



Employer Recruiting Guide

A Guide to Maximize Your Recruiting Success at
The University of Texas Rio Grande Valley

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The University of Texas Rio Grande Valley offers diverse talent, recruiting potential, and ongoing engagement with UTRGV students, alumni, faculty, and staff. You can count on the Career Center to help facilitate your engagement and maximize your recruiting success.

UTRGV'S VISION

Drawing our unique identity as the leading Hispanic-Serving Institution in a bilingual and bicultural environment, [UTRGV](#) will promote student access and success by building from strength in education and creating a vibrant campus experiences

RANKINGS

UTRGV is the second largest Hispanic-serving institution in the nation and is committed to becoming a B3 - Bilingual, Bicultural, Biliterate - education institute enrolling over 32,000 students.

UTRGV is ranked the **#1** university in Texas by *Washington Monthly* and is ranked **2nd** nationally for total bachelor's degrees granted to Hispanics by *Hispanic Outlook on Education*.

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Getting Started

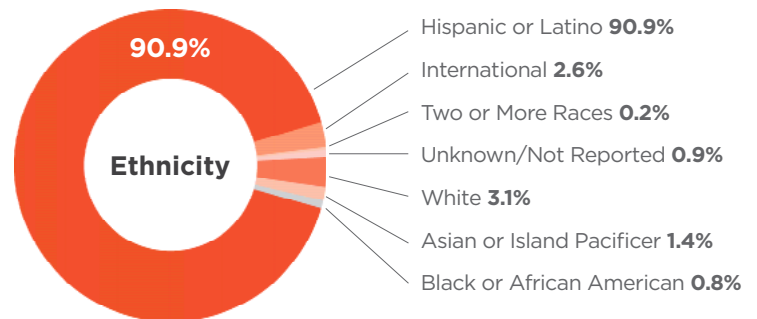
Why recruit at UTRGV? It's simple. Our students achieve the highest levels of intellectual and personal development and go on to become collaborative, creative, innovative, and transformative leaders. With over 32,000 undergraduate and graduate students, and an ever-growing alumni network, UTRGV is the place to find your next exceptional employee.

Vaquero Demographics (Fall 2022)

60.29% Female



39.71% Male



FIRST GENERATION 66%

UNDERGRAD POPULATION 85%

DEGREES OFFERED 149

UTRGV Degree Snapshot (Search [list of UTRGV degree programs](#) - undergraduate and advanced degree)

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Facts about UTRGV

- UTRGV is an institution of The University of Texas System (www.utsystem.edu) serving its primary constituency - residents of the Rio Grande Valley, and the borders of Mexico - with more than 120 undergraduate and graduate programs and a growing portfolio of online degrees and certifications.
- UTRGV is the second largest Hispanic-serving institution in the nation and is committed to becoming a B3 - Bilingual, Bicultural, Biliterate - education institute enrolling over 32,000 students.
- UTRGV is comprised of nine academic colleges ([Business & Entrepreneurship](#), [Education](#), [Engineering & Computer Science](#), [Fine Arts](#), [Liberal Arts](#), [Sciences](#), [Health Professions](#), [Honors College](#), [Graduate College](#), [University College](#)) and the Schools of [Medicine](#), [Podiatry](#), [Nursing](#), and [Social Work](#).

Recruiting Timeline Snapshot

Prime time to post positions (internship, full-time, etc.)

FALL

- July-early October

SPRING

- October-January

To avoid recruiting during reserved student academic dates, review UTRGV calendar dates below:

FIRST CLASS DAY

- August 26, 2024
- January 21, 2025

LAST CLASS DAY

- December 12, 2024
- May 15, 2025

STUDY DAYS

- December 5, 2024
- May 8, 2025

FINAL EXAMS

- December 6-12, 2024
- May 9-15, 2025

FALL & SPRING BREAK

- November 28-30, 2024
- March 17-22, 2025

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Prime Time for Student Engagement

FALL

- End of August - Early November (Before Thanksgiving)
Pro-Tip: Book programming in June/July; September fills quick due to career fairs and other career events.

SPRING

- Late January - Mid-April
Pro-Tip: Book programming in November/December; February fills quick due to career fairs and other career events.

Prime Time to Host Events

- Information sessions/workshops/panels/networking: Tuesday-Thursdays, 12:30-1:30pm or 3:30-4:30pm
- On-campus interviews: Monday-Friday, 8 a.m. to 5 p.m.,
Pro-Tip: Fridays are recommended due to no classes.
- Employer site visits or development programs: Upon discussion

Best Practices for On-Campus Recruiting

For in-person campus recruiting events, such as career fairs or information sessions, assemble a team of well-informed, personable, and enthusiastic employees who can answer questions. This group of employees should include both recent graduates and older individuals.

If you have identified alumni of the university working with the organization, bringing them to on-campus recruiting events is a plus as they can share their personal experiences with current students. While having students talk with young professionals who recently graduated from the university can be a productive approach, seasoned, higher-level employees have vital information to share with college students who want to learn about a potentially long-lasting career at a company.

Bring current interns! Interns can bring a fresh perspective and share information their peers want to hear such as approaches to applying, company culture, and work experiences.

TIPS:

- Have a compelling company career site
- Have a personalized communication strategy
- Develop appealing job descriptions and flyers
- Develop an employee influencer network

Build a Robust Internship Program

Developing an internship program is a dedicated initiative and will deliver enormous value to employers and students. To support our employers in designing an internship program, we offer specialized services including internship development, tailored resources, and recruitment tools.



Internship Guidelines

Per our [Internship Guidelines](#) and [Internship Listing Agreement](#), we want to make sure the student intern is in a professional atmosphere, gaining experience relevant to their major, and being supervised by an expert or trained professional in the field in which they are interning. We evaluate each internship to the [National Association of Colleges and Employers \(NACE\) Internship Guidelines](#) and the [Department of Labor Unpaid Internship Test](#). Learn more about [NACE Internship Best Practices](#).

INTERNSHIP BEST PRACTICES

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Academic Credit

Academic credit is best left up to the intern. The student is responsible for making his/her own arrangements unless you are working directly with the university or college. Should the student choose to receive academic credit for their internship, he/she will advise the internship supervisor or mentor of the professor's requirements. These requirements may vary between universities, departments and even professors within a single department.

How to Build an Internship

- Consider logistics (compensation, workspace, equipment, onboarding, management)
- Create project-based tasks
- Write a clear and effective job description
- Create community building and development opportunities
- Develop methods to track progress and provide feedback

Intern Supervisor Best Practices

- Set clear expectations, learning objectives and goals
- Host onboarding meetings/trainings and weekly 1:1 check-ins to ensure progress is being made
- Share communication preferences and office culture and attire guidance
- Be a resource and available for questions
- Provide mentorship and development opportunities

Typical Hours

- Local part-time semester interns: minimum of 10 hours, up to 20 hours
- Full-time summer interns: 40 hours per week, 6-12 weeks per college
- Engineering Co-ops: Students typically complete at least one summer and one long semester of full-time work with the same employer
- The [National Association of Colleges and Employers Salary Survey](#) is a great guide for national salary comparison.

LEARN MORE AND GET STARTED

Post Jobs *and* Build Your Brand



Campus-wide Recruiting Guidelines and Procedures

Employer account and job posting approvals are based on our [On-Campus Recruitment Policies](#).

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Post Jobs

Handshake makes posting your position easy...and it's free!

Handshake is UTRGV's source for job postings, on-campus interviews, recruiting events, career-related workshops and resources, networking, and managing job searches. You can post full-time, part-time, internship, co-op and experiential learning opportunities.

- **ACTIVATING YOUR HANDSHAKE ACCOUNT:**

- + New to Handshake? [Register your employer account](#).
- + Already a Handshake user? Just add UTRGV to your list of schools.

- **POSTING POSITIONS:**

To list your position in Handshake, visit this helpful [how-to article](#). Once you enter the information for your position, the status of your posting will remain pending until reviewed by a staff member.

- **HANDSHAKE SUPPORT:**

The Handshake Help Center offers numerous step-by-step instructions on a variety of topics. Get support for:

- + [Job Postings](#)
- + [Applications](#)
- + [Events](#)
- + [Career Fairs](#)

How to Craft an Eye-Catching Job Description

- Use a clear job title and include a detailed job description with responsibilities, job requirements, qualifications, and application instructions
- Consider providing location details, hours per week, and compensation
- Apply formatting: bold headings and bullet points
- Promote professional development/mentorship, employee resource groups, work culture/perks and community impact opportunities
- Highlight employer benefits
- Target talent by skills to appeal to a variety of majors, by utilizing [NACE Career Competencies](#)

How to Drive Applications and Build Your Brand

- Start a 3-4 week application window aligned with the recruiting season
- Attach an interview date and/or schedule to help students prioritize applying
- Engage and build brand per capacity: Invest in Student Success
- Amplify your postings by connecting with UTRGV students on [VaqueroConnect](#); join as an alumnus or "Friend of the Community"

Event Engagement *and* Best Practices

Top Three Overall Engagement Best Practices

No. 1

Target skills vs. majors:

Cast your net wide to not miss hidden talent and to diversify and deepen your applicant pool.

No. 2

Early ID pipeline recruiting:

Build your company brand and recruiting pipeline with first year and second year students to build trust and rapport and to be top of mind during the internship/job search and offer evaluation process.

No. 3

Authentic and consistent engagement:

Bring engaging, dynamic and informed reps to campus that represent your company culture, diversity and passion to energize students and help with word-of-mouth marketing.

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Typical Event Formats

- **INFORMATION SESSIONS:** 1-1.5 hours (typically between 12:30-1:30pm), employer organization overview or available programs.
- **WORKSHOPS/MOCK INTERVIEWS/RESUME REVIEWS:** 1-1.5 hours (times coordinated with Career Center staff), industry or skill focused educational and/or recruiting prep programming.
- **PANELS:** 1-1.5 hours (typically between 12:30-1:30pm), highlighting multiple functions and/or business units and personal experiences.
- **NETWORKING/MEET AND GREETs:** 1-1.5 hours (times coordinated with Career Center staff), informal opportunity for students to get to know company reps and culture.
- **EXPERIENTIAL LEARNING:** Time frame dependent on programming, providing an experience to students interested in your company and/or industry via job shadowing, externships, company site visits, business simulations, etc.
- **INFORMATION TABLES/COFFEE CHATS (COME AND GO):** 2-3 hour window for come and go engagement (times coordinated with Career Center staff), informal opportunity for students to ask questions and learn more about your roles, company, and application process.

Maximize Event Attendance/Engagement

- Coordinate events with active job postings/deadlines to drive attendance (3-4 weeks in advance).
- Provide engaging, purposeful, interactive and informative content beyond the company website or flyer.
- Spotlight UTRGV alumni and recent hires and their experiences (in-person or via testimonials).
- Provide incentives for attending such as food, swag, exclusive event attendee application link.
- Promote and invite students to attend via mass branding events such as career fairs, online recruiting outreach, [Handshake](#) and more.
- Always review university recruiting policies ensuring you avoid on-campus solicitation and “freebies.”
- Consult with the Employer Engagement team for recommended engagement approaches and promotion per your recruitment goals: Career Center is here to help consult with you on what type of event would be good regarding your engagement goals, target audience and current campus presence.

Broaden Your Impact

Maximize your commitment to UTRGV and expand your reach to the UTRGV community. Learn about engagement programs that pivot you to play a critical role on campus or collaborate with us on upcoming student development programs. Your investment in student success will make a lasting impression on future employees.



Engaged Employer Program

The **Engaged Employer Program** provides employers unique and exclusive access to students, branding strategies, and prepayment to recruiting events.

Your investment as an Engaged Employer partner symbolizes your commitment to furthering our mission for current students and alumni while boosting your company's recruitment efforts. This program targets employer partners who invest in strategic recruitment. Perks may include targeted emails, text messages, pinned jobs, logo visibility, and key meetings with students leaders and classes.

[Review our Engaged Employer Packages](#)

To set up a partnership, contact Ronnie Garcia at ronnie.garcia@utrgv.edu.

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Engage with Student Programming

Keep your company top of mind by collaborating with us on upcoming Student Development Program and Initiatives.

If you're interested in collaborating with the Career Center, please complete this [Student Development Engagement Interest Form](#).

Invest in Student Success

Make a lasting impression on future employees by devoting your time, talents, and experiences to student success.

- [Become a Career Mentor](#)
- Clean out your closet and make a donation to the Career Closet