Hiring Business Huskers

Employer Partners Guide

University of Nebraska–Lincoln
Together, we drive discovery, create opportunity and empower individuals to lead the future of business. We are Nebraska Business.

The Business Career Center partners with employers to deliver innovative services and programs to develop confident, professional and connected students for lifelong career success. In addition to receiving a quality Big Ten business education, these students gain experience and skills that prepare them to be future business leaders in Nebraska and beyond.

**GRADUATE PROGRAMS**

14 MASTER’S, DOCTORAL AND CERTIFICATE PROGRAMS tailored to fit students’ goals

531 GRADUATE STUDENTS ENROLLED fall 2018

50+ YEARS AS A LEADER IN MBA EDUCATION founded in 1964

**Online and On-Campus**

**Master’s Programs**
- Professional Accountancy
- Actuarial Science
- Business Administration (MBA)
- Business Analytics
- Economics
- Finance
- Business with Intercollegiate Athletics Administration Specialization (MAIAA)

**Graduate Certificates**
- Business Analytics
- Human Resource Management
- Supply Chain Management

**Ph.D. Programs**
- Business with Accountancy Specialization
- Business with Finance Specialization
- Business with Management Specialization
- Business with Marketing Specialization
- Economics

**Professional Development Opportunities**

Business partners and community members can develop professionally with:
- Executive Education Certificate Programs
- Power Lunches
- Custom Programs
- Tax Institutes

UNDERGRADUATE PROGRAMS

#44
UNDERGRADUATE BUSINESS PROGRAM


#112
HANDS-ON LEARNING OPPORTUNITIES IN CLASSES
during a typical semester

#34+
PROGRAMS STUDENTS CAN PURSUE TO CO-CREATE THEIR EXPERIENCE
fall 2018

10 Majors

Supply Chain Management - 3%
Marketing - 15%
Management - 11%
International Business - 3%
Finance - 16%

3,868 UNDERGRADUATE BUSINESS STUDENTS
fall 2018

13 Minors

Accounting
Actuarial Science
Business for Non-Business Majors
Business Analytics
Clifton Builders Management
Economics
Entrepreneurship

Finance
Global Leadership
Law and Business
Management
Marketing
Supply Chain Management

Undergraduate Certificate
Professional Selling

Organizations
25+ Recognized Student Organizations
for College of Business students
business.unl.edu/organizations

Distinctive Programs and Recognitions in the College

Actuarial Science — One of 17 Centers of Actuarial Excellence in U.S. by the Society of Actuaries®
Business Learning Communities — Students interested in business live and study together
Center for Entrepreneurship — Resources for students to create and manage businesses
Center for Sales Excellence — A “Top University for Professional Sales Education” by Sales Education Foundation
Clifton Strengths Institute — One-on-one CliftonStrengths® coaching and Clifton Builders program
Finance — One of 36 University Affiliate Programs of CFA Institute®
Global Immersion — Students can study and intern abroad in 20+ program options around the world
Nebraska Business Honors Academy — High-ability students complete an enhanced action-based curriculum

Where Are Our Business Students From?

62.6% Nebraska
24.4% Out of State
13% Outside U.S.
Signature Programs and Classroom Opportunities
Engage with the Business Career Center to interact with students. Opportunities include:

**Employer in Residence**
Employers are featured each day during the school year to interact with students and faculty/staff. Employers receive special marketing via a student newsletter, social media, digital signs and targeted emails.

Employers can use the day for engagement such as hosting an informational booth, providing résumé reviews or conducting presentations.

**Career Fairs/Networking Events**
The Business Career Center collaborates with University Career Services, College of Business recognized student organizations and academic departments on a variety of annual events.

**On-Campus Interviewing/Job Postings**
The Business Career Center collaborates with University Career Services to provide a convenient way for employers to interview Nebraska Business students. Employers may post jobs and reserve interview rooms through Handshake.

**Presentations**
Employers may have the opportunity to present to students in a class or student organization.

**Business+ Workshops**
Specialized training by selected professionals and experts ranging from basic knowledge to advanced training help students develop in-demand skills that employers need, such as software, client management, coding, trends and more.

**Career Expeditions**
Students travel to major cities to meet employers and alumni. Site visits may include tours, executive panels and professional presentations.

**Employer Partners Day/Employer of Year**
This professional development opportunity teaches employers how to enhance their campus presence. The event includes breakout sessions, keynote speakers and networking. The Employer of the Year Award recognizes their support of Nebraska Business students’ career development.

LEARN MORE AT BUSINESS.UNL.EDU/CAREERS
Professional Enhancement Program (PrEP) ———

This four-course program is designed to develop confident, professional and connected students for lifelong career success. Employers are an integral part of PrEP and provide industry expertise and connections to the business world.

BSAD 111: Investing in Strengths
Students discover, develop and apply their strengths to create individual success plans for personal and career development.
- Employers interact with these students primarily through career fairs.

BSAD 222: Career Development & Planning
Students learn about their interests, skills and values, identify career goals, develop a résumé and receive career coaching.
- Employers provide informational interviews and participate in class networking events.

BSAD 333: Internship & Job Search Strategies
Students learn how to search for, apply to, interview for, and secure internships and full-time jobs.
- Employers provide practice interviews, résumé reviews, short video tips and interact with students at career fairs.

BSAD 444: Professional & Life Skills
Students learn to transition from college to career and attend professional development events in the community.
- Employers may submit presentation topics for consideration and, if accepted, present to students in the classroom.

An Innovative Program Pioneered At Nebraska
Students and employers report seeing benefits from the PrEP program. Employers report greater satisfaction with new employees who completed the program at Nebraska Business, and students feel more confident as they search for internships and careers.

I rang the Success Bell to celebrate my internship I got because of the PrEP classes. I received help crafting my résumé and strategically sought out the employer I wanted.
— Maluba Mudundulu, student

It is encouraging to hear what students gain from the practice interviews. Whether they are interested in a career in public accounting or not, you offer an incredible opportunity for them to concentrate on improving their interview skills through simulated experiences.
— Becky Paseka, KPMG
What Defines An Internship?
Internships give students the opportunity to gain valuable experience and give employers the opportunity to guide and evaluate talent.

Great Internships Include:
- Orientation and training for the intern
- Specific project/responsibilities and opportunities for the intern to learn about an organization’s operations
- Support from the employer supervisor in student’s pursuit of learning goals
- Opportunity to meet organization’s leaders

Can Students Receive Academic Credit?
As the student pays related tuition and fees to earn academic credit for their internship, many just seek experience from their internships. Students who pursue credit will work with academic advisors and faculty to identify which course might apply and whether the experience meets internship criteria.

How To Recruit College of Business Students?
Students often begin to pursue summer or school-year internships in the fall semester of their sophomore year. Handshake, provided collaboratively by University Career Services, is a free resource for posting internships.

Are There Any Documents To Complete?
An Internship Memorandum of Understanding (MOU) outlines personal learning objectives and internship details. It is a best practice for interns and supervisors to use this form for mutual understanding of the work.

Evaluations provide valuable feedback for the student, the organization and the Business Career Center. At the end of each term of the internship, both the student and supervisor should complete evaluations. Contact the Business Career Center if you need sample evaluation or MOU documents.

What Do Interns Get Paid?
Most organizations compensate interns by hourly wage or stipend. Averages include:

<table>
<thead>
<tr>
<th>Major</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Undergraduate</td>
<td>$14.52</td>
</tr>
<tr>
<td>Accounting</td>
<td>$15.69</td>
</tr>
<tr>
<td>Actuarial Science</td>
<td>$15.85</td>
</tr>
<tr>
<td>Business Administration</td>
<td>$13.25</td>
</tr>
<tr>
<td>Economics</td>
<td>$14.22</td>
</tr>
<tr>
<td>Finance</td>
<td>$15.48</td>
</tr>
<tr>
<td>International Business</td>
<td>$ 9.41</td>
</tr>
<tr>
<td>Management</td>
<td>$13.18</td>
</tr>
<tr>
<td>Marketing</td>
<td>$12.32</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>$16.60</td>
</tr>
</tbody>
</table>

*Average hourly wage of College of Business students in 2017-18 academic year by major
What Do Students Find Important In An Internship?

Students consistently report they want the opportunity to learn and make a difference, contribute as a part of the team as well as receive mentoring and guidance from their supervisors. Generally, today’s students seek a fun, positive and hard-working culture that offers the chance that the experience could lead into a full-time position.

What Should The Job Description Include?

• Brief description of your organization and the responsibilities of the internship
• Preferred or required qualifications
• Work logistics (hours per week, time, wage, etc.)
• Application process
• Learning opportunities

Sample Job Description

BUSINESS INTERN
XYZ Company is seeking ambitious and driven candidates for our Business Internship. As an intern, you will learn how our strategy and methods lead to effective business relationships.

This intern will work with our partnerships team to build relationships with internal and external clients, including managing the entire sales process, maintaining a deep understanding of the product and identifying the unique needs of the client.

PREFERRED QUALIFICATIONS:
• Working toward a bachelor’s degree in a business-related field
• Written and verbal communication skills
• Ability to work independently and as part of a team
• Strong problem-solving and critical thinking skills

Interns will work part-time and will be compensated $15 an hour. XYZ Co. is flexible to accommodate your schedule. To apply, submit your résumé and cover letter at XYZ.com/Internships.
Hiring International Students

Most international students are eligible to work as interns. They offer employers language skills, unique global viewpoints and cross-cultural awareness of world markets.

**Internships**
Authorization is granted by the university’s International Students and Scholars Office (ISSO) through Curricular Practical Training (CPT). Students may participate in multiple CPT experiences during their college experience.

The employer provides an offer letter to the student specifying the detailed terms of employment and completes an Internship Memorandum of Understanding. The internship must relate to the student’s academic program and be for academic credit. It is the student’s responsibility to have CPT authorized by the university, a process that typically takes a minimum of two weeks. This comes at no cost to the employer.

**Volunteer Experience**
Volunteer experiences provide opportunities to gain knowledge of a career field and specific skills. Organizations cannot hire an international student as an unpaid intern or volunteer if they generally pay a U.S. citizen to do the same work.

**Full-Time U.S. Employment**
After graduation, international students are usually eligible to gain practical experience of up to 12 months of full-time employment in their field through Optional Practical Training (OPT). Students typically apply for an Employment Authorization Document the semester before graduation at no cost to potential employers.

After a student’s OPT or CPT, a different type of work visa is required. The common temporary working visa, the H-1B, can be obtained for three years and extended for a combined total of six years.

Your organization can file for an H-1B petition for a student already working under OPT or CPT. The H-1B is only one option. For example, some employers may support the employee getting a green card/permanent residency.

<table>
<thead>
<tr>
<th>INTERNSHIPS CPT for F-1 Status</th>
<th>FULL-TIME EMPLOYMENT OPT with F-1 Status</th>
<th>FULL-TIME EMPLOYMENT Employer-Sponsored H-1B Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time Allotment/Duration</strong></td>
<td>After completing two semesters/one full academic year and before graduation, students can have multiple part/full-time internships.</td>
<td>After 2 semesters/1 academic year and completing degree, students can work up to 12 months full time. (36 months in approved STEM fields)</td>
</tr>
<tr>
<td><strong>Student Requirements</strong></td>
<td>Begin Curricular Practical Training (CPT) application process 2-3 weeks before internship begins after receiving an offer.</td>
<td>Begin Optional Practical Training (OPT) application 3 months prior to anticipated start date.</td>
</tr>
<tr>
<td><strong>Employer Requirements</strong></td>
<td>None, except providing an offer letter and completing a brief Internship Memorandum of Understanding.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Cost to Employer</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
The University of Nebraska–Lincoln recognizes the recruiting process involves important decisions for students and employers. We encourage both to use fair and reasonable practices when in the job and internship search and appreciate employers who extend opportunities to students. To support those employers’ needs and to provide students adequate time to evaluate and respond to job and internship offers, we request employers consider these guidelines.

**Best Practices**

The National Association of Colleges and Employers (NACE) notes: “Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information. Students given sufficient time to attend career fairs, participate in on-campus interviews and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances” (NACE position on Reasonable Offer Deadline Guidelines).

We expect students to:
- Request any reasonable accommodations promptly.
- Immediately release offers they do not plan to accept to allow the employer the opportunity to consider another student for the position.
- Not accept an offer for employment while continuing to pursue other opportunities.
- Not renege on a previously accepted job offer.

We expect employers to:
- Demonstrate flexibility in working with students to consider reasonable requests.
- Communicate hiring timelines clearly.
- Not place undue pressure on students to make offer decisions.
- Uphold job offers.

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**Offer Timelines For Hiring Students At Nebraska**

**Summer Internships to Full-Time**
A full-time offer after a summer internship should remain open a minimum of **three weeks** from the written offer date, or until **November 1**, whichever comes later.

**Accounting Summer Leadership Program to Internship**
An offer for a spring or summer internship for the following year after a summer leadership program should remain open a minimum of **three weeks** from the date of the written offer, or until **November 1**, whichever comes later.

**Fall Recruiting**
An offer for internships or full-time positions during the fall recruiting season should remain open a minimum of **three weeks** from the date of the written offer, or until **November 1**, whichever comes later.

**Spring Recruiting**
Offers during spring recruiting season should remain open a minimum of **two weeks** from the written offer date.

**Spring Accounting Internship to Full-Time**
A full-time offer for May of the following year after a spring internship (15 months in advance) should remain open a minimum of **three weeks** from date of the written offer, or until **August 15**, whichever comes later.

*Guideline specific to Nebraska College of Business*
The post-graduation career outcomes report reflects information on 848 undergraduate business students who were seeking employment or continuing education (out of 859 total graduates). The career outcomes data presented are based on a knowledge rate of 99 percent for students who graduated between August 2017 and May 2018.

Successful Placement For Undergraduate Majors

- **84%** secured employment or continued education within six months of graduation.
  - 66% accepted employment.
  - 17% committed to further education.
  - 1% military/long-term volunteer program.

- **$47,415** average full-time starting salary based on 344 reported salaries.

- **$5,403** average signing bonus based on 103 reported signing bonuses.

This does not include those employed in post-graduate internships or fellowships.

Top Employers

- Sandhills Global
- builder trend
- Spreetail.com
- NRC Health
- Union Pacific
- Werner
- KPMG
- Mutual of Omaha
- Nelnet
- Ameritas
- Deloitte
- hudl
- BHCA
- Berkshire Hathaway Homestate Companies
- National Indemnity Group of Insurance Companies
- West One Bank

Successful Placement for Graduate Students

<table>
<thead>
<tr>
<th>Master of Professional Accountancy</th>
<th>Master of Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>95%</strong> employed or continuing education (within six months of earning degree)</td>
<td><strong>94%</strong> employed or continuing education (within four months of earning degree)</td>
</tr>
<tr>
<td><strong>$50,889</strong> average full-time starting salary</td>
<td><strong>$103,832</strong> average full-time starting salary</td>
</tr>
<tr>
<td><strong>$5,250</strong> average signing bonus</td>
<td><strong>$23,897</strong> average signing bonus</td>
</tr>
</tbody>
</table>

Based on a knowledge rate of 99 percent for graduate students who earned their degrees between August 2017 and May 2018.
UNDERGRADUATE CAREER OUTCOMES

CONTINUED

Top Locations

- 859 BACHELOR’S GRADUATES TO LEAD THE FUTURE OF BUSINESS

63% remained in Nebraska, building the state’s workforce.

- 55% stayed in Lincoln.
- 40% headed to Omaha.
- 5% went to other cities in Nebraska.

29 states where graduates pursued opportunities.

- 8 countries where graduates pursued opportunities.

Average Pay by Location

- MIDWEST: $46,384
- NEBRASKA: $43,944
- OTHER MIDWEST: $55,138
- WEST: $64,444
- NORTHEAST: $58,800
- SOUTHWEST: $49,758
- SOUTH: $49,962

Salary by Major

- ACCOUNTING: $47,670
- ACTUARIAL SCIENCE: $63,411
- AGribUSINESS: $47,240
- BUSINESS ADMINISTRATION: $40,801
- ECONOMICS: $46,136
- FINANCE: $50,695
- INTERNATIONAL BUSINESS: $53,500
- MANAGEMENT: $45,297
- MARKETING: $44,343
- SUPPLY CHAIN MANAGEMENT: $52,446
University of Nebraska Career Services Network

Offices collaborate to provide students and employers opportunities to connect through student publications, job postings, campus interview software, career fairs and events.

Contacts Across Campus:

University Career Services careers.unl.edu
Agricultural Sciences and Natural Resources casnr.unl.edu/careers
Architecture architecture.unl.edu/careers
Arts and Sciences cas.unl.edu/careers
Business business.unl.edu/careers
Engineering engineering.unl.edu/careers
Journalism and Mass Communications journalism.unl.edu/careers
Law law.unl.edu/career
Alumni Association huskeralum.org
Graduate Studies unl.edu/gradstudies/professional-development

FIND YOUR FUTURE EMPLOYEES

Handle all of your recruiting needs in one convenient and free system. Create a profile and start today!

• Post jobs and internships available to Nebraska students
• Search and view résumés
• Participate in on-campus interviews
• Register for events and career fairs

careers.unl.edu/handshake

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Architecture architecture.unl.edu/careers
Arts and Sciences cas.unl.edu/careers
Business business.unl.edu/careers
Engineering engineering.unl.edu/careers
Journalism and Mass Communications journalism.unl.edu/careers
Law law.unl.edu/career
Alumni Association huskeralum.org
Graduate Studies unl.edu/gradstudies/professional-development

Business Career Center  |  Howard L. Hawks Hall 141  |  402.472.7272
730 N. 14th Street, Lincoln, NE 68588-0405  |  hirebusiness@unl.edu

LEARN MORE AT BUSINESS.UNL.EDU/CAREERS

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UNIVERSITY OF NEBRASKA–LINCOLN
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