMALL BUSINESS DEVELOPMENT CENTER**
<http://www.sbdc.uh.edu/sbdc/>
 Since 1984, the University of Houston Small Business Development Center (UH SBDC) has provided the tools and resources necessary to help businesses grow and compete in an increasingly challenging global economy. We offer free business consulting and affordable training seminars designed to help you attract customers, improve operations, increase sales, and successfully access capital.

THE RESULTS

The C. T. Bauer College of Business at the University of Houston offers pace-setting undergraduate, MBA and Executive MBA (EMBA) programs. Bauer College is Houston's only comprehensive business school. Bauer College recently was ranked a top 50 public undergraduate school of business by Business Week.

Bauer's MBA program has produced many CEOs of S&P 500 companies and recently was ranked by the Financial Times in the top 20 of public EMBA programs in the U.S.



Jack B. Moore
 Chairman of the Board
 Cameron
 '77



Richard G. Rawson
 President
 Insperty
 BBA '72



Gerald W. McElvy
 Former President
 Exxon/Mobil Foundation.
 BBA '75



Karen W. Katz
 President & CEO
 Neiman Marcus Stores
 MBA '82



Duy-Loan T. Le
 Senior Fellow
 Texas Instruments
 MBA '89



Bruce A. Williamson
 President & CEO
 CLECO Corp.
 MBA '95

STUDENT ORGANIZATIONS

Below is a representative list of all of the student organizations in Bauer College. If you are interested in targeting a particular student population, we recommend you work with our student organizations to help educate them on the various opportunities within your company. To learn more about each organization, please go to www.bauer.uh.edu/bsa.

Please note that many of our student officers rotate positions each semester. The student organizations' email addresses are listed on the BSA web site or contact the Office of Undergraduate Business Programs at bba@uh.edu or call 713-743-4900.

Accounting Society
 Alpha Kappa Psi
 American Marketing Association
 APICS - Supply Chain Management
 Bauer Ambassadors
 Bauer MBA Society (Graduate)
 Bauer Pre Law Society
 Beta Alpha Psi
 Collegiate Entrepreneurs' Organization
 Delta Sigma Pi
 Energy Association
 Finance Association
 Gamma Iota Sigma
 Hispanic Business Student Association
 Internal Audit Student Association
 Management Information Systems Student Organization
 Masters of Accountancy Network (MANet; Graduate)
 MicroFinance Initiative at UH (MS Finance-Graduate)
 National Association of Black Accountants
 National Association of Women MBAs (Graduate)
 Society for Human Resource Management
 Society for Marketing Professional Services

RECRUITING SERVICES

The Rockwell Career Center at Bauer College has an online system called Bauer Career Gateway which is powered by Symplicity. You may use this system to request business interview schedules, post business jobs and internships and register for our recruiting events such as Career Fair, Internship and Community Engagement Mixer and the MBA/MSF Career Panels. In addition, you may also review resumes of Bauer College of Business students. If you haven't created an account in our system, please consult our web site at hirebauer.com and select the "Recruit Bauer Students" link.

JOB POSTINGS

This option allows you to post your opportunity and for the students to express interest. Resumes of interested students are available online for your review. Positions listed in the Bauer Career Gateway system are typically posted for 30 days. Postings may be extended at any time or may initially be posted for more than 30 days however positions may be closed by the employer at any time if additional resumes are no longer needed. Interviews with these students are typically conducted at your company site.

To post a position, go to our web site at www.hirebauer.com, click on Employees and select "Bauer Career Gateway" (first link) and then click on Employer Registration.



RESUME REFERRALS/RESUME BOOKS

Employers seeking additional resumes may be eligible to request a resume referral. A resume referral is a great way to uncover additional qualified candidates that they may want to contact. All resume searches are free of charge in the Bauer Career Gateway system.

UNDERGRADUATE STUDENTS

All undergraduate student resumes are housed within the Bauer Career Gateway system. Therefore, you may utilize our system to review these resumes.

MBA STUDENTS

All current Bauer MBA students have their resumes in the Bauer Career Gateway system. However, the best resource to search and review their resumes is by utilizing the MBA Focus system. For details on this system, please access the resume referrals/resume books section of our web site.

INFORMATION TABLES/INFORMATION SESSIONS

Employers may elect to sponsor receptions, information sessions or have a table in our lobby prior to their interview dates. Receptions and information sessions are usually scheduled between 5:30 p.m. and 9 p.m. and last from one to two hours. Information tables are usually scheduled from 10 a.m. to 2 p.m. and are highly recommended over information sessions.

Refreshments such as sodas, cookies, pizza and hors d'oeuvres may be provided at the discretion of the employer. You may reserve a reception room at the University Center, University Hilton, or Cemo Hall/Melcher Hall (College of Business) at the same time you set up your interview date. The room sizes range from a capacity of 14 people to 800 people. To reserve a room in Melcher Hall/Cemo Hall, please call our office at 832-842-6120 or contact your Recruiting Manager directly.

If you are not seeking business majors or would prefer to conduct your information session outside of the Bauer College (Cemo Hall/Melcher Hall), please contact:

UH University Center, 713-743-5286

UH Hilton, 713-743-2500

Information sessions may be reserved by completing the appropriate 'Information Request Form' in the Bauer Career Gateway system. In addition, we encourage you to work with our office at least three to five weeks in advance of your proposed date to find creative ways to help you reach your target audience.

BUILDING A PRESENCE ON CAMPUS

Attending a Career Fair or hosting an information session can all be great ways to make a connection with students. However, below are other ways you might try reaching out to our student population:

- Present to one of our student organizations at one of their general meetings or special events
- Participate in an event such as Resume E.R. or MBA Dessert Gallery
- Man an information table with literature on your company in our building while classes are in session
- Conduct a company day in the lobby of our building where you may provide literature, goodies/give-aways and representatives from your company to interact with our students
- Partner with the Rockwell Career Center, sponsor scholarships or provide other financial support to our College to help brand your company name with our College.
- Fully utilize Bauer alumni and interns from your company. Bauer alumni are often your company's strongest advocates, and interns can add to your campus presence and act as your company's best emissaries.

If you would like assistance in building a presence on campus, please contact your Recruiting Manager directly at 832-842-6120.

BAUER INTERNSHIP PROGRAM

An Internship is a semester-long, supervised work experience related to a student's major or career path. The work experience may be part-time or full-time, paid or unpaid, for credit or not and is primarily in an off-campus environment. An important element that distinguishes an internship from a short-term job or volunteer assignment is that an intentional "learning agenda" is structured into the experience.

Our Internship Program is for students majoring in Business who are seeking an internship for the current or upcoming semester. Students pursuing an internship are strongly encouraged to pursue these additional activities:

- Meetings with Career Counselor (educates the student on how internships and the Internship Program work)
- Mock Interview
- Career-related events and workshops each semester

Benefits to employers recruiting students enrolled in the Internship Program:

- Access to highly qualified candidates capable of handling the challenges presented in today's workplace
- Applicants with proven academic performance
- Added value to recruiting process by utilizing interns as a pipeline for full-time hires

If you are seeking interns and are interested in posting a position with us, please review the "What qualifies as an internship?" section and register in our Bauer Career Gateway system to list your position.



WHAT QUALIFIES AS AN INTERNSHIP?

Although we do utilize the following specific criteria, positions that do not meet these criteria are still important to us and may be listed on our system as part-time or temporary/summer positions.

REQUIREMENTS FOR RCC INTERNSHIPS ARE:

- Position allows students to gain professional work experience that is specific to their major or career path
- Pursue an opportunity that is academic in nature and/or credit-worthy
- Detailed job description that includes specific duties, daily tasks and projects, and provides guidance with a desired outcome
- Work for at least a semester with the same employer, either full or part-time
- Provides an assigned direct supervisor and allows the student to get involved with managers, board meetings, committees, etc.
- Understand the mundane and necessary parts of any position (such as making copies, faxing, etc.) while not having those as the main functions of the Internship
- Produce deliverables upon completion of the Internship, such as a paper, presentation, etc.
- No more than twelve (12) percent of the intern's duties may be spent on tasks such as cold-calling

WHAT DOES NOT QUALIFY AS AN INTERNSHIP:

Positions that:

- Provide work experience that is not specific to a major or professional function in business
- Do not have a position description
- Are vague in their description of what the Intern will be doing on a daily basis and do not mention specific projects (but rather say, other duties as assigned).
- Don't have an assigned supervisor or mentor
- Are not with a reputable company.
- Require more than 12% of the intern's time be spent in tasks such as cold-calling

RESUME BOOKS

Typically, resume book access is not automatically granted unless the employer has a current posting for that particular position on the system. For more information, please feel free to contact a Recruiting Manager.

INTERNSHIP SALARY INFORMATION

The average hourly salaries reported for 2011 internship and co-op is \$16.68 for undergraduates (NACE).

Examples of an intern job postings

<p>Position Information</p> <hr/> <p>Employer: Company A Division: Job Posting: Sales Specialist Intern Title: Description: As an intern at Company A, you will focus on developing the skills necessary to service and maintain clients' accounts. You will learn to develop and execute a sales plan while learning about the Sales industry. As part of your internship, you will also have the opportunity to interact with clients, in-person and over the phone, as well as special projects as needed. This internship is for students eligible for Academic Credit.</p>	<p>Important Dates</p> <p>Posted On: Jun 10, 2009</p> <hr/> <p>Applications Accepted Until: Aug 25, 2009</p> <hr/> <p>Please follow application instructions for each position. The Rockwell Career Center does not necessarily endorse the companies or jobs listed in the Bauer Career Gateway, and we encourage you to evaluate each position carefully before choosing to apply or accept a position.</p>
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<p>Position Information</p> <hr/> <p>Employer: Company B Division: Accounting and Finance Job Posting Title: HR Internship (copy) Description: Join a Staffing Industry Leader. Company B is a privately-held, Houston based company with offices in Houston, Austin, El Paso, San Antonio, and Dallas, where we operate as Company C.</p> <p>Internships An Opportunity for Growth The Company B Internship Program is a 10 week or 400 hour program during the fall, spring, or summer. Interns participate as members of project teams in business areas that complement their college curricula with relevant hands-on experience. Working side by side with some of the most talented people in the recruiting industry, the networking and mentoring provide an excellent environment for academic and career growth.</p> <p>Internship Position Requirements To be eligible for an internship, students must have completed their sophomore year at an accredited college or university and be capable of working a minimum of 20 hours per week. Although we hire interns in many areas of study, most of our internship opportunities are for students who focus in human resources.</p> <p>Internship Projects Below is a sampling of some of the projects interns will work on.</p> <ol style="list-style-type: none"> 1. Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. 2. Assists in the collection of employee information for reports and statistical research. 3. Enters employee data into the company record keeping system. 4. Processes paperwork for functional area according to established procedures. 5. Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. <p>This is a nonpaid internship assignment. However, students are strongly encouraged to seek academic credit for this internship position.</p> <p>Internship Work Schedule This position has been designed specifically for active students. The work schedule is flexible around class, activities, holidays, exams, and study time. Each student is only required to work a minimum of 20 hours per week on average.</p>

WHAT QUALIFIES AS AN UNPAID INTERNSHIP?

The Department of Labor (DOL) has set forth a fact sheet that provides specific criteria in regards to paid and non-paid internships. In order to determine if an internship may be unpaid, the following six (6) criteria must be met:

1. Internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. Internship experience is for the benefit of the intern;
3. Intern does not displace regular employees, but works under close supervision of existing staff;
4. Employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. Intern is not necessarily entitled to a job at the conclusion of the internship; and
6. Employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern.

INTERNSHIP RECRUITMENT TIMELINE

Normally, employers look to recruit interns one semester ahead prior to the intern starting. For example, if you are looking for an intern for fall, you should probably start looking during the summer semester or earlier. This will ensure that the student will have enough time to apply for credit and make any necessary arrangements to accept the assignment. Please visit hirebauer.com for the current semester deadline.

WHAT AM I RESPONSIBLE FOR?**Employer provides:**

- Job description, job requirements and qualifications
- Interviews on campus or at the work site
- Orientation to the company office policies and procedures (i.e. time sheets, leave, etc.)
- Assignments appropriate to the student's educational level
- Assignments related to major field of study
- Supervision and/or mentor to guide training
- Safe work environment and safety training if needed
- Employers must comply with wage and hour laws outlined in the Fair Labor Standard Act (FLSA), whether the internship is paid or not.
- Evaluation of students' performance (this is done through your Bauer Career Gateway account) for students requesting internship academic credit.
- Adherence to all applicable employment laws and regulations
- Responsibility to report termination, behavioral problems, etc. to the Rockwell Career Center immediately

Students are responsible for the following if requesting academic credit:

- Attend a mandatory internship orientation
- Seeking out academic request process
- Visit Rockwell Career Center's website for the most up-to-date information regarding the process. This includes credit deadlines, guidelines, forms, etc.
- Up-to-date technical knowledge and skills
- Learning goals that support academic career interest
- Compliance with company guidelines

ROCKWELL CAREER CENTER PROVIDES:

- Professional staff to assist in the recruitment process
- Bauer Career Gateway system for internship opportunities
- Education of employer on application requirements
- Career counseling and training of students
- Site visits (Current intern employer sites)
- Events to recruit BBA students

BAUER ACADEMIC DEPARTMENT PROVIDES

(for students enrolled in the internship course):

- A faculty representative for each student who will establish academic requirements for completion and will award the final grade.

EMPLOYER CHECKLIST AT END OF INTERN ASSIGNMENT:

- Provide student an evaluation of his/her performance; if your intern is enrolled in the internship course then the evaluation must be completed through Bauer Career Gateway
- Post any future internship opportunities on Bauer Career Gateway

INTERNSHIP PROGRAM EVENTS

BBA/MS Accountancy Internship Mixers—This event occurs at the beginning of each fall and spring semester.

SITE VISITS

Site visits allow a selected group of students to visit your site to learn more about your organization. Please request a visit through your Bauer Career Gateway account.

ADVERTISE

To make sure any event/interview schedule you have achieves the desired results, the Rockwell Career Center utilizes the Bauer Career Gateway system as well as strategic areas within our physical building (as well as student organizations), to get the word out. In addition, you may want to utilize the UH student newspaper, The Daily Cougar (www.thedailycougar.com/) for even more visibility.

ON-CAMPUS RECRUITING

RECRUITING NON-BUSINESS MAJORS

The on-campus interview program for ALL majors at UH is managed by the central career center, University Career Services, www.career.uh.edu or 713-743-5100. They serve all majors at UH and are available to assist any employer who wants to interview through their office. Generally, at least three to five weeks lead time is necessary to notify students of your recruitment visit, and it is recommended that you schedule your interview dates one semester in advance for selection of the best dates.

RECRUITING BUSINESS MAJORS

On-campus recruiting allows organizations to interview a range of students with diverse educational backgrounds and work experiences by sending a representative to Bauer. You can request an interview schedule by reserving an interview room through our office months before the date you wish to be on campus.

The on-campus recruiting program managed by the Rockwell Career Center at Bauer College through the Bauer Career Gateway system assists employers who are predominately recruiting business majors. You can request an interview date at any time online through our Bauer Career Gateway system (access www.hirebauer.com and select 'Hire Bauer Students'). You may call the appropriate Recruiting Manager for assistance by accessing our staff page. On-campus recruiting is a free service. Employers are encouraged to consult with their Recruiting Manager concerning effective strategies for ensuring quality interview schedules.



Requesting an interview schedule

When requesting a schedule, at least eight weeks lead time is necessary in order to notify students of your recruitment visit and to check availability of rooms. It is recommended that you schedule your interview dates one semester in advance for selection of the best dates. Please refer to our Employer Campus Recruitment timeline for more information.

Interview schedule requirements

An interview schedule position description is required at the time you submit your interview schedule request. The purpose of the position description is to give students the complete yet concise information about the opportunities available with your company. For information on submitting your position description, please review our Employer On-Campus Recruiting User Guide on our web site under the 'Employers' tab.

Available On-Campus Interview Schedule Formats

Organizations interview a range of students with diverse educational backgrounds and work experiences by sending a representative to Bauer. You can request an interview schedule by reserving an interview room through our office months before the date you wish to be on campus.

INTERVIEW FORMATS	30 MINUTES	45 MINUTES	60 MINUTES
Number of interviews	12/13	8/9	7
Interviews begin	8:30 a.m.	8:30 a.m.	8:30 a.m.
Morning break	1	1	1
Lunch	11:45 a.m.- 1 p.m.	11:45 a.m.- 1 p.m.	11:45 a.m.- 1 p.m.
Afternoon Break	2	1	1
End	4:15/4:45 p.m.	4:15/5:00 p.m.	3:45 p.m.

A final decision on the format of your schedules must be made when you submit your Interview Schedule Request. Last minute changes jeopardize your chances of reaching appropriate candidates. To ensure that we continue to meet the needs of the students and prospective employers, we ask that you contact our office immediately for changes in your interview schedule.

Scheduling Options

Interviews may be arranged via the Pre-Selection, Alternate or Open scheduling models, or a combination of these. In addition, we are able to accommodate room-only requests.

Pre-select Schedules—For this type of schedule, employers indicate specific screening criteria for the types of applicants they would like to interview. Only applicants meeting these criteria are able to submit a resume for this opportunity. The employer then reviews the resumes that have been submitted for their schedule and chooses who they would like to interview. The chosen applicants are then able to sign-up for a timeslot.

Pre-select to alternate schedules—This type of schedule is the same as a pre-select schedule but allows the employer to choose alternate candidates. Choosing alternates helps to ensure that an interview schedule will be full even if pre-selected candidates do not sign up for an interview time. In this type of schedule, available interview timeslots are

available to pre-selected candidates first. Six business days later, available timeslots that remain are available for alternate candidates.

Open Schedules—For this type of schedule, employers indicate the preferred set of qualifications they are seeking. Qualified students are then able to sign-up for available times on a first-come, first-served basis. This type of schedule is not typically recommended.

Room Request Schedules—For this type of schedule, the employer collects resumes via a Bauer Career Gateway job posting, resume search/resume referral or Career Fair or other event and then contacts the students in which they have an interest. The procedure to secure an interview room should then be followed (please see the ‘Employer User Guide’). The employer then contacts students to establish the interview schedule and provides a copy to the Career Center staff once the schedule has been finalized. Please allow at least three weeks if the career center will be contacting and scheduling the students. If you have non-business majors on your schedule, please see ‘Interview Eligibility’.

Job Postings—If, at the time of posting, you do not plan to interview students on campus, then we recommend the Job Posting option. This option allows you to post your opportunity and for the students to express an interest. Resumes of interested students are available online for your review. Interviews with these students are typically conducted at your company site.

If, after you review the resumes from students who have applied for this position, you want to interview these students on campus, you will want to use the Room Request approach (see Room Request Schedules).

Interview Eligibility

Only current students of Bauer/UH may be interviewed in our facility. UH Non-Bauer students may be interviewed through our facility; however, these schedules will be classified as room only requests and the contacting of Non-Bauer students must be coordinated by the employer or in conjunction with the respective UH College Career Center.

Checking the status of your interview schedule

Employers may check the status of their interview schedules at any time by utilizing their online Bauer Career Gateway account (please see Employer User Guide or by contacting their Recruiting Manager). Unless otherwise requested, interviews are 30 minutes in length with 12/13 interviews per schedule per day. Multiple schedules and multiple interview days are welcome.

Final Interview Schedule

Your interview schedule is typically available via your Bauer Career Gateway account six days prior to your actual interview date. Because of the complexity of creating schedules we adhere stringently to these deadlines.

Please review your schedule carefully and contact your Recruiting Manager with any questions or concerns. It is important you do not make any changes to interview times or candidates without first notifying your Recruiting Manager as this can create scheduling conflicts.

Interview Facilities

On-campus interviews are conducted at Bauer in specifically designed interview rooms on the second floor of Cemo Hall

in the Rockwell Career Center. During peak times, other locations may be utilized.

Interview Day details

You will be greeted on the second floor by Rockwell Career Center staff who will ask you for a business card. The staff member will provide your final interview schedule, copies of student resumes, and additional information about recruiting at Bauer. You will be shown to your interview room which is equipped with wireless internet connectivity.

Our Recruiter’s lounge will provide a place for company representatives to relax and will also allow space for those companies that choose to cater lunch for their recruiters. Wireless internet connectivity is also provided in the Recruiter lounge.

When your interview schedule is complete, please inform us of any immediate questions or concerns you have. If you need transportation to the airport, please let the staff member on duty know and he or she will call a taxi service for you.

Please see the map on page 18 for the location of our building. Also see Maps and Directions (www.bauer.uh.edu/visit/maps/) for parking information.

Second-round interviews

We are more than happy to accommodate your second-round interviews at Bauer and will do so on any day that we have available space. You are responsible for contacting students to invite them to second-round interviews.

If you plan to conduct on-site callback interview and you know the dates, please provide that information to your Recruiting Manager so that we may share these dates with our students.

POLICIES

The Rockwell Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. These guidelines address the issues of offer timelines, exploding offers and bonuses, and other aspects of recruiting within the university environment. For more information, please visit the NACE Web site at www.nacweb.org/principles/default.htm or contact your Recruiting Manager.

The policies and guidelines of the recruiting process at the Bauer College of Business were developed in the best interests of our students, faculty, and corporate recruiters. The positive outcome of our recruiting process is enhanced by strict adherence to these policies:

- Nondiscrimination
- Callbacks & Company Visits
- Reneging on Offers/Acceptances
- Deadlines for Interview Reservations
- Student Interview Eligibility

NONDISCRIMINATION

The University of Houston is an equal opportunity, affirmative action educator, and employer.

By registering, I agree that my company is an Equal Opportunity Employer. It is our policy that no citizen of the united states or any other person within the jurisdiction thereof shall, on the grounds of race, color, sex (including sexual harassment), age, disability, veteran status, religion,

national origin or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or under any educational program or activity of the university.

In compliance with the Immigration Reform and Control Act, interviews must be made available to all interested students who are authorized to work full-time in the United States for other than practical training purposes, regardless of their citizenship. If United States citizenship is required by your company, please indicate this requirement in the job description for any position for which you are recruiting.

CALLBACKS AND COMPANY VISITS

Please be accommodating of a student's class schedule and course load when scheduling callbacks.

RENEGING ON OFFERS/ACCEPTANCES

If a firm withdraws an offer made to a student for any reason, the recruiting contact is asked to notify the Director of Employer Services as soon as possible. Similarly, if a student reneges on an acceptance of employment with a recruiting company, the Director also should be notified so that a thorough review of the situation can be made. The faculty and administration of Bauer consider reneging on acceptances to be unethical behavior.

DEADLINES FOR INTERVIEW RESERVATIONS

Companies should book recruiting dates at Bauer no less than 8 weeks prior to the interview date they are targeting. Please see our current Campus Recruitment Calendar for Employers for specific dates associated with interviews days.

STUDENT INTERVIEW ELIGIBILITY

Only current students of Bauer/UH may be interviewed in our facility. UH Non-Bauer students may be interviewed through our facility; however, these schedules will be classified as room only requests and the contacting of Non-Bauer students must be coordinated by the employer or in conjunction with the respective UH College Career Center.

INTERVIEW PRESELECT LISTS

When a company is late to submit their preselect list, and the student deadline to accept or decline that invitation is imminent, the company's yield on those student invitations is reduced, simply because of the short turnaround time between receiving the invitation and having to accept or decline it.

To position both our recruiters and students for success, preselect lists are due back to the Rockwell Career Center eight days after the student resume submission due date. The specific deadline for your company's preselect list can be found on the Bauer Career Gateway website in the Employer Campus Recruitment Calendar. If the Rockwell Career Center does not receive the preselect list or an update from the recruiting partner by the due date, we offer the following options:

The company may reschedule their on-campus interview for the next available date to allow for the extra time needed to decide on preselected candidates; or

The company may keep the interview schedule on the

original date and the Rockwell Career Center will open the interview schedule up to all interested students.

If the recruiter does not express a preference, the default option will be to reschedule the on-campus interview date.

LAST-MINUTE SCHEDULE CHANGES AND CANCELLATIONS

We understand that last minute changes may occur. If faced with this situation we ask you to notify interviewees affected by the change if the change occurs within five business days of your schedule. Recruiter participation helps promote a positive company image for future recruiting.

MISSED INTERVIEWS

Students and employers are expected to prepare for and keep all interview appointments. A student missing an interview is asked to write a letter of apology to the recruiter and their on campus recruiting privileges are suspended until this letter is received and approved by our office.

MISSING CLASSES

Students may not be asked to miss class for an interview.

COMMUNICATING STUDENT STATUS

It is important that both the employer and student keep an open line of communication throughout the interview, offer, and evaluation processes. All companies should establish and maintain, at most, a four-week window of communication with candidates throughout the process. For example, if your interview was March 15, please send a follow-up communication no later than April 15, even if the message simply states your process is continuing and that candidates will be notified by an approximate date.

All candidates not selected for further consideration also should receive notification of their final status once the selection process has been concluded.

EMPLOYER ELIGIBILITY

- Any organization requiring a monetary investment is excluded from participation in the On-campus recruiting program.
- Employers may only recruit on campus for existing job vacancies or those which will exist by the time a candidate is available for employment with your organization.

UH COLLEGE CAREER CENTERS

Bauer College of Business – Rockwell Career Center
(www.hirebauer.com)

Conrad Hilton College – Hotel Restaurant
Management Career Services (www.hrm.uh.edu/cnhc/ShowGatewayPageContent.asp?c=4751)

Cullen College of Engineering – Career Center (www.egr.uh.edu/career/)

College of Technology – Career Services (www.tech.uh.edu/College/Career_Services/)

Graduate College of Social Work – Career Services (www.sw.uh.edu/alumni/careerservices.php)

Law Center - Career Development Office (www.law.uh.edu/career/resources.html)

EMPLOYERS INDUSTRY ASSIGNMENTS

BRETT HOBBY, Director, Employer Services & Recruitment

Bauer/RCC Partners
Government
Non-Profit
Recruitment Firm/Staffing/Executive Search

MICHELYNNE BELL, Recruiting Manager

Accounting	Entertainment
Advertising/Marketing/Promotions/Sales	Event Planning
Automotive	Fitness/Health
Aviation	Healthcare/Medical
Beauty	HR/Training
Biotechnology	Insurance
Chemical	Law Enforcement/Security/Investigations
Childcare Services	Law/Legal
Communications	Merchandising/Retail
Consulting	Military Service
Energy	Pharmaceutical
Engineering	Technical Services

KORI GOULD, Recruiting Manager

Architecture/Interior Design	Property Management
Banking	Real Estate
Construction	Religious
Consumer Packaged Goods	Security
Education	Seismic
Environmental	Space Operations
Finance	Sports Team/Franchise/Sports Education/Management
Financial Services	Technology Manufacturing
Home Services	Telecommunications
Hospitality/Food Services	Training
Manufacturing	Translation/Foreign Language Support Services
Nutrition	Transportation/Supply Chain
Oilfield Services	Travel/Tourism
Pet	Vehicle Rental

THE FUND

The Rockwell Career Center Student Development Programming Fund creates a formal structure for recognition of annual giving by companies who are supporting our office's career development and student leadership programs. Members will not only be recognized at specific events, but also through a donor recognition wall at the Career Center Front Desk. The wall acknowledges all members of the Fund by membership level throughout their period of membership.



The period of membership includes three consecutive semesters from the time of the member's enrollment, including one Fall, one Spring and one Summer semester.

While the Rockwell Career Center receives support from student fees, it receives

no direct state funding. In order to provide the types of experiences and programs needed to develop the professional and leadership skills of our students, we are dependent on the generosity of private and corporate donations.



PARTNERSHIP LEVELS

BAUER BRONZE PARTERSHIP LEVEL

\$2,000 supporting membership in the Fund provides benefits for three consecutive semesters, including:

- Company name and logo in donor recognition signage at the Rockwell Career Center reception desk.
- 2 tickets to Student Leadership Awards Luncheon
- Discounted Rockwell Career Center Events registration
- Recognition as a sponsor at a specific Rockwell Career Center event.
- One invitation to participate on a panel presentation in GENB 2301: Connecting Bauer to Business, a required course for all new students at Bauer.
- Membership on Rockwell Career Center Advisory Board. The Board meets twice annually to advise the Rockwell Career Center on programming, and make suggestions for future changes.

BAUER SILVER PARTERSHIP LEVEL

In addition to Bauer Bronze benefits, Bauer Silver \$5,000 level sponsors also receive:

- Recognition as a sponsor for one major, college-wide student development program, such as Leadership & Ethics Week or the MBA Career Guide
- One free table at the annual Student Leadership Awards luncheon for a total of two company representatives to sit with 8 student leaders.

BAUER GOLD PARTERSHIP LEVEL

In addition to the benefits of the Bronze and Silver memberships, Bauer Gold \$10,000 level members also receive:

- Recognition as a sponsor at all Leadership & Ethics Week events.
- Recognition at key career leadership events and in key student development resources.
- Two free tables at the annual Student Leadership Awards luncheon

INTERVIEW ROOM SPONSOR

In addition to all of the benefits of the other memberships, Interview Room Sponsors agree to a four-year commitment totaling \$20,000. This can be broken into up to four annual payments as needed. Benefits include:

- Signage with your company's name and logo on a specific interview room for four years.
- Four years of membership benefits at the "Gold" level, although the annual costs are comparable to the "Silver" level
- "Premium" booth placement at all Bauer Career Fairs
- Invitations to participate on a panel each semester in GENB 2301: Connecting Bauer to Business course, which is required of all business majors (1400 business students annually)

The mission of the Rockwell Career Center is to complement C. T. Bauer College students' academic experiences with professional development to help them attain successful and fulfilling business careers and increase the value of Bauer to the business community.

SPRING 2012 KEY DATES FOR PLANNING

For a comprehensive list of our scheduled events and activities, please consult our calendar at www.hirebauer.com.

JANUARY

- 12 Internship Mixer
2 p.m. to 4:30 p.m.
Melcher Hall Back Drum
- 23 MBA Dessert Gallery
4:30 p.m. to 6 p.m.
Rockwell Career Center, Cemo Hall

FEBRUARY

- 8 Resume Roundup
10 a.m. to 4 p.m.
AIM Center Lobby
- 15 Spring 2012 Business Career Fair
University Center, Houston Room
1:30 – 5:30 p.m.
- 17 Career Fair
12 p.m. to 4 p.m.
Hilton University of Houston,
Second Floor

SPRING 2012

- January 16: Martin Luther King Jr. Day
- January 17: First day of class
- March 12–17: Spring holiday
- May 2–10: Final Examination period
- May 11: Official closing of spring semester

**Dates are subject to change*



ROCKWELL CAREER CENTER CODE OF ETHICS

The Rockwell Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. These guidelines address the issues of offer timelines, exploding offers and bonuses, and other aspects of recruiting within the university environment. For more information, please visit the NACE Web site at www.naceweb.org/principles/default.htm.

We recognize that coming to campus to recruit our students is a significant commitment of time and resources. To ensure that we provide recruiters with the best possible outcomes, Bauer College students commit to a Rockwell Career Center student code of ethics (based on the Bauer Code) as part of utilizing our recruiting services. The students can view this information at any time through their Bauer Career Gateway account and from our web site at www.bauer.uh.edu/career/undergraduate.

The Bauer Code is a set of ethical principles designed to maintain a high standard of behavior among Bauer students. The Career Center's Code of Ethics provides a framework for developing and maintaining professional relationships with employers, the Career Center staff and classmates. Failure to uphold this code can result in a loss of Career Center privileges.

STUDENT RESPONSIBILITY: In addition to the policies outlined in the RCC's Code of Ethics, students have the following responsibilities:

1. A student should fulfill all promises and obligations. It is the student's obligation to fulfill any obligation undertaken. If a student makes an appointment for an interview with a prospective employer or RSVP's for an event with them, the person to whom the promise was made may reschedule other appointments, make travel arrangements, or incur other expenses related to the interview or meeting. If an emergency warrants the student's absence, the student is obligated to promptly convey his or her apology and reason for missing the appointment. If a student does not promptly notify the other party regarding the reasons for his or her absence, the lack of personal accountability reflects poorly on both the student as well as the Bauer College as a whole.
2. All information on a student's resume and application (including any documents used in any systems at UH, etc.) must be truthful and up to date. Making false claims of educational achievements, skills, or other experiences reflects poorly on the student's character, as well as on the Bauer College. When a company interviews a student for a job, the company relies on the representations made by the student when making its hiring decisions. A misrepresentation can result in termination if a hiring decision is made using this information.
3. Dress and conduct yourself in a professional manner befitting a Bauer student.
4. Meet all online application deadlines for submitting resumes and obtaining interview times.
5. Conduct extensive research about the industry, company, position, and yourself prior to your interview.
6. Submit an RSVP when requested and follow through on commitments.
7. Provide current and reliable contact information to the RCC and employers.
8. Respond appropriately to communication from the RCC and employers.
9. Be prepared for all recruiting events you attend including career counseling appointments, information sessions, and interviews. Inadequate preparation is disrespectful to the employer and other students who are participating in the event. Being prepared means arriving on time, dressed appropriately, having completed all company and industry research in advance, and having cell phones turned off.
10. Respect employers, RCC staff, and classmates. The way we treat our environment and other members of the Bauer College demonstrates how we value other people and the world in which we live. These values reflect how we later may treat our customers, clients, employees, and businesses. Each individual associated with the Bauer College deserves to be treated with respect both on and off campus. Doing so will enhance your reputation and the reputation of the Bauer College. Do not submit your resume to a position unless you are truly interested in the position. Do not participate in "practice interviews"; it is unfair to an employer to participate in an interview for a job you are not seriously considering. It is a waste of the employer's time and resources and may result in diminishing opportunities for your peers who are truly interested in the position. If you need to fine tune your interview skills, make an appointment with a career counselor for a mock interview.
11. Students should treat offers of employment appropriately. During the job interview process, a student may receive more than one offer of employment. Students must respond to every offer of employment, whether they accept or reject it. Accepting multiple offers of employment is unethical and can permanently damage the school's relationship with the employer. The acceptance of an offer is a contract and failure to honor that contract can result in a loss of Career Center privileges.

12. Report your employment status. Students must complete a Graduating Student Survey with accurate employment information. Individual salary and offer data provided by students is not released but the aggregate results are critical to current and prospective students, employers, and administrators. Bauer uses the information for reporting purposes for business school rankings. Providing accurate salary data to the Career Center will greatly enhance the future value of your degree.
13. Uphold ethical guidelines for employers. The Rockwell Career Center adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Conduct. These guidelines address the issues of offer timelines, exploding offers and bonuses, and other aspects of recruiting within the university environment. For more information, please visit the NACE Web site at <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203&nodetype=4>.
14. Only apply for on-campus interviews which you qualify for and with which you have a genuine interest. Falsifying qualifications or academic standings to secure an interview and/or using employment interviews for practice are considered unethical.
15. Notify the RCC immediately if you encounter questionable practices or irregularities in the employment process.

CONTACT INFORMATION

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Rockwell Career Center
204 Cemo Hall
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FRONT DESK: 832-842-6120
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URL: hirebauer.com

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LISA TILLMAN

Front Desk Manager
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HOUSTON AREA INFORMATION

DINING

ON CAMPUS

CALHOUN EXPRESS—Located in Calhoun Lofts (bottled water, snacks, etc.)

EINSTEIN BROS —Located in Hoffman Hall North Lobby PGH

ERIC'S —Located in the Lobby of the Hilton Hotel. Reservations are recommended and the number is 713-743-2512. Latin/Mexican Cuisine

THE FRESH FOOD COMPANY — Located on the lobby floor in Moody Towers

MCALISTER'S DELI—Located in the Welcome Center 713-743-9921

MURPHY'S DELI—Located across from Wellness Center, near East Parking Garage 713-440-0405

SMOOTHIE KING—Located at the Campus Recreation & Wellness Center

STARBUCKS—Located on the 2nd floor of Melcher Hall

SUBWAY— Located across from Wellness Center, near East Parking Garage

TEALICIOUS—Located in the Welcome Center

Also located on the middle level of the UC: SUBWAY, CHICK-FIL-A, WENDY'S, AFC SUSHI, and EXTREME PITA

OFF CAMPUS Popular Houston Dining Options

Since our campus is very close to Downtown Houston, you may find you want to venture off-campus for lunch.

SPINDLETOP – HYATT REGENCY HOUSTON
713-646-6999 • American Cuisine • 1200 Louisiana St.

KOLACHE SHOPPE
713-651-1075 • Downtown Bakeries • 1001 Fannin St.

DISTRICT 7 GRILL
713-225-4950 • Burgers and Pasta • 1508 Hutchins St.

RAGIN CAJUN SEAFOOD
713-571-2422 • Cajun & Creole • 930 Main St.

KIM SON RESTAURANT
713-222-2461 • Chinese • 2001 Jefferson St.

BOSSA CUBAN BAR & LATIN CAFÉ
713-223-2622 • Cuban/Latin (reservations suggested)
610 Main St.

THE VOICE
832-667-4470 • American Cuisine kicked up a notch
220 Main • www.Hotelicon.com

THE GROVE
713-337-7321 • American Rustic Cooking
1611 Lamar • www.thegrovehouston.com

CAVA BISTRO
713-223-4068 • American and Seafood
301 Main St. (at Congress Street)

CABO MIX-MEX GRILL

713-225-2060 • South and Central American
419 Travis Street (at Prairie St.)

HARD ROCK CAFÉ
713-227-1392 • American
502 Texas Avenue (between Bagby and Smith)

MAMA NINFA'S
713-228-6200 • Mexican • 600 Travis Street (at Texas)

MIA BELLA TRATTORIA
713-237-0505 • Italian • 320 Main Street (at Preston)

VIC & ANTHONY'S
713-228-1111 • Steakhouse • 1510 Texas Street

THE STRIP HOUSE
713-659-6000 • Steakhouse • 1200 McKinney

For additional choices of places to eat in downtown Houston across all types of cuisine, access <http://www.houstonrestaurants.com> and search under 'Downtown Houston'.

LODGING/HOTELS

ON-CAMPUS

UH HILTON HOTEL—Located across the street from the Bauer College of Business. For reservation, call 713-741-2447.

OFF-CAMPUS

HOTEL ICON— 220 Main, Houston, Texas 77002
713-224-ICON or 1-866-320-8574
www.hotelicon.com

HYATT REGENCY HOUSTON— 1200 Louisiana St., Houston, TX 77002 • 713-654-1234
<http://houstonregency.hyatt.com>

CROWNE PLAZA HOTEL HOUSTON – DOWNTOWN— 1700 Smith Street, Houston, TX 77002 • 713-739-8800 or 1-800-240-8085
www.crowneplaza.com

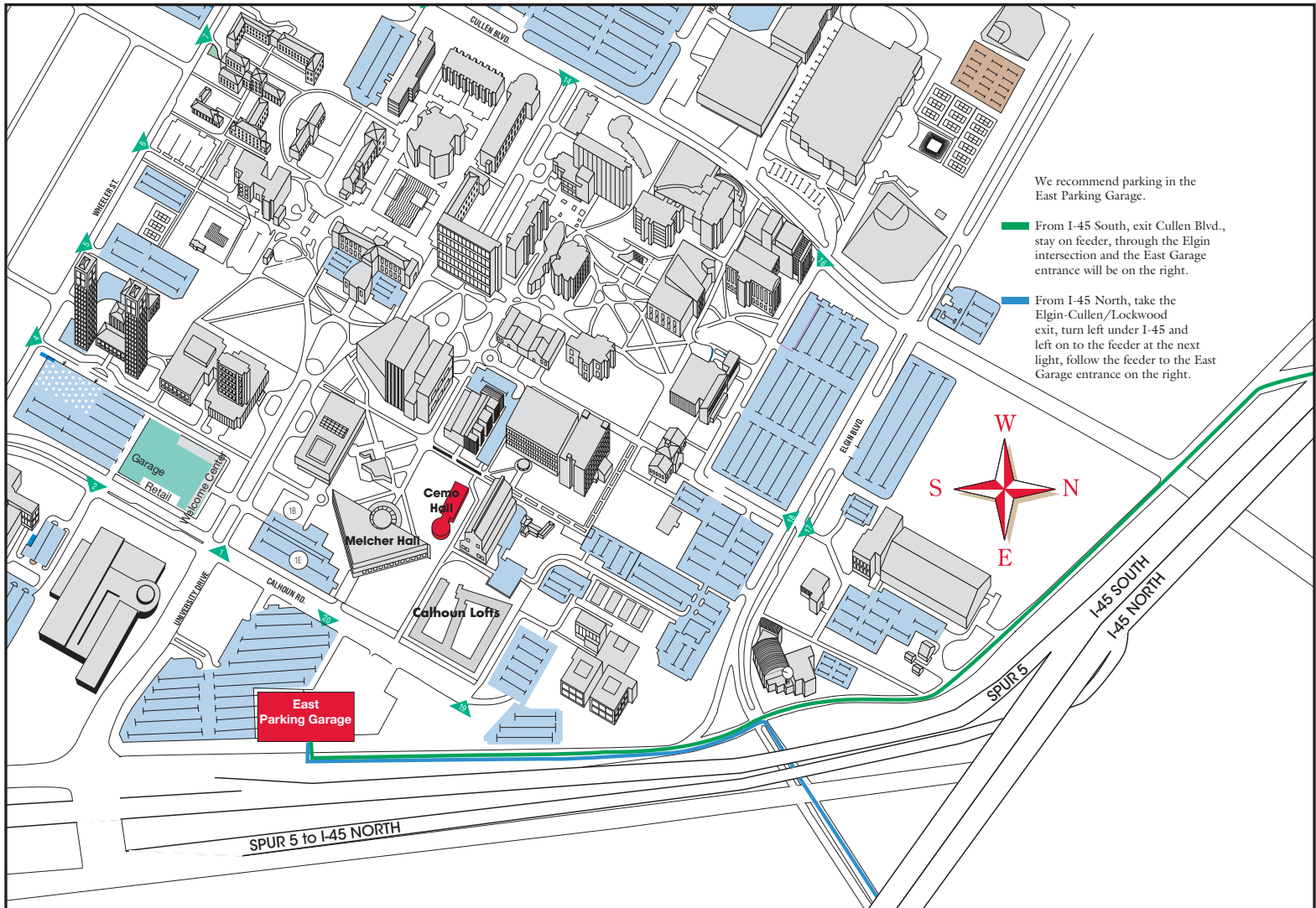
THE ALDEN HOUSTON HOTEL 1117 PRAIRIE STREET, HOUSTON, TX
713-224-6300 • www.Aldenhoteles.com

For additional choices of nearby hotels in the downtown Houston area, please access www.Houston.com.

TAXI/LIMOUSINE INFORMATION

The following taxi/limousine companies can provide transportation to and from the airport.

Yellow Cab: 713-236-1111
American Cab: 713-695-6700
National Cab: 713-649-4145
Regent Limos: 888-757-9876



From I-45 South, take Spur 5 and turn right on University Drive.

From I-45 North, take the Elgin-Cullen/Lockwood exit, turn left under I-45 and follow the feeder to University Drive.

PUBLIC PARKING: Welcome Center Garage, UH Hilton Garage and the East Garage: \$9 a day (East Garage is the best option for accessing the Rockwell Career Center).

For further information, please stop at the Information Booth, located on University Drive.

UNIVERSITY of
HOUSTON

YOU ARE THE PRIDE

C. T. BAUER COLLEGE of BUSINESS

334 Melcher Hall
Houston, Texas 77204
713.743.4600
www.hirebauer.com

For more information about
Rockwell Career Center or
C. T. Bauer College of Business,
call 832-842-6120