



EMPLOYER RECRUITMENT GUIDE TIP SHEET

Effective recruiting at Seaver College



Students at the Career Fair

POST A JOB

Post your part-time and full-time, entry-level and experienced positions on CareerSpace. There is no fee to post a job.

To access CareerSpace, visit:
<https://pepperdine-csm.symplicity.com/employers/>

CAREER FAIRS

Career Fairs provide opportunities to meet a large number of students interested in researching and applying for internships, graduate programs, and full-time jobs.

For more information about each event, visit our Web site.

Meet the Firms Night - September 28, 2010

Fall Career Fair - October 15, 2010

Spring Career Fair - February 11, 2011

What is CareerSpace?

CareerSpace is Seaver College's online career resource tool powered by Symplicity / NaceLink. It is the centralized location for employers to post jobs, request and manage on-campus recruitment events, and register for career fairs.

All postings are viewable only by students and alumni of Pepperdine University.

Access CareerSpace at
<https://pepperdine-csm.symplicity.com/employers/>

About Us

Seaver College is the undergraduate, liberal arts college of Pepperdine University, enrolling approximately 3,000 students at its main campus in Malibu, California, as well as Washington DC and various campuses worldwide.

Pepperdine University is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.

POST AN INTERNSHIP

If you have an interest in student learning and development, consider partnering with the career center by offering students a real-world experience through internships.

During fall and spring semesters, students typically intern 10-15 hours a week balancing classes and work.

During the summer, hours vary from 10-40 hours a week depending on availability.

To view internship requirements, visit our Web site or contact us. To explore internship possibilities, contact the internship office at (310) 506-7450 or email internship@pepperdine.edu

INFORMATION TABLES / SESSIONS

Promote your organization and create campus awareness by scheduling an info session or table. There is no fee for this service.

Reserve your next visit at least 30 days in advance on CareerSpace or by contacting our offices.

For suggestions on promoting your visit, view the career center's Promoting Your Visit guide.

Campus Involvement

Despite your hiring needs, there are opportunities to interact with the student body. Mark your calendar with the following events.

Graduate School Week - October 2010
Pepperdine Career Week - January 2011

If you are interested in being a panelist or guest speaker at one of the following events, contact Katrina Holland at (310)506-7781

ON-CAMPUS INTERVIEWS

Simplify your recruitment process by participating in the career center's on-campus interview (OCI) program. Through this program you can collect resumes, select interview candidates, and build your interview schedule completely online. For your interview, the career center will provide you with a comfortable interview room on the Malibu campus.

Reserve your next interview date by logging into CareerSpace or contacting our offices. Only full-time entry-level positions are eligible. There is no fee to participate.

Types of Interviews:

Pre-Select: Only students selected by the employer are eligible to sign up for an interview timeslot.

Open: All students are eligible to sign up for an interview timeslot.

Room-Only: Employer facilitates student selection and scheduling; Career center provides the interview room only

Resume Drop: Resumes are collected online; interviews held in corporate office or by phone.

PEPPERDINE UNIVERSITY