



COLLEGE OF BUSINESS

Business Career Center

HIRING BUSINESS HUSKERS

Employer Partners Guide

UNIVERSITY of NEBRASKA-LINCOLN

NEBRASKA COLLEGE OF BUSINESS

MISSION

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

545

GRADUATE STUDENTS
ENROLLED

fall 2019

50+

YEARS AS A LEADER
IN MBA EDUCATION

founded in 1964

Online and On-Campus Master's Programs

- Professional Accountancy (MPA)
- Actuarial Science
- Business Administration (MBA)
- Business Analytics
- Economics
- Finance
- Business with Intercollegiate Athletics
- Administration Specialization (MAIAA)

Graduate Certificates

- Business Analytics
- Financial Communications
- Human Resource Management
- Supply Chain Analytics
- 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 and Professional Development Certificate Programs
- Power Lunches
- Custom Programs
- Tax Institutes

#9

ONLINE MBA

*Poets&Quants
(2020)*

UNDERGRADUATE PROGRAMS

#50

UNDERGRADUATE
BUSINESS
PROGRAM

U.S. News & World Report (2019)

112

HANDS-ON LEARNING
OPPORTUNITIES
IN CLASSES

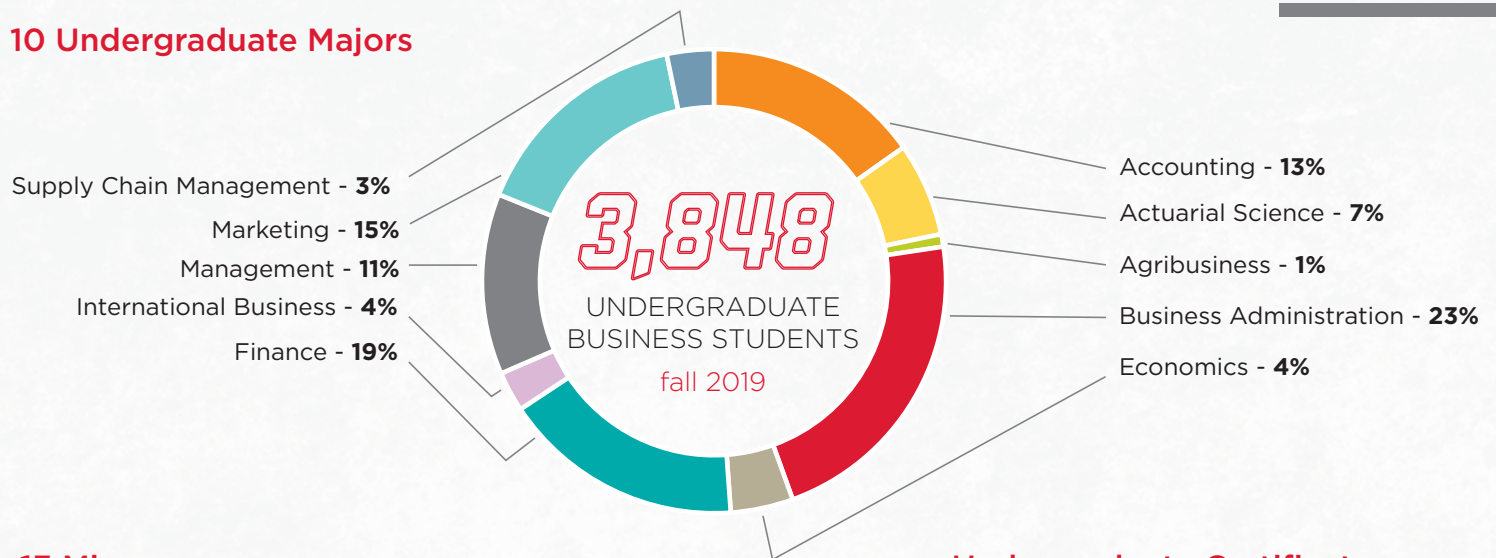
during a typical semester

34+

PROGRAMS STUDENTS CAN
PURSUE TO CO-CREATE
THEIR EXPERIENCE

fall 2018

10 Undergraduate Majors



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

Sales Excellence

Organizations

27 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 Abroad — Students can study and intern abroad in 20+ program options around the world

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®

Nebraska Business Honors Academy — High-ability students complete an enhanced action-based curriculum

Where Are Our Business Students From?

63% Nebraska

37% Out of State

3% Outside U.S.

EMPLOYER ENGAGEMENT



Connect Virtually

Contact the Business Career Center to discuss remote or online opportunities.

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 at an informational booth to interact with students and faculty/staff. Employers receive special marketing via a student newsletter, social media and digital signs.

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/Pop-Up Classes/Class Projects

Employers may have the opportunity to present to and engage 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, alumni panels and 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](https://business.unl.edu/careers)

BECOMING CAREER READY

Professional Enhancement Program (PrEP)



For Lifelong Career Success

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 maximize success in college and beyond.

- ▶ 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 practice networking.

- ▶ 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 through presentations and informational interviews with alumni and industry experts. Topics focus on financial literacy, personal wellbeing, lifelong career management and community engagement.

- ▶ Alumni and employers provide informational interviews about the transition to life after college and may submit presentation topics for consideration.

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, '20 graduate

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

”

DEVELOPING INTERNSHIPS

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

73%

COMPLETED AN INTERNSHIP OR
CAREER-RELATED EXPERIENCE
DURING COLLEGE

students who graduated in 2019-20

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:

Major	Average
All Undergraduate Majors	\$14.29
Accounting	\$16.05
Actuarial Science	\$20.84
Agribusiness	\$15.94
Business Administration	\$13.47
Economics	\$13.84
Finance	\$14.31
International Business	\$13.31
Management	\$13.40
Marketing	\$13.09
Supply Chain Management	\$15.89

*Average hourly wage of College of Business students in 2019-20 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.

GLOBALIZING YOUR STAFF



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.

	INTERNSHIPS CPT for F-1 Status	FULL-TIME EMPLOYMENT OPT with F-1 Status	FULL-TIME EMPLOYMENT Employer-Sponsored H-1B Status
Time Allotment/ Duration	After completing two semesters/ one full academic year and before graduation, students can have multiple part/full-time internships.	After 2 semesters/1 academic year and completing degree, students can work up to 12 months full time. (36 months in approved STEM fields)	Valid for three years and can be extended for an additional three years.
Student Requirements	Begin Curricular Practical Training (CPT) application process 2-3 weeks before internship begins after receiving an offer.	Begin Optional Practical Training (OPT) application 3 months prior to anticipated start date.	Students cannot apply on their own, but must work with employer to provide documents required for visa sponsorship.
Employer Requirements	None, except providing an offer letter and completing a brief Internship Memorandum of Understanding.	None	Follow steps toward H-1B visa sponsorship.
Cost to Employer	\$0	\$0	Varies between \$2,000-\$5,000, not including filing and attorney fees.

JOB OFFER GUIDELINES

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.



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

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EMPLOYERS
HIRED
UNDERGRADUATE
BUSINESS
STUDENTS

2018-19 CAREER OUTCOMES

FOR BUSINESS GRADUATES

The post-graduation career outcomes report reflects information on 901 undergraduate business students who were seeking employment or continuing education. The career outcomes data presented are based on a knowledge rate of 99 percent for students who graduated between August 2018 and May 2019.

Successful Placement For Undergraduate Majors

86%

secured employment
or continued education within
six months of graduation.

67% accepted employment.

17% committed to further education.

2% military/long-term volunteer program.

\$48,073

average full-time
starting salary
based on 390
reported salaries.

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

\$5,403

average signing bonus
based on 103 reported
signing bonuses.

Top Employers



Successful Placement for Graduate Students

Master of Professional Accountancy

98%

employed or
continuing education

(within six months of earning degree)

\$52,476

average full-time
starting salary

\$2,500

average
signing bonus

Master of Business Administration

95%

employed or
continuing education

(within four months of earning degree)

\$109,515

average full-time
starting salary

\$11,667

average
signing bonus

Based on a knowledge rate of 99 percent for graduate students who earned their degrees between August 2018 and May 2019.



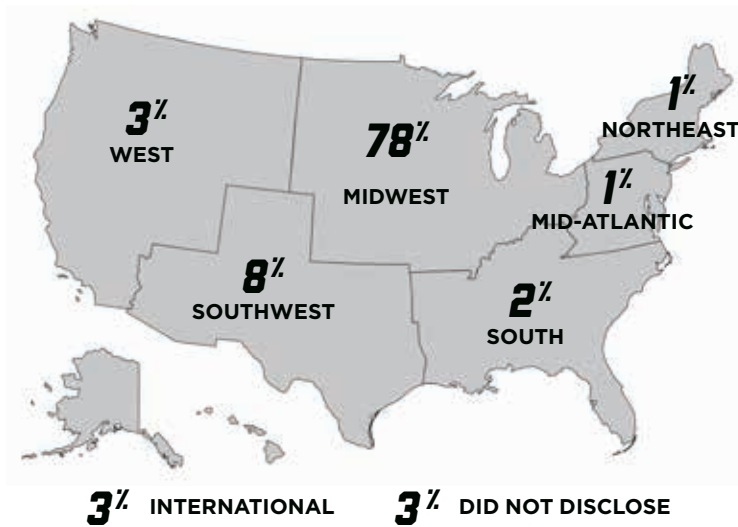
901

**BACHELOR'S
GRADUATES
TO LEAD THE
FUTURE OF
BUSINESS**

UNDERGRADUATE CAREER OUTCOMES

CONTINUED

Top Locations



65%

remained in Nebraska,
building the state's workforce.

54% stayed in Lincoln.
40% headed to Omaha.
6% went to other cities
in Nebraska.

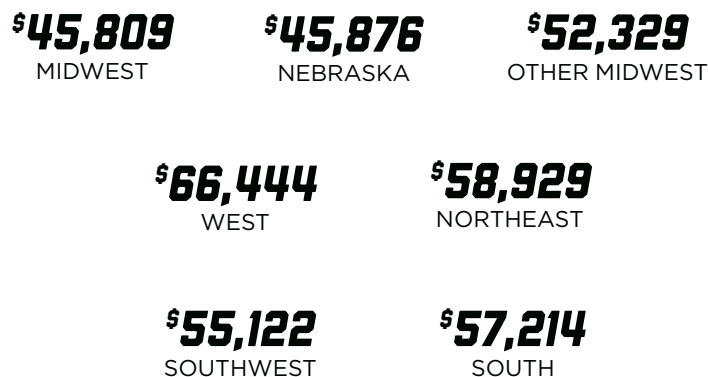
29

states where graduates
pursued opportunities.

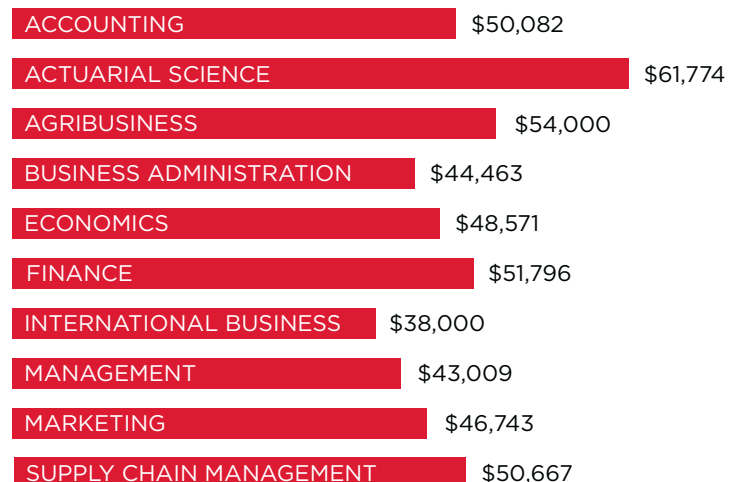
8

countries where graduates
pursued opportunities.

Average Pay by Location



Salary by Major





FIND YOUR FUTURE EMPLOYEES

Handle all of your recruiting needs in one free, convenient system. Create a profile to:

- 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

HUSKER CONNECT

Husker Connect provides a free platform for Nebraska Business students, alumni and professionals to actively connect. Huskers guiding Huskers on campus, in careers and through life.

- Connect with students and alumni as a mentor
- Provide guidance and career tips through one-on-one scheduled meetings
- Post questions or share feedback on discussion boards

huskerconnect.unl.edu

University of Nebraska–Lincoln Career Services Network

Career services offices collaborate to provide students and employers opportunities to connect through student publications, job postings, campus interview software, career fairs and events. Connect with the university's career services community:

careers.unl.edu

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](https://business.unl.edu/careers)

CONNECT WITH US



@NebraskaBiz

UNIVERSITY of NEBRASKA–LINCOLN

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.