On-Campus Recruitment Information for Employers

CAREER DEVELOPMENT SERVICES
Career Development Services is a centralized office assisting students and alumni from all academic areas in attaining their career objectives. Company representatives are invited to recruit through Fall Career Week, North Alabama Connection: Professional Employment Day, and Spring Career Week, as well as our On-Campus Recruitment program.

BULLDOG CAREERS
BulldogCareers is Career Development Services’ online recruiting website. Created with the employer in mind, this new site provides participating employers the ability to:

- Visit one centralized online location to post and manage an unlimited number of jobs
- Set parameters for your job openings
- Receive email reminders when a student applies for jobs and when a posting is about to expire
- Register online for on-campus career events (i.e. career fairs, interviews, information sessions)
- Much more!

Contact Brenda J. Crutcher at 256.372.8220 or by email at brenda.crutcher@aamu.edu to get your username and password so that you can begin using the new system today!

RESUME REFERRALS
Student resume referrals are made throughout the year from a wide variety of majors who are registered CDS and have an approved resume in the BulldogCareers system. If you are interested in receiving a resume referral from our office, please submit your request to:

Cooperative Education - Michael Radden
Education - Leslie C. Burks
Internships - Tangelia Rutledge-Gale
Prospective Graduates/Alumni - Brenda J. Crutcher

NOTE: Your detailed request must include the following applicable criteria: student’s Major/Area of Concentration, GPA, Classification, Graduation Date Range, Work Authorization, as well as other pertinent job requirements.

ON-CAMPUS RECRUITER INFORMATION
This information is designed to assist you in planning your recruiting visit to our campus. On-Campus Recruitment kicks off with our Fall Career Week activities and on-campus interview dates are booked after this event. The recruiting process begins with reserving a designated campus recruitment date(s), completion of the Campus Recruiting Information Form, and submission of a detailed position description in order to build your event. Once this information is received, it is processed and advertised to all CDS registered students through BulldogCareers.
**RESERVE YOUR DATE**

Reserve your event date, at least four weeks prior to your visit, by contacting Brenda J. Crutcher at 256.372.8220 or by email at brenda.crutcher@aamu.edu. This will ensure that your visit does not coincide with other university events such as holiday breaks or other activities that might limit student participation. Please have several dates in mind in case your first date is not available.

**COMPLETE THE ON-CAMPUS RECRUITMENT FORM**

Once your date has been reserved, you will receive the On-Campus Recruitment Information Data form. This form must be completed and returned to our office. When your form has been received, your event will be confirmed and will be advertised to our students through the BulldogCareers system.

**INFORMATION SESSIONS/CLASSROOM VISITATIONS**

With prior notice, we are happy to arrange informal career information sessions with the individuals already on your schedule, as well as those who were not able to schedule an interview. Classroom visitations with instructors may also be arranged. Let us know if you will need an LCD projector, other media equipment, and/or food catered.

**RECRUITING LITERATURE**

At least two weeks prior to your visit, please mail any recruiting literature you would like for us to distribute to our students. We also keep company binders and videos in our Career Lab on a more permanent basis. Please make sure that we have your most current materials.

**Packages**

All large boxes and crates weighting 25 pounds or more should be sent to:

Alabama A&M University  
% Brenda J. Crutcher  
Career Development Services  
Central Receiving Department  
3409 Meridian Street  
Huntsville, AL 35811

Smaller packages of company literature should be addressed as follows:

Career Development Services  
Attn: Brenda J. Crutcher  
Alabama A&M University  
P.O. Box 997  
Normal, AL 35762

The shipping companies that will deliver directly to our office on campus are Federal Express, Airborne Express and DHL. If you will be using one of these companies, send your package to:

Career Development Services  
Attn: Brenda J. Crutcher  
4900 Meridian Street  
101 Patton Hall  
Normal, AL 35762

**SCHEDULING**

Students sign up for interviews according to the qualifications (major, GPA, etc.) specified on the Campus Recruiting Information Data form at 20-, 30-, or 45-minute intervals. Let us know what time you plan to arrive and what time you need to leave so we may schedule the first and last interviews accordingly. We
suggest that you call three days prior to your visit to determine the number of students on the schedule. [Please contact us if you want to receive any information on these students prior to your visit].

**PERMANENT OR SUMMER EMPLOYMENT/COOPERATIVE EDUCATION**

Please specify on the On-campus Recruitment Information Form the types of positions you are seeking to fill: permanent/full-time employment, summer employment, internship, or co-op. Be sure to provide copies of all job descriptions pertinent to your event. If students need to complete any application form or provide you with additional documents for their interviews, please let us know prior to your visit.

**LUNCHEON ARRANGEMENTS**

Please let us know at least two weeks in advance if you would like to have lunch with a faculty member, dean, or department head. We will assist you with the necessary arrangements.

**CAMPUS PRESENCE**

Employers who are seeking additional opportunities to develop their on-campus presence may utilize the following programs or services. Employers who elect to become a CDS sponsor will be featured on our webpage and on the video monitor right outside our office. For more detailed information about being a CDS Corporate Sponsor, please contact Carolyn A. Lewis, Director at carolyn.lewis@aamu.edu.

**ROOM SPONSORSHIP**

A limited number of areas in the CDS office are available for sponsorship by employers. This includes our individual interview rooms and the Career Resources Library & Computer Lab. If you are interested in sponsoring a room, please contact Carolyn A. Lewis, Director at carolyn.lewis@aamu.edu.

**CAREER PREPAREDNESS WEEK**

Early in the fall semester, CDS sponsors Career Preparedness Week workshops designed to prepare students for the upcoming Fall Career Fair and on-campus recruitment. These workshops are presented by employers and have covered such topics as:

- Business Dining Etiquette
- Empower Yourself
- Life after Graduation
- Writing Government Resumes

If you would like to participate in this event, please contact Brenda J. Crutcher at brenda.crutcher@aamu.edu.

**WORKFORCE PREPAREDNESS WORKSHOPS**

CDS offer’s Workforce Preparedness Workshops throughout the academic year to develop and enhance the student’s job search skills. Workshops topics include:

- Resume Writing
- Interviewing Skills
- Dress for Success
- Job Search Strategies
- Ethics & Confidentiality in the Workplace

If you are interested in facilitating a workshop in the fall or spring, please contact Carolyn A. Lewis at carolyn.lewis@aamu.edu.

**BUSINESS ETIQUETTE LUNCHEON/DINNER**

Many business meetings and job interviews take place over the dinner table and having a working knowledge of dining etiquette can turn any employee into a poised marketing representative of their
company. When the big deal or job is on the line, that is not the time to realize you do not know which fork to eat your salad with.

Each semester CDS offer's two business etiquette events to assist our students with learning proper business dining etiquette that can help them to excel in business and also in landing the job of their dreams.

If you would like to sponsor a complete event or maybe just a number of students for the event, please contact Tangela Rutledge-Gale at tangela.rutledge@aamu.edu.

**THE CDS CAREER GUIDE**

Information on your organization can be presented to the students you would like to recruit by placing an ad in The CDS Career Guide. Published by The Publishing Group, it is the primary career search guide for our students. The employer's image and organization information is in a special Employer Reference Section of this publication to be used by all AAMU students. If you would like to be included in the 2012-2013 CAREER GUIDE, please contact Tangela Rutledge-Gale at 256.372.8181 or by email at tangela.rutledge@aamu.edu.

**CAMPUS LOCATION**

The campus is approximately 100 miles north of Birmingham, AL, 100 miles south of Nashville, TN, and midway between Atlanta, GA, and Memphis, TN (both approximately four hours by car). Major highways into Huntsville are Interstate 565 (from I-65 at Decatur) and U.S. 231, 431, and 72. The Huntsville International Airport is served by AirTran, American, Continental, Delta, U.S. Airways, United and Vision Airlines. The campus is an easy 20-minute drive from the airport.

Huntsville City Map ([http://www.huntsville.org/includes/media/docs/HsvMap-poi.pdf](http://www.huntsville.org/includes/media/docs/HsvMap-poi.pdf))

**ON-CAMPUS PARKING**

Parking facilities are available at the rear (south) entrance of Patton Hall. Visitors will enter the campus from Chase Road, see Campus Security for a parking permit and receive parking instructions as well as further directions to our office.


**RECOMMENDED HOTELS**

The hotels listed are 10-20 minutes from the campus. Huntsville has numerous locations of independent and national chain motels.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Country Inns &amp; Suites</td>
<td>4880 University Dr. NW</td>
<td>256.837.4070&lt;br&gt;800.456.4000</td>
</tr>
<tr>
<td>Courtyard by Marriott</td>
<td>4804 University Dr., NW</td>
<td>256.837.1400&lt;br&gt;800.321.2211</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>4815 University Dr. NW</td>
<td>256.830.9700&lt;br&gt;800.426.7866</td>
</tr>
<tr>
<td>Holiday Inn</td>
<td>4804 University Dr., NW</td>
<td>256.837.1400&lt;br&gt;800.321.2211</td>
</tr>
<tr>
<td>Holiday Inn Research Park</td>
<td>5903 University Dr., NW</td>
<td>256.830.0600&lt;br&gt;800.465.4329</td>
</tr>
<tr>
<td>Holiday Inn - Downtown</td>
<td>401 Williams Ave., SW</td>
<td>256.533.1400&lt;br&gt;800.445.8667</td>
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<tr>
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<tbody>
<tr>
<td>Hilton Garden Inn</td>
<td>301 Boulevard S SW</td>
<td>256.881.4170&lt;br&gt;800.446.6677</td>
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<tr>
<td>Holiday Inn Research Park</td>
<td>5903 University Dr., NW</td>
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Huntsville Area Hotel Accommodations Map (http://www.huntsville.org/includes/media/docs/Hsv-Accom-0809-2.pdf)

OFFICE LOCATION AND TELEPHONE NUMBERS

Career Development Services is located on the south end of the ground floor, room 101, of Patton Hall, the University's administration building. For your convenience, a campus map is provided below. The office telephone number 256.372.5690; our Fax number is 256.372.5689.

CDS STAFF

Carolyn A. Lewis Boswell  
Director  
256.372.8182

Michael Radden  
Cooperative Education Coordinator  
256.372.5694

Leslie C. Burks  
Career Information/Teacher Education Specialist  
256.372.8179

Tangela M. Rutledge-Gale  
Career Counselor/Recruiter  
256.372.8181

Brenda J. Crutcher  
Recruitment Specialist/Counselor  
256.372.8220

Deborah A. Boglin  
Senior Secretary  
256.372.5692