

# Employer Services Overview

## Prime Recruiting Times

To recruit for positions starting in the:

Fall  
Spring  
Summer

Start your on-campus engagement between:

July-August  
October-January  
March-May

Hiring Graduates?

Target:

May Grads  
August Grads  
December Grads

Between:

March-May  
June-August  
November-January

## On-Campus Recruiting (OCR)

### Participate in On-Campus Interviews

Will you be on campus? Set up on-campus interviews at CCS! Through CareerSource, employers are able to select on-campus interview dates, schedules, and methods.

*Pre-select:* Students apply directly to your interview schedule in CareerSource. You will receive a resume bundle the day after the application deadline. Select the students you wish to interview. Students will be notified and will be able to sign up for an interview slot.

*Open Sign-Up:* Posting a position using open sign-up allows any Moody College student to sign-up for an interview slot without being pre-screened as long as they meet the set criteria. This method is typically reserved for Informational Interviews but can be beneficial for employers interested in recruiting Moody College students who don't have the time to review resumes.

*Room Only:* Reserve the space without building a schedule through CareerSource. This method is great for a quick turnaround, typically, if using the interview space the week after the Career Fair.

\*If you wish to use our scheduling system but would prefer to conduct interviews off campus contact us at [ccsrecruit@austin.utexas.edu](mailto:ccsrecruit@austin.utexas.edu)!

### Resume Books

Get a compiled PDF of student resumes listed in CareerSource! This method works well for employers not interested in posting a position on CareerSource, however, the employer must have a CareerSource account and students must request to take part in Resume Books. Although this method can be helpful, this can limit the amount of candidates to which an employer has access.

## Career Fair

Communication Job & Internship Fairs are held during the fall and spring semesters. These communication-specific fairs provide excellent opportunities to meet job and internship candidates, publicize your organization, and network with students and alumni of the university. You may also combine recruiting via Job and Internship Fairs with on-campus interviewing and get the benefit of both services at the same time. For more information on the Communication Job & Internship Fair, visit <https://moody.utexas.edu/career-services/career-fair-employer-information>

## Career Advice To-Go

CCS is taking career advising out of the office! Help us deliver on-the-spot career advice and more! Employers are encouraged to attend/sponsor Career Advice To-Go sessions. These two-hour sessions consist of on-campus engagement, student interaction, and Career Services. Employers will be able to deliver career advice to Moody College students, represent their company on campus, and educate students of their upcoming opportunities.

For more details or to sign up,  
contact CCS at  
[ccsrecruit@austin.utexas.edu](mailto:ccsrecruit@austin.utexas.edu) or 512.471.9421.

## Class Presentations

The Moody College of Communication is happy to consider employer-led class presentations about a host of relevant topics, such as industry case studies, job-search strategies, and interviewing skills.

\*Requests are subject to availability, relevance, and faculty consideration.

For further questions about on-campus recruiting through the Moody College of Communication, email [ccsrecruit@austin.utexas.edu](mailto:ccsrecruit@austin.utexas.edu).

Your Bridge to Success



The University of Texas at Austin  
**Career Services**  
Moody College of Communication