MURRAY STATE UNIVERSITY

# Career Services
# EMPLOYER GUIDE

At Murray State, you'll find a culture where diverse talents, opinions and skills are fostered. Our students represent a wide array of perspectives, backgrounds and experiences, and they reign from over 50 countries and 45 states. Over 13% have taken the initiative to study abroad.

Their academic training and interaction with one another in and out of the classroom prepare them to transition to the world of work. Their varied interests and skill sets prepare them to compliment an organization's diverse goals and mission statement.

Career Services is happy to coordinate your campus visit which might include information sessions, on-campus interviews, and career fair participation.

Call us today so you can *Hire a Racer*!

## Posting Vacancies

Advertise available part-time, full-time and internship positions to Murray State students and alumni through the Racer Tracks, Career Services online system for connecting employers and candidates. All students and alumni have access to Racer Tracks, including an iPhone and Droid compatible app. Also, you may increase your campus visibility, even when you aren't actively recruiting, by maintaining an updated profile in Racer Tracks.

## Resume Searches

Approved Racer Tracks accounts are given access to search the candidate database to identify public resumes of students and alumni who fulfill your requirements. If you desire assistance with this process, we are happy to walk you through this process over the phone to ensure that we meet your hiring needs.

## On-Campus Interviews (OCI)

From late September to mid-November in the fall and late January to mid April in the spring, you have the opportunity to maximize your access to Murray State candidates by scheduling on-campus interviews. Your interview schedules are advertised on Racer Tracks as well as the entire application, selection and interview scheduling process. Request to schedule OCI via your Racer Tracks account or contact Regina Hudspeth.

## Information Tables

To reach out to students prior to information sessions, Career Fair or to recruit for part-time, seasonal or "just in time" positions, you may reserve a table in the Curris Center, Murray State's highly utilized student center or other campus locations that meet your recruiting needs. Career Services is happy to help facilitate this reservation and advertise it via Racer Tracks events listing.

## Information Sessions

Host an employer information session for students and alumni in one our conference room or classroom which are equipped with wireless access, a laptop and a projector. We recommend that information sessions be held the evening before your scheduled interview date to educate applicants who have already signed up for an interview. Holding an information session well in advance of your interview date is a great way to generate interest in your interview schedule. All information sessions are advertised via Racer Tracks. Request an information session date through Racer Tracks or call Regina Hudspeth.

## Career Events

Whether you recruit for business and industry, government, education, or a nonprofit organization, our career fairs help connect you with qualified candidates in a brief period of time. Job fairs are the ideal setting to recruit current and graduating students, as well as alumni. Registering for career fairs is easy and can be completed online via Racer Tracks. Job fairs we offer each year include:

**Career Fair** – held twice a year, Oct and Mar, for candidates interested in internships and full-time jobs.

**Teacher Fair** – held Nov and Mar/Apr, for candidates interested in working in educational institutions.

## Consultation and Site Visits

Please consider visiting campus for a formal consultation visit. Our staff and applicable campus partners (faculty, deans, etc) will meet with you to discuss an effective recruitment strategy for your organization at Murray State.

We are also interested in visiting your site to learn more about your facilities and operations to better represent your organization to our students and alumni. For more information, contact Career Services.

**100 Oakley Applied Science | 270.809.3735 | msu.hirearacer@murraystate.edu | murraystate.edu/hirearacer**

*Equal education and employment opportunities M/F/D, AA employer*

## Miscellaneous

We are happy to coordinate other opportunities for you to interact with our students and alumni: Volunteer to conduct Mock Interviews. Serve on a panel or lead a workshop. Provide shadowing experiences for students.

## Recruiting Strategy & Timeline

**June – July**: Contact Career Services to discuss your expectations and plan your recruiting annual strategy.

**Aug – Sept**: Plan your campus presence and visibility. Register to participate in career events, decide what jobs to list, set information sessions and/or on-campus recruiting dates.

**Oct – Nov**: Participate in scheduled events. Review public resumes through Racer Tracks and target students who interest you.

**Nov – Dec**: Make offers. Make plans to participate in Spring recruiting. Let Career Services know about successes and hires.

Murray State University is a four-year, state-supported public university. Total enrollment is 10,832 and represents 45 states, 48 foreign countries and 96 Kentucky counties. It offers 6 associate programs, 65 bachelor's programs and 40 master's, specialist and doctoral degrees. Murray State is recognized nationally for its effort to provide meaningful academic foundations and support services regularly.

# WHY HIRE A RACER?

## 2013 Accolades

- Recognized as 7th among top public regional universities in the South and 11th among public regional university in the nation by *U.S. News* and identified as a "Best College" for 22 consecutive years
- Recognized by *Forbes* on its "America's Top Colleges" list for six consecutive years
- Recognized as a "2013 Military Friendly School" by *G.I. Jobs* magazine

## Distance to Murray, KY

| | |
|---|---|
| Birmingham, AL | 310 |
| Bowling Green, KY | 130 |
| Cincinnati, OH | 325 |
| Evansville, IN | 130 |
| Huntsville, AL | 231 |
| Lexington, KY | 270 |
| Little Rock, AR | 305 |
| Louisville, KY | 230 |
| Memphis, TN | 170 |
| Nashville, TN | 125 |
| Paducah, KY | 50 |
| St. Louis, MO | 220 |

While Murray is rurally located, it is easily accessible. We are 50 miles from the Barkley Regional Airport in Paducah, KY; 125 miles from the Nashville International Airport; and 168 miles from the Memphis International Airport. Recognized as a top five Friendliest Town in America 2012 by *USA Today*, the community will make it a comfortable stay. And those recruiters who visit, offer consistently positive feedback regarding Racer Tracks, campus visits, events and Murray State hires.

## Career Fair Attendance

With a combined attendance of 1214 at the fall 2012 and spring 2013 events, you can view what colleges were represented in the graph below. In order to encourage the presence of the majors you recruit, we ask that you update your Racer Tracks profile to indicate the majors you are specifically recruiting.

## Campus Diversity Resources

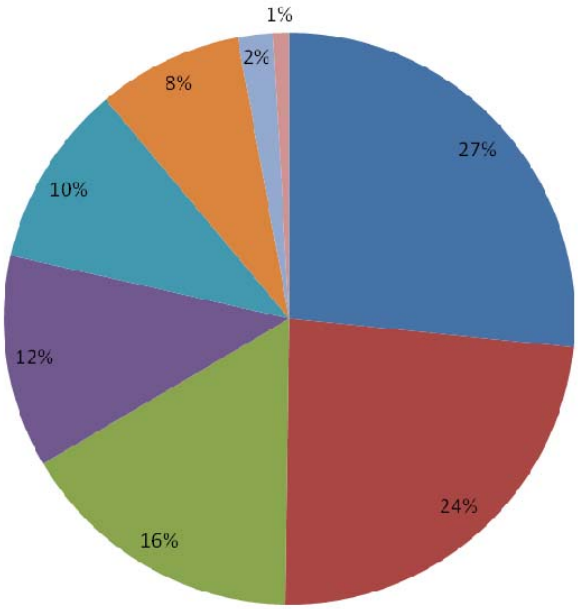
**Committees, Organizations and Societies**
Black Faculty and Staff Association (BFSA)
Black Student Council
Emerging Scholars Institute
Greek Life - NPHC
Multicultural Graduate Student Club

**Offices, Divisions and Centers**
Institute for International Studies
Office of Institutional Diversity, Equity and Access (IDEA)
Office of Multicultural Affairs
Office of Student Disability Services
LGBT Programming
Women's Center

## Contact Information

**Regina Hudspeth**
Career Specialist
P: 270.809.2907 | F: 270.809.3516
Questions: vhudspeth@murraystate.edu
Job Postings: msu.hirearacer@murraystate.edu
100 Oakley Applied Science
**murraystate.edu/hirearacer**

## Career Fair 2012/2013 Attendance




- College of Health Sciences & Human Services
- Arthur J. Bauernfeind College of Business
- Jesse D. Jones College of Science, Engineering & Technology
- Hutson School of Agriculture
- Center for Academic Advising (Deciding Majors)
- College of Humanities & Fine Arts
- College of Education
- Major Not Disclosed

For list of majors go to **murraystate.edu/hirearacer**, resources section