2019-2021

College of Engineering

Career Development

# Employer Handbook

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**Prepared with the assistance of the 2019 Employer Roundtable participants:**

Turner Construction
LPX
Harshaw Trane
Marathon Petroleum
Northrop Grumman
LG&E/KU
Denham-Blythe
United Parcel Service
L3

# Table of Contents


***WELCOME*** ..... ***3***

***WHY HIRE UK ENGINEERING STUDENTS AND GRADS?*** ..... ***4***

***UK COLLEGE OF ENGINEERING STUDENT DATA*** ..... ***5***

***KEY RECRUITING EVENTS, UK COLLEGE OF ENGINEERING*** ..... ***6***

***THE RECRUITING PROCESS*** ..... ***8***

**College of Engineering Timeframes** ..... **8**

Offer Guidelines ..... 8

**Interview Schedules** ..... **9**

On-Campus Interviews ..... 9

Off-Campus Interviews ..... 9

**University of Kentucky Hiring Guidelines** ..... **11**

***Engineering Co-op and Internship Program*** ..... ***13***

Internships ..... 13

Cooperative (Co-op) Education Program ..... 13

Developing a Co-op/Internship Program ..... 13

University Expectations ..... 14

Best Practices for Additional Components! ..... 15

***BEST PRACTICES FOR RECRUITING SUCCESS*** ..... ***16***

***HIRING INTERNATIONAL STUDENTS AND GRADUATES*** ..... ***17***

What is Curricular Practical Training? ..... 17

What is Optional Practical Training (OPT)? ..... 18

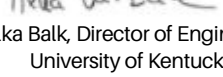
OPT Types ..... 18

## DIRECTOR'S WELCOME

The University of Kentucky College of Engineering is excited to welcome you to the group of employers who recruit talent here. The college's career development team consists of 3 full time staff, dedicated to helping students prepare for a meaningful career, and helping employers to brand themselves on campus in order to gain easy access to our amazing talent pool.

This handbook seeks to lay out our expectations for our employer partners as well as our students in order to help facilitate a smooth and successful recruiting process. We are basing this on nationally recognized best practices laid out by the National Association of Colleges and Employers, as well as our employer partners we invited to join us on campus in May 2019 and who gave us their input and shared best practices.

A special thank you goes to John Beck and Zach Fuqua in the Engineering Career Development Office at UK, who prepared materials, led discussions and put together much of the best practices. We would also like to thank our employer partner representatives who came to campus to give us their input:
**Brooke Hartlage** (LG&E and KU), **Jeremy Slade** (L3), **Vonda Melton** (Denham-Blythe), **Megan Etscorn** (Harshaw Trane), **Devon Burgess** (Marathon Petroleum LLP), **Dan Long** (LPX/Louisville Paving), **Kristina Shaffer** (Northrop Grumman), **Benton Stegman** (Turner Construction), and **Kate Stottman** (UPS).



Ilka Balk, Director of Engineering Career Development,
University of Kentucky College of Engineering

### OUR MISSION

- to assist students in developing job search skills
- to build career networks that benefit both employers in their search for skilled talent, as well as students and alumni
- to help students and graduates secure and succeed in rewarding careers in their chosen fields of study

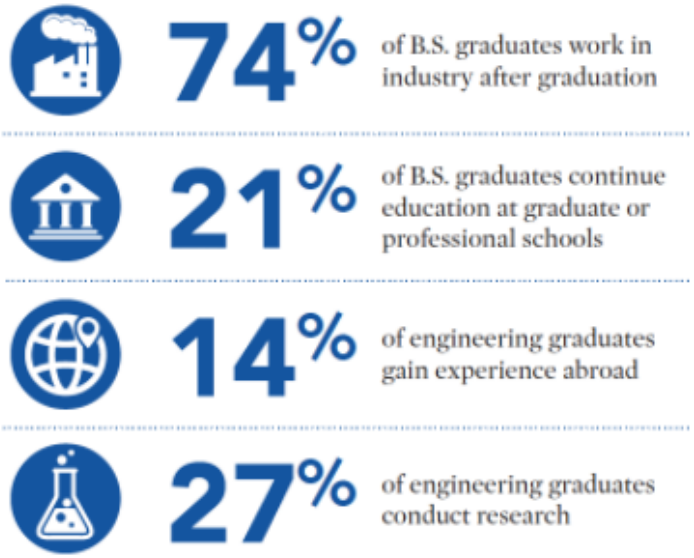
### OUR VISION

- The UK College of Engineering Career Development Office will assist UK Engineering and Computer Science (CS) students in finding summer, part-time, co-op or permanent employment in their field of study.
- The UK Engineering Career Development staff will work with students to educate and prepare them for the application process, and to help students through the transition from academic studies to the workplace.
- To maintain and expand the employer base for UK students, staff will identify and work with companies to connect students and fulfill industry recruiting needs.

# WHY HIRE UK STUDENTS AND GRADS?

- Our Students have the *option* to try out research, industry experience and other opportunities before they graduate, ensuring that they know their strengths and likes before graduation
- Students can choose from multiple formats to gain industry experience: co-operative education, summer internships, part-time work, and even international internships or volunteer work
- Students can prepare for industry experience by honing their "hands on" skills in the College's Innovation Center (Maker Space), in faculty labs, and through freshman class and extracurricular projects
- ABET accredited programs provide students the option to become a licensed professional engineer

## 2018-19 Graduating Class:




**Student Testimonials:**

*"I have just accepted an amazing offer from [...] who I met at the [...] Fall Engineering Career Fair. [ ..]. told me of all of your hard work and dedication every year toward putting on the career fairs at UK, and I would like to thank you all for that. This is a testament to you and your team's hard work! Keep it up."* - Tim Watson, BS CS 2019

*"I just wanted to reach out and share the news that I got an internship with [...] I am stoked, and I owe a lot to all three of you for this.*
*Thank you for looking over resumes, cover letters, discussing my goals, and offering encouragement every step of the way."* -John Lyons, CME 2021

***Employer Testimonials:***

*"I wanted to thank you for taking such good care of us at the career fair last week. The fair was organized perfectly and the students were definitely prepared. I was very impressed with the day."* - Tracy Schlich, Asphalt Institute

*"This is the "Career Connections" event ... that I have spoken to both of you about that UK does prior to the career fair, info sessions and on-campus interviews ... From my perspective, it is yet another touchpoint with the engineering talent that UK has to offer." (e-mail from Bill Smith, FM Global, to colleagues, with cc to Engineering Career Development)*

"The detail and sentiment exemplifies the approach you and your team take to find great matches. It was a pleasure meeting with you..." – Todd Rocco, Patrick Engineering

# UK COLLEGE OF ENGINEERING STUDENT DATA

| PRE-GRADUATION EXPERIENCE | PARTICIPATION RATE |
|---|---|
| Co-Curricular Experience of any kind | 80% |
| Industry Experience (co-op/internship) | 65% |
| Research Experience (credit/not for credit) | 25% |
| Study Abroad Experience | 15% |

### Degrees Awarded

| Major | BS Degree | MS Degree | PhD Degree |
|---|---|---|---|
| Biomedical Engineering | n/a | 4 | 4 |
| Biosystems Engineering* | 39 | 2 | 3 |
| Chemical Engineering | 106 | 0 | 5 |
| Civil Engineering | 96 | 20 | 3 |
| Computer Engineering | 33 | n/a | n/a |
| Computer Science | 103 | 16 | 2 |
| Electrical Engineering | 57 | 12 | 4 |
| Manufacturing Systems | n/a | 2 | 0 |
| Materials Engineering | 13 | 2 | 2 |
| Mechanical Engineering | 163 | 18 | 10 |
| Mining Engineering | 14 | 4 | 2 |
| Grand Total | 624 | 80 | 35 |

*) Biosystems Graduate Students are officially students in the College of Agriculture, Food and Environment

### Strategic Plans

**Graduate Degrees in:**

- MS in Data Science - Biomedical Informatics
- MS Supply Chain Engineering/Supply Chain Management

**Undergraduate Degrees in:**

- Biomedical Engineering
- Aerospace Engineering

**Enrollment Growth:**

6100 students by 2024:

- 5100 Undergraduates and
- 980 Graduate Students

College of Engineering
Career Development

# Key Recruiting and Engagement Opportunities

## ENGINEERING PICNIC ON THE PATIO(FALL ONLY)

Employer Partners host an informal picnic for new and returning engineering students during the first week of the fall semester; play yard games, network, eat and enjoy the start of the semester in a casual atmosphere.

## WILDCAT CAGE (FALL ONLY)

Supporters of our college invest a minimum of $2500, which they can allocate to student organizations during a pitch competition that takes place in the fall semester.

## CAREER CONNECTIONS

Employer partners volunteer 2-4 hours to help students with career fair prep, which includes resumes critique, mock interviews, networking practice and LinkedIn Profile reviews.

Day 1: Resume reviews and LinkedIn Profile reviews

Day 2: Mock Interviews and practice Networking Reception

## ENGINEERING AND CS EVENING WITH INDUSTRY

On the Eve of the fall career fair, the Society of Women Engineers (SWE) invites all students who are graduating in the next year to join employers for a networking reception and recruiting event for full time positions.

## ENGINEERING AND COMPUTER SCIENCE CAREER FAIRS

The career fair are the largest recruiting events at the University of Kentucky, attracting about 1100 engineering/CS students seeking co-ops, internships and full time employment. 100 percent of proceeds benefit student organizations in the College of Engineering. The fair is the first day of the two day, university-wide "*hire*blue" career fair series.

## COLLEGE OF ENGINEERING CO-OP AND INTERNSHIP FAIR

The Co-op and Internship Fair focuses on employers seeking to find talent for internship and co-ops. About 350 students attend this fair to talk to employers about gaining experience in their field of study through co-ops or internships.

## VIRTUAL AND IN PERSON SESSIONS

If you would like to speak to a student organization, or host an open information session for students, we are happy to help you get set up. These can be hosted in person (depending on CDC guidelines) or via web-conference.

College of Engineering
Career Development

# Key Recruiting and Engagement Opportunities

## INFORMATION TABLES

We welcome you to represent your organization at an information table in the Ralph G. Anderson, or the F. Paul Anderson Building lobbies. You can use your presence to speak with students who are passing through on their way to or from classes, or to and from lunch. The best time to have a table is during the extended lunch period, between 10:30 am and 2 pm Monday-Thursday.

## ON CAMPUS INTERVIEWS

We have interview rooms available that you can use to come to campus and conduct in person interviews with candidates right here on campus. The rooms are free of charge and available on a first come - first serve basis. Students can also reserve these rooms to interview via WebEx, Skype, Zoom or phone.

## STUDENT ORGANIZATION PRESENTATIONS

Some of our student organizations are seeking guest speakers for their regularly scheduled meetings. We can help refer you to a student group if you are able to speak to them about professionalism, engineering practices, or other relevant topics.

## STUDENT GROUP VISITS TO YOUR SITE

We can help facilitate a visit by student groups or certain majors to your site.

## JOB POSTINGS

The university uses a system called Handshake, where all jobs, events and on-campus interviews are posted. In addition, our office maintains "job seeker" listserves for each major that we can use to broadcast your positions. If you have needs for recent graduates, we can send out postings to recent graduates who indicated that they are seeking employment on the fist destination survey.

**Note:**

Due to the impact of COVID-19, we are continuously evaluating which events can and which events cannot take place in person on campus. We do have contingency plans to deliver all events remotely, if necessary.

# Key Recruiting and Engagement Dates
# UK College of Engineering, 2020-21

## FALL 2020

| | |
|---|---|
| ENGINEERING PICNIC ON THE PATIO | 8/27 |
| CAT CAGE STUDENT PITCH COMPETITION | 9/3 |
| CAREER CONNECTIONS - DAY 1 | 9/11 |
| FALL EVENING WITH INDUSTRY | 9/21& |
| FALL ENGINEERING AND CS CAREER FAIR | 9/22 |
| COLLEGE OF ENGINEERING FALL CO-OP AND INTERNSHIP FAIR | 10/23 |

## SPRING 2021

| | |
|---|---|
| CAREER CONNECTIONS - DAY 1 | 1/29 |
| SPRING ENGINEERING AND CS CAREER FAIR | 2/9 |
| COLLEGE OF ENGINEERING SPRING CO-OP AND INTERNSHIP FAIR | 3/26 |

# THE RECRUITING PROCESS

## College of Engineering Timeframes

### Offer Guidelines

The Engineering Career Development office expects students will pursue opportunities of genuine interest, and thoughtfully and carefully evaluate all extended job offers. As noted in the NACE Advisory Opinion on reasonable job-offer deadlines, "Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances." To give students adequate time in their decision making, we request that organizations use the following offer guidelines:

- For offers of full time employment extended to summer interns/co-ops, offers should remain open until late into the fall semester.
- For all other formal offers of employment (intern, co-op or full time), offers should be open for a period of three to four weeks.

Occasionally, an employer's hiring timeline may fall outside of these preferred windows, and/or a student may ask for an extension or exception to these dates.

*We expect employers will*:

- Demonstrate flexibility in working with students to consider reasonable requests
- Communicate hiring timelines clearly and acknowledge if they fall outside the preferred offer policy guidelines
- Not place undue pressure on students to make offer decisions
- Expect that students might negotiate the offer - if employer doesn't negotiate, please communicate that this is a firm/non-negotiable offer

*We expect students will*:

- Not continue to pursue other opportunities after accepting an offer for employment
- Make requests for reasonable accommodations in a timely manner
- Work under advisement of Engineering Career Development office and make the staff aware of any instances in which our stated offer dates cannot be met

**Students - Once you accept a job offer**, whether via On-Campus Recruiting or in an independent job search, it is the expectation that students will decline other interview invitations and stop applying for other opportunities. Reneging on an

offer is unprofessional behavior that negatively impacts the student's reputation and that of the University, our alumni, and current students.

## Interview Schedules

### On-Campus Interviews

There are two types of on-campus interview schedules. Open schedules permit job seekers to sign up for an interview time, provided they meet your qualifications established in the system. Pre-select schedules allow you to screen applicant resumes prior to your interview date and choose those candidates you wish to interview.
The default on-campus interview schedule in the Handshake career management system is from 8:00 a.m. to 5:00 p.m., with 16 half-hour interview slots and lunch from 12:00noon-1:00p.m. If another format would work better for your organization, please let us know and we'll adjust the default schedule to align with your specific recruiting needs. You may also change the number of scheduled interview slots, space permitting, with sufficient advance notice to our office.

### Off-Campus Interviews

If you are interviewing off-campus, we would appreciate receiving a copy of your schedule before or after your interviews. Please also report any cancellations or no-shows to us. We would like to take the opportunity to follow up with them and reinforce professional standards to these candidates.

#### *Process and Hiring Communication Expectations:*

Many students lack significant experience navigating the job-search process. It is therefore critical for employers to maintain clear communication with prospective student candidates regarding recruiting timelines, second or final rounds, offer decisions, and deadlines to respond (in accordance with our policies).

Once an offer has been made, allow the student the recommended time frame to make a decision without additional, undue pressure. Often what is intended to serve as helpful points of contact - such as outreach by multiple current employees to candidates - adds excessive pressure or stress during an offer consideration process.

Employers should communicate clearly to students their offer procedures, including method for students to confirm acceptance (e.g. signing written documentation, confirming an electronic offer, etc.), and whether the employer

considers a verbal statement of intent to accept to be a binding job acceptance. In this case, the employer should inform the student immediately that the statement is considered an acceptance. Ideally, offers should be in writing and include start dates as well as basis of compensation. Employers who decide not to pursue a candidate, should communicate this with the applicant regarding their status.

### *Cancellation/No-Show Policy*

Employers who cancel interview schedules once the student sign-up window has opened are responsible for directly contacting and informing students regarding the cancellation. If a late cancellation is unavoidable, contact us as soon as possible.

### *Rescinded Offers*

Withdrawing job offers, whether verbal or written, violates professional standards and may put students in a difficult professional and financial position. If your organization is considering retracting an offer for any reason, please contact our office to discuss the situation.

### *Student Reneging on Offers*

If a student has accepted an offer with your organization and then reneges on their position, please report this to us. We strongly discourage students from interviewing with employers after accepting an offer and encourage students to carefully consider their offer before accepting or declining.

### *Hiring Information*

It is extremely beneficial for our office to know the outcomes of your recruiting efforts. We are required to track the employment outcomes of our students and report relevant statistics to the university and state as accurately and comprehensively as possible. Please help our office with these initiatives by reporting back to us information about offers extended and accepted. Information that you provide is confidential and is only reported in aggregate format.

## University of Kentucky Hiring Guidelines

For further details on the University of Kentucky's Recruiting, Employer and Internship guidelines, please see https://www.uky.edu/careercenter/employerrecruitingguidelines.

### *Job Postings*

Employers may post-professional level full-time positions and internships for free on Handshake (uky.joinhandshake.com), our online job and internship management system for students and alumni. Handshake uses cutting-edge technology to help students, employers, and alumni easily through jobs and internships, event information, and on-campus recruiting opportunities. Employers and Alumni can use Handshake as a recruitment tool, to identify qualified candidates for open positions and managing on-campus recruitment activities.

Access to UK's Handshake system is a privilege. To utilize this service, all employers and their representatives must comply with all EEO (Equal Employment Opportunity) standards. All job postings must contain accurate information about the position(s) offered, as well as the organization offering the employment opportunity.

The University of Kentucky's Career Development offices, which include the Engineering Career Development office and the James W. Stuckert Career Center, reserve the right to decline postings that require financial investment on the part of our students/alumni or may involve unreasonable risks or postings that are not in compliance with the National Association of Colleges and Employers' (NACE) "Professional Standards for University Relations and Recruiting." (https://www.naceweb.org/uploadedfiles/content/static-assets/downloads/professional-standards-university-relations-recruiting.pdf)

*The University of Kentucky Career Development offices and centers reserve the right to edit, delete or refuse any employer profile, job posting, or log in and suspend recruiting privileges at any time in the best interest of students and alumni of the University of Kentucky. We reserve the right to decline job postings and student recruitment requests from businesses that promote or sell products or materials that may be deemed obscene or improper.*

### *Ethical Framework*

As a member of the National Association of Colleges and Employers (NACE), all of the University of Kentucky's Career Development Offices abide by the guidelines of professional standards and ethics as outlined by NACE (https://www.naceweb.org/career-development/organizational-

structure/principles-for-ethical-professional-practice/). We hope that recruiters and students follow the same guidelines and standards.

### *Non-discrimination Statement*

Employers must abide by federal and Kentucky Equal Employment Opportunity (EEO) guidelines. Resources on EEO laws

The University of Kentucky is committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

The University of Kentucky is an equal opportunity university. Questions concerning compliance with regulations may be directed to the Office of Institutional Equity and Equal Opportunity, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927) or at http://www.uky.edu/eeo.

### *Third Party Recruiting*

Third party agencies may post professional jobs on Handshake, however, client names must be disclosed in the job description.

**Information about UK students and alumni obtained during the recruiting process is to be used only for the sole purpose of recruiting for open positions in your organization and should not be shared outside your organization or used for any other reason.**

# ENGINEERING CO-OP AND INTERNSHIP PROGRAM

The College of Engineering at the University of Kentucky strongly encourages students to gain experience in their field, understanding the value those opportunities bring to a student's professional and academic development. This is done through two main options, an Internship and/or the Cooperative Education Program (Co-op).

## Internships

An Internship is usually a one-time work assignment, often in the summer, but could also be considered a part-time format during the academic semester. Internships should be in the student's field of study, and can be full- or part-time, paid or unpaid, depending on the employer and the career field.

## Cooperative (Co-op) Education Program

The UK College of Engineering has a non-mandatory, highly encouraged co-op program. Co-ops are full-time, paid positions and our co-op employers are prepared to give co-op students increasingly more responsibility with each work term. We understand co-op as a multiple work term agreement, usually with the same employer. Traditionally, these are at least three work terms, alternating between work and academic terms. Students in a co-op experience gain a professional experience that also includes close supervision and mentoring, meaningful work, feedback, and official documentation of the experience through enrollment in a course, EGR 399, which enables students to maintain their full time status.

## Developing a Co-op/Internship Program

Undergraduate students can gain significant and valuable experience through an engineering co-op. The co-op program integrates theory learned in the classroom with its practical application in industry. Through the program students obtain transferable skills, such as into "real life" as an engineer. Before establishing a co-op or internship program, it is important to give significant thought to the program.

Benefits of a co-op for students:

- Nearly a year of FULL TIME work experience
- Co-op salaries average $19/hr
- Broaden and enhance academic knowledge and professional skills
- Receive academic credit
- Higher GPA
- Higher starting salary
- More job offers upon graduation

Benefits of a co-op for employers:

- "Test drive" potential employees before making a full-time employment commitment
- Train potential employees
- Strengthen relationship between company and university
- Co-ops allow employees opportunities to focus on more complex projects and get assistance

Things to consider:

- What are your needs?
- What is the investment of time
  - You will need to determine and understand what it takes for the development of a program that includes recruitment, training, and supervision, as well as, the developmental components throughout the experience
- Supervision/Mentoring
  - Who is going to be able and willing to supervise the students? How do you handle a student in order to give them the best learning environment yet also great a space where they can obtain meaningful work experience?
- Recruitment
  - Where and how to recruit is a big decision. We can help with that through our career fairs, information sessions, and posting positions through Handshake.
  - Develop position descriptions so you can easily communicate to students what they can expect to do on the job, but also so you can identify exactly the level of student you need. *Please check the University Hiring Guidelines section for best practices when it comes to job postings.*

Offer something desirable like housing? Mention it clearly in your job description.

- Proper Student-Focused Onboarding Plan
  - Be prepared to conduct an orientation during the first week of a student term. Topics can include HR Policies, work hours, safety training, and c, and set goals for each individual student. Remember students are not the same as new full time hires who have a history of experience.

## University Expectations

### *Create A Learning Culture*

- Provide opportunities for meaningful work. As students progress through the curriculum and into subsequent work terms, increased challenges and responsibilities should be offered and expected.
- Assist in understanding what that work is all about by setting and teaching elements of the job (not just the co-ops specific duties) and the industry.
- Lay out clearly defined expectations and goals
- Include them in meetings, conversations, project discussions

### *Supervision*

- All students should be assigned to a direct supervisor. That individual should be carefully selected and have the time, interest, and patience to work with a student.

### *Evaluations/Feedback*

- Maintain regularly scheduled meetings as well as midterm and end of rotation evaluations.
- Provide regular feedback. Students cannot learn if they are not given constructive, instructional feedback. This is a great opportunity for students to experience growth and if done in a proper way, will strengthen bond to employer.

## Best Practices for Additional Components!

- Provide a mentor in addition to direct Supervisor - if a supervisor is busy and/or traveling, it is good to have another person to ask for advice as well as an additional support network)
- Offer professional development (resumes, interviews, etc) opportunities with HR
- Networking events – allow for networking with affinity groups within your organization, student groups or other ways for students to meet other students and other engineers
- End Of Term presentations – These are great opportunities to develop public speaking/presentation skills that are valuable to a students development (our office would love to be invited to these if available)
- Allow students moments to shadow within different areas or departments to give full picture of company and work
- Conduct bi-weekly co-op informational meetings – topics could be, projects the co-ops are working on, professionalism workshops, co-op led
- Encourage training and classes for OSHA and other professional certifications
- 401K meetings and other types of conversations to help prepare students for future.
- Social gatherings as a co-op group

# BEST PRACTICES FOR RECRUITING SUCCESS

You can find more tips and details at the National Association of Colleges and Employers' website, https://www.naceweb.org/talent-acquisition/best-practices/best-practices-for-recruiting-new-college-graduates/

a. Build, develop, manage, and *maintain* campus relationships.
   The successful university relations and recruiting program (URR) looks at the long haul, not just short-term results, and is built on strong relationships.
b. Set realistic recruiting goals.
   Base your goals on supply, demand, and related factors. How large is the potential pool? Where are the candidates? Who are your competitors? What are they offering? Do this work upfront, and you'll be better able to set reachable goals.
c. Choose your target schools carefully.
   Most URR professionals say they build their target school list around majors available, quality of programs, experience recruiting at the school, and school location. This requires research and careful tracking, so you can see which schools are working best for your organization. (The IPEDS database, available through the National Center for Education Statistics, provides data around degree level, major, student demographics—including race/ethnicity, gender, age, and attendance status—plus degrees conferred, and more.)
   A word of caution: In researching which schools offer the majors you seek, be wary of "best schools for" rankings; it's tempting to use these as a shortcut around real research, but be aware that rankings are based on criteria that may not match up with your organization's needs.
d. Send the right people to campus.
   Would you approach a career fair booth if the booth staff looked bored? Would you be impressed by a representative who told you to check the company website to get answers to your questions? Research shows that *who* you send to campus is critical: Your reps have the most influence on how students view your organization. Send well-trained professionals who are equipped to answer questions, address concerns, represent your brand, and sell your organization.
e. Communicate with students about the process.
   Students need to know what the steps are in the selection and hiring process. Keep them apprised of what's happening, what they can expect, and when they can expect it. Follow up with students you have talked to at a career fair. Keep in touch with interns after they have returned to campus. Let students know promptly about their status.
f. Measure and analyze your results—and adjust accordingly.
   Track how many hires you make, yes, but also track your interview to offer, offer to acceptance, and retention rates. These can help you identify where you're having the most trouble, so you can adjust. For example, a high number of interviews but few offers can tip you off to a problem in screening in candidates for interviews. You also want to benchmark against others involved in recruiting new college graduates,

to compare "apples to apples." (For current benchmarks, see NACE's most recent recruiting benchmarks survey at www.naceweb.org/research/reports/.)

g. Feed your full-time hiring with an internship or co-op program.
   An internship program is one of the most effective recruiting techniques, helping you build a relationship with potential hires early in their college career (before they are "on the job market") and gauge their fit for your organization.
h. Use social media to supplement your effort.
   Social media is not a replacement for a well-developed campus effort, but can be a helpful supplement—if used properly—not only in reaching and connecting with students at your target schools but in surfacing talent that doesn't attend those schools. Take care to set realistic goals and expectations for your social media efforts, and measure your results periodically to ensure you are getting what you need.

## HIRING INTERNATIONAL STUDENTS AND GRADUATES

International students are most likely going to be in the United States on an F-1 visa. The College of Engineering strongly encourages any student to gain practical experience, and we consider this an integral part of a student's education. However, the experience is not a required component in any engineering majors, and thus specific rules apply for international students seeking such experiences.

To participate in practical training programs, ***an employer does NOT have to***:

- Sponsor the student for a permanent resident card (green card) or unrestricted work authorization
- Complete any special filings or paperwork other than the standard offer letter and the I-9 form.

Below are some guidelines on hiring international students as interns, co-ops under the Curricular Practical Training (CPT) guidelines, or full time employees under Optional Practical Training (OPT) guidelines.

### What is Curricular Practical Training?

Curricular Practical Training (CPT) is paid or unpaid training that must be an **integral part of an established curriculum** in the student's course of study and is required of all students in that program of study, required for a particular course and/or curricular track or approved elective, or offered by sponsoring employers through cooperative agreements with the school.

A few details about CPT:

- To be eligible for CPT, a student must have completed one full academic year.

- CPT is training that must be undertaken before an F-1 student completes all the requirements for his/her degree.
- It can be a paid or unpaid internship or any other form of cooperative education.
- It may be part-time or full-time.
- Student requesting full-time CPT must be enrolled in full-time course work (internship or practicum credit).
- Students must register for their CPT course **prior to the beginning of the semester.**
- CPT cases are reviewed on a **case-by-case basis**. Students should speak with a student advisor to confirm they are eligible before accepting any internships.

*Students enrolled in Thesis or Dissertation credit are only eligible for part-time CPT.*

*The use of full-time CPT for one year or more eliminates eligibility for OPT. The use of part-time CPT does not affect eligibility for OPT. (Anything over 20 hours per week is considered full-time.)*

*IMPORTANT NOTE: F-1 students are required to pursue a full course of study and be making normal progress in achieving his or her educational objective as specified on the Form I-20 to maintain status.* ***Taking on additional, unrequired coursework, employment, or research that delays progress is a violation of F-1 status****. Most students will not be eligible for CPT in their final semester.*
http://international.uky.edu/isss/students/f1employment

## What is Optional Practical Training (OPT)?

Optional practical training is a benefit of the F-1 status. It allows eligible students to get real-world work (paid or unpaid) experience related to their field of study. While a Designated School Official (DSO) recommends OPT in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS). If the OPT is approved, USCIS will issue an Employment Authorization Document (EAD). The student must not begin working before the start date on the EAD.

## OPT Types

There are three general types of OPT. Twelve months of Regular OPT is available for each higher level of study. For example a student may have 12 months for a bachelor's degree and another 12 months for a master's degree.

- Pre-Completion OPT (c) (3) (A) : Any portion of OPT used before the student's Program End Date. It may be part-time or full-time.
- Post-Completion OPT (c) (3) (B) : Any portion of OPT used after the student's Program End Date. It must be full-time. Graduate students who have completed all required course work may be eligible to apply for post-completion OPT during the research only phase.

- 24-month (STEM) OPT Extension (c) (3) (C) : For students who majored in designated Science, Technology, Engineering, and Math (STEM) degrees approved by DHS. This type of OPT is a 24-month extension of OPT.

*Note: The 12-month period may be divided between pre-completion and post-completion; however, separate filings and separate fee payments are required.*

*OPT Eligibility*

A student is eligible for OPT if:

- The student has been a full-time student for one academic year (two semesters).
- The student's proposed employment relates to the student's major area of study.
- The student has not used all of the practical training available at the current level of study (including at a previous school).
- The student has not been authorized for 12 months or more of full-time Curricular Practical Training (CPT).

*Note: Full-time CPT at a previous school at the same program level counts toward the 12-month total. CPT at another program level does not count toward the 12-month total.*

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