University of Illinois Best Practices in Student Employment and Recruitment at the Research Park
Best Practices in Recruiting Students

• **Be on campus engaging with students every week**
• **Leverage your Research Park advantage**
  – Host an open house for students at your Research Park office
  – Attend the Research Park career fair in the spring
  – Attend on-campus career fairs
• **Provide opportunities for students to experience your company**
  – Intern and co-op opportunities
  – Job shadow program ("Externship Day")
  – Mentoring program (currently, piloting a Research Park Mentorship Program)
  – Sponsor and/or present to student organization
• **Develop an easy, clear recruiting process with quick turnaround**
  – I-Link Employment Recruiting System for Students and Recent Alumni
  – Research Park Resume Pools
• **Utilize the latest technologies and forms of communication**
  – Online interaction
  – Facebook, Twitter, LinkedIn
## RECRUITMENT AND INTERN CAMPUS TIMELINE

### Fall Semester

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>8/26/2013</td>
<td>9/2/2013</td>
<td>09/09/13 - 09/10/13</td>
<td>10/03/13</td>
<td>12/13/2013</td>
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<td>9/9/2013</td>
<td>09/18/13 - 09/20/13</td>
<td>10/10/13 - 10/13/13</td>
<td>11/23/2013</td>
<td>12/20/13</td>
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<tr>
<td>09/09/13 - 09/10/13</td>
<td>10/18/13 - 09/20/13</td>
<td>10/16/2013</td>
<td>Nov-Dec</td>
<td>12/2/2013</td>
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<tr>
<td>Instruction Begins</td>
<td>Labor Day</td>
<td>CS/ECE After Hours</td>
<td>Business Career Fair</td>
<td>Engineering Employment Expo</td>
</tr>
<tr>
<td>Commence Fall Internships</td>
<td>Thanksgiving Vacation Begins</td>
<td>Graduate and Professional School Fair</td>
<td>Employment Offers Made for Spring Interns</td>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>Work 10 Hours per Week</td>
<td>Final Examinations Begin</td>
<td>Instruction Ends</td>
<td>Reading Day</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Work Full Time</td>
<td>Reduced Hours for Finals</td>
<td>Work Full Time</td>
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### Spring Semester

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>Summer</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction Begins</td>
<td>Business Career Fair</td>
<td>Engineering Spring Career Fair</td>
<td>Engineering Open House</td>
<td>Spring Vacation Begins</td>
<td>Instruction Resumes</td>
<td>All Campus Career Fair</td>
</tr>
<tr>
<td>Commence Spring Internships</td>
<td>Work 10 Hours per Week</td>
<td>Optional Full Time</td>
<td>Work 10 Hours per Week</td>
<td>Reduced Hours for Finals</td>
<td>Work Full Time</td>
<td>Work Full Time</td>
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### Student Employees in Research Park

<table>
<thead>
<tr>
<th>Instruction Begins</th>
<th>Business Career Fair</th>
<th>Engineering Spring Career Fair</th>
<th>Engineering Open House</th>
<th>Spring Vacation Begins</th>
<th>Instruction Resumes</th>
<th>All Campus Career Fair</th>
<th>Research Park Career Fair</th>
<th>Instruction Ends</th>
<th>Reading Day</th>
<th>Final Examinations Begin</th>
<th>Final Examinations End</th>
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<tbody>
<tr>
<td>Commence Spring Internships</td>
<td>Work 10 Hours per Week</td>
<td>Optional Full Time</td>
<td>Work 10 Hours per Week</td>
<td>Reduced Hours for Finals</td>
<td>Work Full Time</td>
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Types of Student Positions in the Research Park

- Determine how students will be employed to work for the firm (e.g., direct or indirect hires)
- There are generally four options for hiring students in the Research Park, and these have varying costs and administrative requirements associated with them. Additional consideration should be given when hiring international students.
  1. Direct hire at an hourly rate
  2. Indirect hire at an hourly rate through Research Park Internship Program
  3. Indirect hire through a graduate assistantship
  4. Private contractor as a third party employer
Types of Student Positions

- **Indirect hire at an hourly rate through the University OCR Research Park Internship Program**
  - Optional program to help facilitate hiring
  - Provides human resources administration services for companies, including visa documentation and payroll.
  - The intern is an employee of the University and performs work or services for the company as an independent contractor without a formal employment relationship between the company and the student.
  - The company pays an hourly wage to the student plus an overhead charge of 35.9% on all student wages to the University for administrative services.
  - Students work onsite at the company office and are managed entirely by the company.
  - Companies identify and recruit their own students.
  - The company retains ownership of the work product.
Types of Student Positions

- **Direct hire at an hourly rate**
  - The hiring company is responsible for all human resources services and the student is on the company’s payroll. Information about average student hourly wages in the Research Park by discipline and academic level is available in the appendix.

- **Indirect hire through a graduate assistantship**
  - The Research Park Internship Program also helps facilitate graduate assistantships for graduate student interns. Graduate assistants work a specified number of hours per week (ranging from 25-67% appointments) in return for a monthly stipend, tuition waiver and fringe benefits. For instance, a 50% appointment (20 hours per week) costs approximately $60,000 per year. The company pays these costs and the student is on the University’s payroll. The company retains ownership of the work product.

- **Private contractor as a third party employer**
  - Dow Chemical has used this option for hiring students in the Research Park
  - Prairiefire Consulting in EnterpriseWorks offers an intern hosting program
How to Hire International Students

International students can be hired to work in the Research Park under the following scenarios:

1. Hire a student through the Research Park Internship Program as an hourly employee or graduate assistant
2. Sponsor an F-1 student for Curricular Practical Training (CPT) during their studies or Optional Practical Training (OPT) upon graduation
3. Sponsor a J-1 Exchange Visitor for Academic Training. Research Park is considered on-campus for a J-1 student
Handling IP with Student Employees

• Student employees and research assistants can work on projects year round (not just as summer interns) and intellectual property remains with the company.

• Students generally review and sign Non-Disclosure Agreements, Confidentiality and Intellectual Property documentation.

• An example of a Research Park Internship Program student agreement is available. This document covers topics such as:
  – The Confidential Period – Five years from the end of the internship with the company.
  – Prepublication Review – No right to publish the results of services performed for the company without prior written permission of the company.
  – Transfer of rights to the company – This includes work product, copyrights, patent rights and other rights.
Research Park Resume Pools

• Resume pools compiled for Research Park employers from I-Link once per semester (through a generic description of the Research Park and existing employment opportunities in various fields)
• 300 resumes obtained during the Spring semester
• Sorted by employment types (i.e., Business, Computer Science, Informatics/Stats, etc.)
• Note: Companies may also individually set up an I-Link account to recruit students
Research Park Job Board

- Students and professionals post resumes for Research Park tenants
- Tenants can search the resume database and post jobs
Research Park Career Fair

- Meet students that are specifically interested in working in the Research Park
  - Free
  - 200 to 300 students attend each April
  - Meet graduate and undergraduate students seeking internship and career opportunities in engineering, business, and technology
  - Raise awareness of your company
  - Learn more about additional recruiting opportunities at the University of Illinois
Open House Events

• Technology open house for University of Illinois students to meet companies and see demonstrations and overviews of technology being developed in the Research Park.
  – Free event in November

• Best Practice: Companies host their own open house events once per semester
Externship Day

• New job shadow program matching RP companies with appropriate students by job interest and relevant industry

• Benefits:
  – Allows students to experience company culture and/or profession
  – Recruiting advantage
  – Opportunity to give back to the community
  – Allows students to gain insight to real-world business challenges
  – Networking
  – Resume feedback
  – Allows students to explore interests

• If interested, contact Laura Bleill at lwbleill@illinois.edu
Research Park Mentorship Program

• Pilot stage
• Professionals in Research Park matched with graduate students and postdocs in the STEM field/area of specialization
• Program is designed to offer mentees opportunity to partner with professionals to:
  – Explore possible career paths
  – Develop and enhance network in career/research area of interest
  – Develop and enhance professional, communication and/or technical skills
• Program provides mentors the opportunity to:
  – Strengthen coaching, mentoring and leadership skills
  – Explore graduate/postdoc level talent
  – Give back to the local community
• If interested, contact Laura Bleill at lwbleill@illinois.edu
Intern Awards

- At any given time, more than 400 highly-skilled student interns work for Research Park tenants, gaining valuable experience while making real contributions to internal corporate research and development programs.
- Outstanding student interns working for companies in the Research Park are honored at the annual Intern Recognition Event.
- Intern Awards:
  - Most Advanced Marketing/Business Development
  - Best Entrepreneurial Leadership in a Startup
  - Best Tech Innovation in the Research Park
  - Most Valuable Graduate in the Research Park
  - Most Valuable Undergraduate in the Research Park

- [Research Park Internship Video](#)
# Student Wages in the Research Park

<table>
<thead>
<tr>
<th>Internship Area</th>
<th>Lowest Hourly Salary Reported</th>
<th>Average Hourly Salary Reported</th>
<th>Highest Hourly Salary Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Planning/Strategy/Competitive Intelligence/Market Research</td>
<td>$10.00</td>
<td>$17.00</td>
<td>$25.00</td>
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<tr>
<td>Chemistry/Chemical Engineering</td>
<td>$10.00</td>
<td>$13.90</td>
<td>$21.00</td>
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<tr>
<td>Computer Applications/Software Development</td>
<td>$8.00</td>
<td>$16.39</td>
<td>$30.00</td>
</tr>
<tr>
<td>Computer Networks/Hardware</td>
<td>$10.00</td>
<td>$17.50</td>
<td>$25.00</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>$10.00</td>
<td>$18.20</td>
<td>$30.00</td>
</tr>
<tr>
<td>Finance/Accounting</td>
<td>$8.00</td>
<td>$14.31</td>
<td>$20.00</td>
</tr>
<tr>
<td>Marketing/Business Development/Sales</td>
<td>$9.00</td>
<td>$14.33</td>
<td>$20.00</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>$8.00</td>
<td>$14.85</td>
<td>$25.00</td>
</tr>
<tr>
<td>Research &amp; Development (Scientific/Technical)</td>
<td>$10.00</td>
<td>$19.00</td>
<td>$29.82</td>
</tr>
</tbody>
</table>

**Average Student Wage (not weighted):** $18.19
Student Wages in the Research Park

Class Levels Hired

<table>
<thead>
<tr>
<th>Class Levels</th>
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<th>15</th>
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<tr>
<td>Freshman</td>
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<td>Junior</td>
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<td>Senior</td>
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<td>Master's student</td>
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<td>PhD student</td>
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<tr>
<td>Post-doctoral student</td>
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Hours Worked During School Semester

<table>
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<tr>
<th>Hours Worked</th>
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<th>4</th>
<th>6</th>
<th>8</th>
<th>10</th>
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<td>&lt;5</td>
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<td>&gt;40</td>
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<td>&gt;40</td>
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</table>

Typical Schedule:
- PT during the school year (5-20 hours/week)
- FT during the summer (40 hours/week)
Career Services

• **The Career Center**
  – The Career Center (TCC) offers a full range of programs, services, resources and counseling to assist all students and alumni of the University of Illinois at Urbana-Champaign, regardless of academic affiliation. [Jennifer Neef - Associate Director, Career Connections for Students](#)

• **Career Services Network**
  – Your Connection to all Campus Career Services Offices
    - Actuarial Sciences
    - Advertising Career Services
    - Agricultural, Consumer and Environmental Sciences
    - Alumni Career Center
    - Applied Health Sciences: Kinesiology and Community Health, Kinesiology
    - Applied Health Sciences: Recreation, Sport and Tourism
    - Applied Health Sciences: Speech and Hearing Science
    - Architecture Career Services
    - Biotechnology Center Career Services
    - Business Career Services
    - College of Education, Office of Clinical Experience
    - Disability Resources and Educational Services (DRES)
    - Division of Intercollegiate Athletics
    - Engineering Career Services
    - Fine and Applied Arts Career Services
    - Geology Placement
    - Graduate College Career Services
    - Integrative Biology Advising Office
    - Journalism
    - Labor and Employment Relations
    - Landscape Architecture
    - Law - Office of Career Planning and Professional Development
    - Library and Information Science
    - Minority Student Affairs Career Development
    - Molecular and Cellular Biology Advising Program
    - School of Chemical Sciences, Career Counseling and Placement Services
    - Social Work Placement
    - Student Employment Services
    - The Career Center

Career Services and Placement assistance is decentralized at the University of Illinois, which means companies need to work with the appropriate career services offices based on their disciplines of recruitment.
On-Campus Recruiting with I-Link

- Post opportunities to the online job board, source candidates through electronic resume books and complete on-campus interviews
  - Free to post jobs
  - Specify majors, skills, and other needs for your company
  - Also allows posting for UI alumni
- Volunteer through the Engineering Career Services office to help with resume and cover letter reviews, mock interviews
  - Informal way to meet proactive engineering students that are job seekers and evaluate their skills
Career Fairs/Networking Events

• Cross Campus Career Fairs Calendar:
  – [http://illinois.edu/calendar/list/1551](http://illinois.edu/calendar/list/1551)

• Fall Career Fair Dates (some examples):
  – CS/ECE After Hours: 9/9/2013
  – Business Career Fair: 09/18/2013 – 09/20/2013
  – College of Agricultural, Consumer and Environmental Sciences Career Fair: 10/03/2013

• 3,645 Companies recruited at Illinois annually, including 207 of the Fortune 500, competition for top students can be very intense
International Student and Scholar Services

- International Student and Scholar Services strives to create an environment that is conducive to a successful educational, personal and professional experience by serving the international population and campus units through advising, immigration services, programming, advocacy and outreach.

- Site Link: [http://www.isss.illinois.edu/](http://www.isss.illinois.edu/)
- Student E-mail: isss@illinois.edu
- Faculty and Scholar E-mail: isss-scholars@illinois.edu
- Phone: (217) 333-1303

Student Informal Engagement

- Get involved with Illinois registered student organizations (RSO’s)
  - Over 1,100 RSO’s on-campus, sponsor food for events
  - Speak in classes/give presentations
  - Host and/or sponsor events
  - Case Competitions: Teams of students solve real-world business issues for a grand prize
  - Volunteer through Career Services: critique resumes, mock interviews, give career exploration talks
CS/CE Corporate Connections

- Provides a main point of entry for partnering with CS and ECE at Illinois
- Sponsorships are used to support program activities, educational and outreach activities, student projects, student organizations, scholarships and other investments to strengthen the infrastructure of the CS and ECE departments
- Annual sponsorship contribution = $18,000
- Fall Corporate Connection After Hours: 09/09/2013 from 5:00pm–7:00pm
  - Career event for companies seeking EE, CE and CS candidates for full-time positions, co-ops or internships
  - Includes informal reception where company representatives and students can mix and mingle in a more relaxed atmosphere outside the traditional job fair setting
- Site Link: [http://corporateconnection.ece.illinois.edu/events.html](http://corporateconnection.ece.illinois.edu/events.html)
Host a Hackathon

• Company Sponsored Hack Days at CS
• Yahoo! University Hack Day competition
  – Yahoo! web experts provide tech talks, hacking tips/lessons and hands-on coding workshops where students work with cutting-edge technology
  – Provides students the opportunity to win cool prizes, spot in the gallery, street cred and the chance to represent the University of Illinois at the University Hack Showdown in California
  – Gives students access to API’s and the Yahoo! Developer Network
Recruit from Illinois Engineering
First-Year Experience (IEFX) and iFoundry Programs

• First-Year Experience (IEFX) is a program for all first-year engineering students that helps make their experience at Illinois more rewarding
  Explorations: December 5, 2013 at Illini Union Rooms A, B and C
  – All first-year engineering students are invited to participate in celebrating the end of the first semester and highlight their accomplishments
  – Opportunity to network with corporate representatives, faculty and students; event open to the community
  – Speak about working in your field as an engineer
  – Recruitment of freshman has been increasing common in the Research Park

• iFoundry educators and active students have developed opportunities that help the Engineering student community develop a broad and deep education that engages the mind, heart and hands
Student Consulting Projects: Senior Design Project Sponsorship

- Over the last 20 years, many students have worked with companies on projects that allow for an open-ended problem-solving experience through a Capstone/Senior Design project sponsorship.
- Likewise, participating companies also benefit from the experience by gaining fresh perspectives and access to expertise and resources that may not be as readily available.
- Contact individual departments requesting sponsorship.
- Examples of Participating Departments:
  - Technology Management (MS Tech): free
  - Electrical Engineering
  - Food Science and Health Nutrition Program
Technology Entrepreneur Center

- Identify entrepreneurial students and leaders by becoming involved with the Technology Entrepreneur Center in the College of Engineering – sponsorships and involvement options are available
- 3,500 engineering students participate annually
- Events include:
  - SocialFuse: bi-monthly social event on engineering campus for prospective entrepreneurs
  - Cozad New Venture Competition: 80 student teams compete annually
  - Patent Clinic (with Law School)
  - Charm School for Engineers: communication skills, business attire, etiquette
  - Invention to Venture: bootcamp of entrepreneurship
- Innovation LLC: an entrepreneurship dorm for students
Student Consulting Projects: Illinois Business Consulting (IBC)

• Largest student-led consulting organization in the nation
• Under the guidance of highly experienced professional staff, approximately 200 students perform 40-50 projects each year for Fortune 500, mid-sized, new venture and non-profit clients
  – Recent projects have included: AT&T, Frito Lay, Boeing, Medtronic, Mayo, Motorola, GM
• Enables students to apply classroom knowledge and give expert advice to solving real-world business challenges
• Diversified services
• Application Process: [http://www.ibc.illinois.edu/prospective-clients/](http://www.ibc.illinois.edu/prospective-clients/)
• Fee Structure: [http://www.ibc.illinois.edu/prospective-clients/fee-structure.aspx](http://www.ibc.illinois.edu/prospective-clients/fee-structure.aspx)
• Site Link: [http://www.ibc.illinois.edu/](http://www.ibc.illinois.edu/)
Student Consulting Projects: Global Consulting Program (GCP)

- MBA students in the College of Business engage in consulting projects with companies in emerging markets, specifically Brazil, China, India and South Africa.
- Students work remotely with an international client and travel to the designated country to meet with and present to the client.
- Site Link: http://www.mba.illinois.edu/experience/experiential-learning/global-consulting.aspx
- Benefits for Students:
  - Real-world, value-added consulting experience
  - Unparalleled professional development
  - Weekly interactions with clients
  - Professional networking opportunities
  - Results-driven success stories
Best Practices in Student Employment: Advice from the Caterpillar Simulation Center in the Research Park

• Employing Students – Key Points
  – Hire the Correct Students
    • Leadership Experience in Student Organizations
    • Know the best classes for them to have completed for your company’s needs
    • Start recruiting freshman year to increase potential time available with company and recruit when there is less competition
    • GPA is less important, students excel in school with applied learning opportunity at CSC
  – Mentor/Coach Students - Defined Training Plan, regular performance reviews
  – Selection of Student Projects is important - Increase Scope Over Time

• Use Offer Letters with student hires and require a written response

• Plan an orientation for interns including:
  – Complete Intellectual Property Agreement
  – Company Practices, Policies, & Procedures

• Retain good students year after year: work during breaks, allow rotation for one summer internship at headquarters
# Sample Student Review

<table>
<thead>
<tr>
<th>Performance Evaluation Ratings</th>
<th>Exceptional Performance (1)</th>
<th>Exceeded Expectations (2)</th>
<th>Met All Expectations (3)</th>
<th>Met Some Expectations (4)</th>
<th>Did Not Meet Expectations (5)</th>
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<tbody>
<tr>
<td>Accountability (dependable, thorough)</td>
<td></td>
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<td>Attendance (punctual)</td>
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<td>Communications (convey/absorb information)</td>
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<td>Customer Focus (help others meet goals)</td>
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<tr>
<td>Initiative (self-starter, resourceful)</td>
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<tr>
<td>Interpersonal Relations (cooperation, maturity, tactfulness)</td>
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<tr>
<td>Productivity (volume, promptness)</td>
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<tr>
<td>Quality of Work (accuracy, completeness, neatness)</td>
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<tr>
<td>Teamwork/Cooperation (how well work with others)</td>
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<tr>
<td>Work Standards (responsible, consistent)</td>
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<tr>
<td>Overall Rating</td>
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Best Practices in Student Employment: Advice from State Farm in the Research Park

• Purpose of student employment at SFRDC:
  – Staff augmentation for projects to be done that lack resources internally
  – Pipeline to full-time job opportunities

• Create multidisciplinary student teams: Variety of projects that attract a broad range of students and majors

• Allow Flexible work hours between 7:00 am – 7:00 pm
  – 10 hours a week during the school, full time during the summer

• Invite professors, students, and administrators to your corporate campus

• Take students to your corporate campus to present their research at the end of the internship to provide exposure to the company

• Make the space: Creative, Innovative, and Collaborative

• Match interns to project leads at headquarters
  – Establish clear expectations of project leads, frequent interaction and engagement

• Visibility on campus: Class projects, Classroom presentations, Sponsored research

• Recruit, recruit, recruit!