



## OCPD Recruitment Schedule/Calendar of Events

Dear Employer Partner:

The Fisk University Office of Career Planning and Development is pleased to invite you to participate in our fall 2022 Recruitment Programs. Through our recruitment opportunities, employers can connect with students, identify potential candidates, and increase their company's visibility. This is accomplished through information tables/sessions, virtual and in-person events and classroom/recruitment visits.

### Handshake

Your company's participation in the Recruitment Programs begins with your registration on **Handshake**. Our campus uses **Handshake** to post jobs, events, and opportunities to our students.

To post your position and begin recruiting our students and alumni, please join **Handshake**, our online job/internship platform. Please use this [Registration Link](#). If you have questions as you are creating your account, please refer to this article, [Create an Employer User Account](#).

If you are already a **Handshake** user, please add our school to your school list. If you need help adding us as a school, please refer to this article, [School Network Management](#).

### **Room and Space Reservations (August 31, 2022- November 3, 2022):**

Employers will be able to reserve a table, every **Wednesday between 11-1pm**, outside the cafeteria. Please email [careerplanning@fisk.edu](mailto:careerplanning@fisk.edu) if you would like to book upcoming dates. We ask that you book requests two weeks in advance. *\*\*Please note: these are the scheduled recruitment days for now, and it is subject to change as the office receives more requests.*

Below is a brief list of recruitment opportunities available to employers this semester. If you would like to build a long-term partnership with our university, please inquire about our sponsorship and engagement opportunities. We value your time and hope that you will continue to recruit talent from Fisk University.



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Fall 2022 Semester- Your company can recruit through the following:

- Post internships, part-time and full-time positions through **Handshake**
- Share postings with specific majors/disciplines
- Participate in a virtual recruitment session (information tables/information sessions for new employers), *only 4-5 employer slots available per session.*
- Participate in a classroom presentation or discussion (based on faculty/classroom needs)
- Participate in an industry or career fair; costs for fall 2022: \$300 for booths/\$150 for non-profits. \*\*Please note that the industry expos are for employers seeking interns and full-time hires only.
- Inquire about specific programming or sponsorships through the Office of Career Planning and Development:
  - Host, sponsor or facilitate a session/event during Career Development Week or another major department event
  - Serve as a facilitator for the Fisk Executive Leadership Program (FELP), optional
  - Participate in a resume critique workshop
  - Serve as a coach or mock interviewer during our coaching and mock interview days, if requested
  - Sign up to become a mentor during the fall 2022 semester

For university sponsorship opportunities, please request a copy of the Sponsorship Packet or email [lwells@fisk.edu](mailto:lwells@fisk.edu). If you would like to partner or sponsor an event with the Office of Career Planning and Development(OCPD), please email the office at [careerplanning@fisk.edu](mailto:careerplanning@fisk.edu) or 615.329.8504.

Please see the dates for our Recruitment/Volunteer Opportunities listed below. If you are interested in one of these sessions, please contact the office.



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| <u>Date</u>   | <u>Event/Activities</u>   |
|---|---|
| August 1-6 <sup>th</sup>                                    | New Student Service-Learning Project  |
| <b>August 8<sup>th</sup> - 12<sup>th</sup></b>              | <b>Welcome Week (Returning Students)</b>  |
| August 17 <sup>th</sup>                                     | Scholars' Check-in Meetings (Office of Admissions and OCPD)<br>Resume Booklet Announcement  |
| August 19 <sup>th</sup>                                     | OCPD Program Announcements<br>"Get Connected" with Career Planning Session  |
| August 23 <sup>rd</sup>                                     | Onboarding for OCPD Programs  |
| August 24 <sup>th</sup>                                     | Service Learning- Student Organizations   |
| August 30 <sup>th</sup>                                     | <b>Virtual Recruitment Session -#1</b> (4-6 employers), 11 am- 1 pm *<br>(20-30 minute Employer/University Info Sessions for new employers and employers who have had limited engagement with the university) |
| August 31 <sup>st</sup>                                     | Resume Tips Workshop *  |
| <hr/>   |   |
| September-October   | <b>Employer Recruitment Tables</b> (11 am-1 pm) *<br>Wednesdays (Dress for Success Days)  |
| September 1 <sup>st</sup><br>November 3 <sup>rd</sup>       | <b>Fisk Executive Leadership Program(8-week Program on Thursdays) *</b><br>Session Facilitators needed  |
| <b>September 1*</b>   | <b>Mentor Program Launch *</b><br>Industry and Alumni Mentors needed  |
| September 7 <sup>th</sup>                                   | <b>Play to Win Athletics (Athletics) *- Lunch Session(tentative)</b><br><b>A Winning Attitude!</b>  |
| September 7-8 <sup>th</sup>                                 | <b>Coaching Days (Coaching Volunteers needed) *</b><br>9 am - 4 pm (in person and virtual sessions)   |
| <b>Sept. 12<sup>th</sup>- 16<sup>th</sup></b>               | <b>Fall/Into Your Career Week- Back to the Basics *</b><br><b>Facilitators needed</b>   |
| September 16 <sup>th</sup><br>September 19/20 <sup>th</sup> | Resume Booklet Deadline/Edits #1<br>Industry Focus: Insurance Industry Day  |

\*Opportunities to volunteer and recruit



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|---|---|
| September 21 <sup>st</sup>                    | <b>Virtual Recruitment Session #2 (4-6 employers) *</b><br>(20-30 minute Employer/University Info Sessions for new employers and employers who have had limited engagement with the university) |
| September 23 <sup>rd</sup>                    | Resume Booklet Final!   |
| September 26 <sup>th</sup> - 30 <sup>th</sup> | Midterms  |
| <hr/>   |   |
| October 1 <sup>st</sup>                       | “Get Connected” with Career Planning  |
| October 3 <sup>rd</sup> -4 <sup>th</sup>      | <b>Mock Interview Days (Mock Interviewers needed)</b>   |
| October 12 <sup>th</sup> - 13 <sup>th</sup>   | 9 am - 4 pm (in person and virtual sessions)  |
| October 10 <sup>th</sup> - 11 <sup>th</sup>   | <b>Fall Break</b>   |
| October 17 <sup>th</sup>                      | Corporate Presentations: STEM Partner   |
| Oct 18-20 <sup>th</sup>                       | <b>Industry Expos (Targeted Majors: 2-5 pm), Location TBA *</b>   |
| <hr/>   |   |
| November 6 <sup>th</sup> - 11 <sup>th</sup>   | <b>Homecoming Week</b>  |
| November 7 <sup>th</sup> - 9 <sup>th</sup>    | Alumni HC Classroom Visits- (Tentative) *<br>Industry Classroom Speaker’s Series (Tentative) *<br>(Alumni and Business Partners)  |
| Semester Wrap-Up                              | All Programs  |

\*Opportunities to volunteer and recruit