



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

Recruiting in the ***Moody College of Communication***



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The University of Texas at Austin
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1 PLAN

Prime Recruiting Times

Fall: Jul-Aug 6-8 Wks prior to Graduation
Spring: Nov-Jan May Graduates: Mar-May
Summer: Mar-May Aug Graduates: Jun-Aug
Dec Graduates: Nov-Jan

Major Fields of Study

Advertising
Communication and Leadership
Communication Sciences and Disorders
Communication Studies
Journalism
Public Relations
Radio-Television-Film

Minors & Concentrations

Health Communication
Sports Media
Sports Journalism
Texas Creative
Texas Media
Texas Advertising-Management

Graduation Class Size

May ≈ 900
August ≈ 200
December ≈ 300



2 CONNECT

Communication Student Organizations
Speak at a meeting or sponsor an event.

Communication Faculty
Connect with faculty to speak to a class or collaborate through a class project.

Industry Talks
Present and market your organization's job and internship opportunities. Often held in conjunction with on-campus interview schedules, they can be successful as stand-alone recruiting events.

Recruit UT
Connect to other UT Career Services offices.

Career Connect
Connect with students in the comfort of your own company.

Major Specific Events
Pinpoint interested students in respective fields.



3 RECRUIT

CareerSource

Browse Communication student resumes, post jobs, and request On-Campus Recruiting.

HireUTexas

Post career-oriented jobs and internships for campus-wide distribution.

LinkedIn

Moody Alumni & Student Network: Informally post your opportunities and build your visibility with students and alumni.

Communication Job and Internship Fairs

Meet over 1,000 UT-Austin students and alumni interested in post graduate employment and internship positions.

Career Fair Resume Drop

After the career fair, students can participate in resume books curated for employers in attendance.



4 SCREEN

On-Campus Interviewing Pre-Selection

Students apply directly to your Interview Schedule in CareerSource. You receive a resume bundle the day after the application deadline. You pre-select students to interview. Students are notified and sign up for an interview through CareerSource.

Accumulate Online

Students apply to your posting by "dropping" their resume in CareerSource. You have immediate access to applications and receive a resume bundle after the application deadline.

Resume Books

View resume books by specific major on CareerSource or request a customized resume book to meet your recruiting needs.



5 INTERVIEW

On-Campus/ In-Person

In-person interviews that take place in our interview rooms.

Web or Phone

Skype; allows for live webcam interviews.

Open Sign-Ups

Post a position for an "Open Sign-Up" which allows any Moody College of Communication student meeting the set criteria to participate in an interview without being pre-screened.

TRIS

Campus-wide resource supporting companies and organizations recruiting at UT by providing interview space, career center connections, and one-stop recruiting access.

Self-Managed

Schedule your own interviews off campus or reserve our interview space. Provide a schedule and list of candidates prior to the interview date.



6 HIRE

Recruiting Policies & Guidelines

Set guidelines employers wishing to make use of the assistance, services, and or facilities offered by CCS must follow.

Jobs & Internship Posting Standards

Information about paid vs. unpaid requirements and other guidelines.

Employment Data, Salary Survey, & Relocation Guides

Multiple resources to guide you in your hiring decisions.

