

# Recruiting Snapshot

## Recruiting Eligibility

All on-campus recruiting partners are encouraged to review our [On-Campus Recruiting Policies](#).

**Step 1: Does your company have a physical commercial address **and** valid company email address?**

(In-home positions, unpaid positions taking place in coworking spaces, and/or unofficial email addresses (yahoo, gmail, etc.) are not permitted.)

**YES!**

**Step 2: Is your company offering an entry-level Communication-related job or internship?** (Our majors include Advertising, Public Relations, Communication & Leadership, Communication Sciences & Disorders, Communication Studies, Journalism, and Radio-Television-Film.)

**YES!**

Post your position on [CareerSource](#), the Moody College's job & internship database, available to all Moody students and alumni (up to 1 year after graduation).

**No.**

Without the above, your company is ineligible to recruit at UT. (For project-based RTF positions, visit [The Cage](#).)

**No.**

To recruit UT students in other colleges or alumni with more experience visit [HireUTexas](#) and/or the appropriate Career Services office.

## Internships

### Time Commitment

Advertising/Public Relations	180-200 hours
Communication & Leadership	150 hours
Comm. Sciences & Disorders	100 hours
Communication Studies	100-149 hours
Journalism	150 hours
Radio-Television-Film	160 hours

**Paid-** Compensation varies upon job duties, experience, etc. Employers are encouraged to identify their budgetary capabilities and plan accordingly.

**Unpaid-** Unpaid internships must follow NACE criteria. Some of these guidelines include providing professional supervision, feedback, resources, equipment, and facilities. To review the full requirements, [click here](#). (Upon posting your first unpaid internship to CareerSource, an acknowledgment form will be sent to you for review. Your position(s) will be rejected if we do not receive your initialed Guidelines Acknowledgment response within two business days.)

**For Credit-** [Internships for academic credit](#) are approved by the department of each major. Each student must submit their acquired internship for approval to their department internship coordinator.

## Campus Engagement

### Career Fair

80+ companies      900+ students  
Held in the fall and spring, a career fair is the #1 way to promote your company and hire the best of the best!  
Register through [CareerSource](#) and [Prepare for the Career Fair!](#)

### Career Advice To-Go

CCS is taking career advising out of the office! Help us deliver on-the-spot career advice, tips & tricks, and more!  
For more details or to sign up, contact CCS at [ccsrecruit@austin.utexas.edu](mailto:ccsrecruit@austin.utexas.edu) or 512.471.9421.

### Other ways to Connect

On-Campus Interviews  
([Schedule your OCI through CareerSource](#).)  
[Request to Present to a Class](#)  
Connect with [Student Orgs](#)  
Connect with [Faculty](#)

## Additional Recruiting Resources

### HireUTexas

Accessible by current students & alumni from every college in the university, [HireUTexas](#) connects you a larger audience of potential hires for professional positions.

### HireALonghorn

The [HireALonghorn](#) job database is designed to help students find part-time and seasonal work while in school. If you are looking to fill such a position, there's no better place to post.

### The Cage

Looking to fill a job/internship, crew call, or film festival position applicable to Radio-Television-Film students?  
Post on [The Cage!](#)

Click [here](#) for contact information of other Career Services offices at UT-Austin.

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