



RECRUITER GUIDE



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CENTER FOR CAREER
DEVELOPMENT & ACADEMIC
EXPLORATION



WHY THE UNIVERSITY OF TENNESSEE, KNOXVILLE?

The University of Tennessee, Knoxville, (UT) has had a centralized career center for over 90 years to serve the hiring needs of employers. Our office prides itself on a high standard of providing customer service and quality candidates. Many of our colleges and/or majors are highly ranked academic programs graduating well-rounded students ready to step into your workplaces. This guide has been created to offer you an overview of our services and students. Our 11 colleges offer you the ability to conduct all your recruiting needs at one location.

If you are interested in discussing your needs for talented individuals, contact any one of us, and we will be happy to provide more in-depth information on our students and university programs:

Andrew Hart

Associate Director - Employer Development
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ABOUT THE UNIVERSITY OF TENNESSEE, KNOXVILLE

Founded in 1794, UT is big on tradition, and we are proud of our humble beginnings as the first public university chartered west of the Appalachian Divide. UT is Tennessee's flagship university and premier public research institution. We serve as a co-manager of Oak Ridge National Laboratory with Batelle Memorial Institute as UT-Batelle; classified as producing very high research activity by the Carnegie Classification of Institutions of Higher Education (Doctoral Universities R1 category) and having a student body of 31,701 students (25,067 undergraduate and 6,634 graduate and professional).

We proudly call ourselves the Volunteers, and this is embodied throughout the university, into the Knoxville community, across the state of Tennessee and around the world.

OUR COLLEGES



Architecture + Design
archdesign.utk.edu



Arts and Sciences
artsci.utk.edu



**Communication and
Information**
cci.utk.edu



**Education, Health and
Human Sciences**
cehhs.utk.edu



**Haslam College
of Business**
haslam.utk.edu



**Herbert College
of Agriculture**
herbert.utk.edu



Law
law.utk.edu



Nursing
nursing.utk.edu



Social Work
csw.utk.edu



**Tickle College of
Engineering**
tickle.utk.edu



Veterinary Medicine
vetmed.tennessee.edu

OUR ACADEMIC MAJORS

College of Arts and Sciences	B	M	D
Anthropology	●	●	●
Art	●	●	
Art History	●		
Biochem, Cellular & Molecular Bio.		●	●
Biological Sciences	●		
Chemistry	●	●	●
Classics	●		
College Scholars	●		
Ecology & Evolutionary Biology		●	●
Economics	●		
English	●	●	●
French		●	
Geographic Info Sciences & Tech	●		
Geography	●	●	●
Geology & Environmental Studies	●	●	●
German		●	
Global Studies	●		
History	●	●	●
Interdisciplinary Programs	●		
Life Sciences		●	●
Mathematics	●	●	●
Medical Laboratory Science	●		
Microbiology		●	●
Modern Foreign Languages & Literatures	●	●	●
Music	●	●	
Neuroscience	●		
Philosophy	●	●	●
Physics	●	●	●
Political Science	●	●	●
Pre-Professional Programs	●		
Psychology	●	●	●
Public Policy & Administration		●	
Religious Studies	●		
Sociology	●	●	●
Spanish	●		
Statistics	●		
Studio Art	●		
Sustainability	●		
Theatre	●	●	

College of Architecture + Design	B	M	D
Architecture	●	●	
Graphic Design	●		
Interior Architecture	●		
Landscape Architecture		●	

Herbert College of Agriculture	B	M	D
Ag Leadership, Education & Communication	●	●	
Agricultural & Resource Economics		●	
Animal Science	●	●	●
Biosystems Engineering	●	●	●
Biosystems Engineering Technology		●	
Construction Science & Management	●		
Entomology & Plant Pathology		●	●
Environmental & Soil Sciences	●	●	
Food & Agricultural Business	●		
Food Science	●	●	●
Forestry	●	●	
Natural Resource & Environmental Economics	●		
Natural Resources			●
Plant Sciences	●	●	
Plants, Soils, & Environmental Sciences			●
Wildlife and Fisheries Science	●	●	

Haslam College of Business	B	M	D
Accounting	●	●	
Business Administration		●	●
Business Analytics	●	●	
Economics	●	●	●
Finance	●		
Human Resource Management	●	●	
Industrial & Organizational Psychology			●
Management	●		
Management Science			●
Marketing	●	●	
Public Administration	●		
Statistics		●	
Supply Chain Management	●	●	

College of Communication and Information	B	M	D
Advertising	●		
Communication & Information		●	●
Communication Studies	●		
Information Sciences	●	●	
Journalism & Electronic Media	●		
Public Relations	●		

Intercollegiate Programs	B	M	D
Comparative & Experimental Medicine		●	●
Energy Science & Engineering			●
Data Science & Engineering			●

College of Education, Health & Human Sciences	B	M	D
Audiology & Speech Pathology	●		
Child & Family Studies	●	●	●
College Student Personnel		●	
Counseling		●	
Counselor Education			●
Deaf Studies	●		
Education	●	●	●
Educational Admin.		●	
Educational Psych. & Research			●
Educational Psychology		●	
Higher Education Administration			●
Hospitality & Tourism Management	●		
Kinesiology	●	●	
Kinesiology & Sport Studies			●
Nutrition	●	●	
Nutritional Sciences			●
Public Health		●	
Recreation & Sport Management	●	●	
Retail & Merchandising Management	●		
Retail, Hospitality, & Tourism Management			●
School Psychology			●
Special Education	●		
Teacher Education		●	●

Tickle College of Engineering	B	M	D
Aerospace	●	●	●
Biomedical	●	●	●
Chemical	●	●	●
Civil	●	●	●
Computer Engineering	●	●	●
Computer Science	●	●	●
Electrical	●	●	●
Engineering Science		●	●
Environmental		●	
Industrial	●	●	●
Materials Science & Engineering	●	●	●
Mechanical	●	●	●
Nuclear	●	●	●
Reliability and Maintainability Engineering		●	

College of Nursing	B	M	D
	●	●	●

College of Social Work	B	M	D
	●	●	●

College of Law	B	M	D
			●

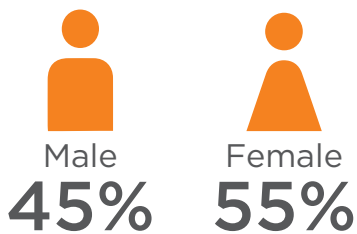
College of Veterinary Medicine	B	M	D
			●

B - Bachelor's degree
M - Master's degree
D - Doctorate degree

OUR STUDENTS

UT has a student body of 31,701 students (25,067 undergraduate and 6,634 graduate and professional). Students come to UT from a variety of paths, which include our Top 10 Enrollment Feeders listed below.

Of the **31,701**
students (undergraduate, and graduate)
enrolled at UT in the fall of 2021



3.96
Average Entering GPA

- **71%** come from Tennessee
- **25%** come from other states
- **3%** are international students from 100 countries

TOP 10 OUT-OF-STATE STUDENT ENROLLMENT

- Georgia
- Virginia
- North Carolina
- Illinois
- Maryland
- Ohio
- Florida
- California
- Texas
- New Jersey



DIVERSITY AND INCLUSION

Our office provides a welcoming environment that is respectful of individual's unique backgrounds, beliefs, and goals. We want to ensure that all students have access to career education and opportunities.

career.utk.edu/employer-diversity-inclusion

POST-GRADUATION INFORMATION

Average Salary by College

Bachelors

College/Major	Number of Salaries (Full-Time Employment)	Salary High	Salary Low	Salary Mean 2020-2021	Salary Mean 2019-2020	Salary Mean 2018-2019	Salary Mean 2017-2018
Architechure + Design	12	58,000	40,400	49,753	46,699	42,068	43,322
Arts & Sciences	106	96,000	13,680	38,224	38,385	37,477	34,229
Communication & Information	33	100,000	27,040	45,059	42,231	36,807	36,118
Education, Health & Human Sciences	47	70,000	20,000	37,204	32,868	34,767	34,571
Haslam College of Business	396	126,291	26,000	53,868	53,226	51,380	49,773
Herbert College of Agriculture	56	72,500	14,000	39,932	40,296	44,490	43,957
Nursing	109	73,444	27,000	49,520	44,785	42,948	41,735
Social Work	7	47,000	20,800	29,760	50,000	30,207	31,446
Tickle College of Engineering	160	116,000	24,000	65,836	66,302	65,807	64,766

Masters

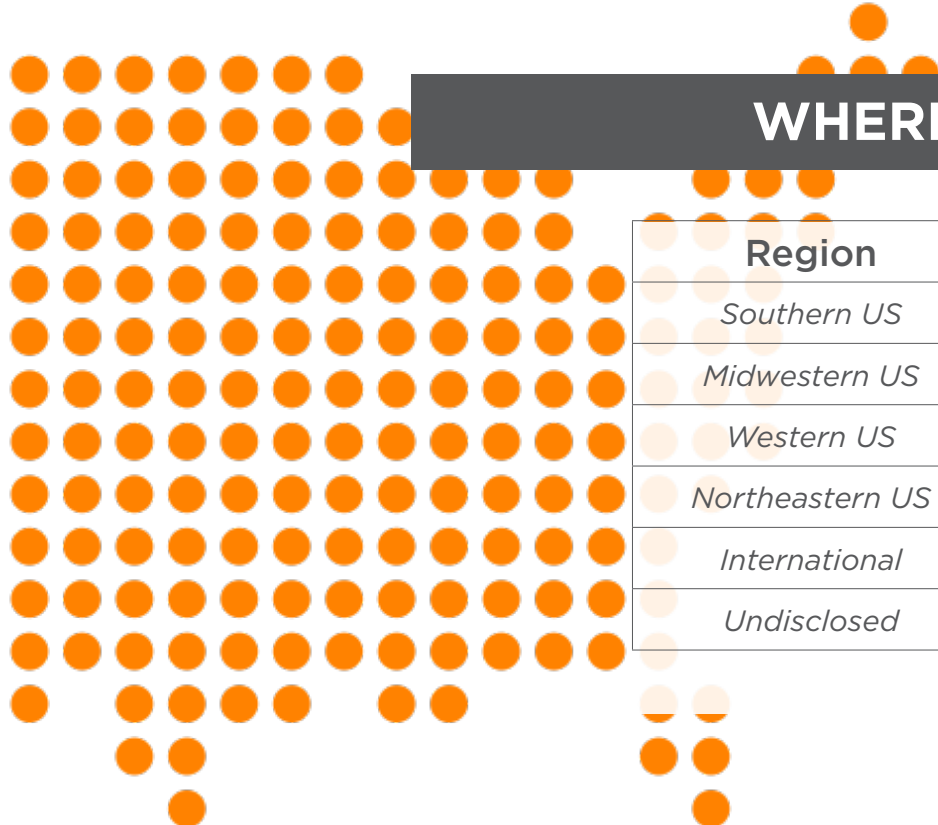
College/Major	Number of Salaries (Full-Time Employment)	Salary High	Salary Low	Salary Mean 2020-2021
Architechure + Design	7	60,000	42,500	53,214
Arts & Sciences	11	67,000	37,000	44,771
Communication & Information	15	76,800	20,600	47,258
Education, Health & Human Sciences	9	55,600	37,000	45,922
Haslam College of Business	28	265,000	36,700	77,325
Herbert College of Agriculture	9	70,000	40,000	52,611
Nursing	0	N/A	N/A	N/A
Social Work	19	56,160	30,000	41,994
Tickle College of Engineering	21	170,000	45,760	80,215



TOP HIRING EMPLOYERS

The following employers hired 10 or more graduates in 2020-2021:

- University of Tennessee Medical Center
- 21st Mortgage Corporation
- Amazon.com, Inc.
- Axle Logistics
- Dell
- Eastman Chemical Company
- Enterprise Holdings, Inc.
- PepsiCo/Frito-Lay, Inc.
- Pilot Flying J
- Tennessee Valley Authority (TVA)
- Total Quality Logistics
- University of Tennessee
- Vanderbilt University Medical Center



WHERE ARE OUR GRADS?

Region	Number of Hires
<i>Southern US</i>	1660
<i>Midwestern US</i>	102
<i>Western US</i>	58
<i>Northeastern US</i>	45
<i>International</i>	12
<i>Undisclosed</i>	210

RECRUITER TIPS ON ACCESSING OUR STUDENTS

Let us share some tips that we have found will make your relationship with our office, our students, and the university more successful:

1 CONNECT EARLY AND OFTEN

Employers who have the most success recruiting strong candidates connect with students early (during the freshmen/sophomore years), connect multiple times throughout the year, and do so in a variety of settings. Registration for many events such as job fairs begin before the semester starts.

2 REACH OUT TO OUR TEAM

Prior to the fall and spring semesters, connect with us to discuss upcoming events and time frames and to solidify a plan for the academic year. Additional team members include:

Miciah Burns, *Employer Relations Assistant* - Handshake
mburns26@utk.edu | 865-974-2149

Mary Beth Woodward, *Assistant Director* - Internship Development
mbwoodward@utk.edu | 865-974-295

Joann Jeter, *Assistant Director* - JLD - Part-Time Employment
jjeter@utk.edu | 865-974-2154

Career Coaches – ask about connecting with one of our career coaches who work specifically with majors/colleges at the university

3 USE HANDSHAKE

UT's online portal for posting jobs and internships, scheduling on-campus or virtual interviews, registering for job fairs and connecting with students/alumni is called Handshake. If you do not have an account in Handshake you can create one at career.utk.edu/handshake. If you already have an account, be sure to update your company and contact information each semester. Handshake is how we communicate with employers throughout the year.

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INCREASE BRAND RECOGNITION

Employers often struggle with brand recognition when students are not familiar with your company name. We can provide a number of strategies that can help you connect with our students whether you are on campus or virtual.



CCDAE EMPLOYER OF THE WEEK

A great way to get your organization name in front of a wide variety of students in a casual setting. Through this free program, employers set up a booth in the Student Union to share opportunities and showcase their brand. The Student Union is a great spot for employers who are recruiting a wide variety of majors or are recruiting specific majors outside of the Haslam College of Business.

All dates are on Wednesdays from 12-3.

HASLAM EMPLOYER OF THE DAY (EOD)

This program held in the Haslam College of Business is designed as a casual networking opportunity where students can drop in and talk with employers as they have time in between classes. This is a great way for employers to connect with undergraduate business students and build their brand on campus.

For more information contact Megan Flora at mflora@utk.edu.



ELITE PARTNERS

Our goal for the Elite Partners Program is to work closely with you to maximize opportunities for your organization to interact with our students and help us educate, prepare, and inform them of issues related to career management. Your support helps ensure that we can deliver state-of-the-art programs and services to UT students through the center and shows your commitment to the University of Tennessee in general. For more information, please visit career.utk.edu/employers/elitepartnership-program/.

INCREASE BRAND RECOGNITION

VOLTREKS

A unique opportunity for UT students to increase their awareness of career possibilities by visiting organizations and exploring various industries and careers. A small group of students (~30) have the chance to engage with professionals, tour the facility, and gain insight into the industry. Site visits will typically last for two-three hours.

INDUSTRY-SPECIFIC PROGRAMMING

Our career coaching and exploration teams plan, organize, and execute frequent niche programming specific to a variety of industries. We are always willing to include or create programming with our employer and alumni partners. Students want more than just an info session. Let's work together to execute creative, meaningful, and fruitful events.



STUDENT ORGANIZATION PRESENTATIONS

Another way to connect with students is through student organizations. The employers who have the most success are those who speak about an industry or career-related topic rather than just a company-related pitch. Students enjoy learning about real world experiences and what it means to work in a certain industry. utk.campuslabs.com/engage/organizations

OFFICE HOURS/DROP-IN HOURS

Employers are welcome to reserve a private interview room to host informal times when students can drop by to speak with you about your company, job opportunities, and your office workplace/culture.

INCREASE BRAND RECOGNITION

EMPLOYER PANELS, CAREER CONVERSATIONS, RESUME REVIEWS, AND PRACTICE INTERVIEWS

These events are offered throughout the semester to students as ways to learn about various career paths and organizations.

STAFF SITE VISITS

Connecting with employers at your place of business enables our team to learn more about your organization and your needs and see first-hand daily activities that we can share with our students.

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ON-CAMPUS OR VIRTUAL INTERVIEWS

On-campus or virtual interviews provide an opportunity to connect with students. You may request an interview schedule throughout the year through Handshake. It is your choice to conduct the interviews in-person using one of our private interview rooms or you may opt to use a virtual platform and connect with students from the comfort of your office. Our office is ready to help you in coordinating your interview schedule. We can assist with the following:

- Scheduling a date in Handshake
- Connecting you with students you have met at a job fair
- Publicizing job openings and collecting resumes for you to review (pre-select)
- Arranging interview times and handling the scheduling of the students

We know you are busy so let us take care of the details for you.



INCREASE BRAND RECOGNITION

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CAREER/JOB FAIRS

Career/job fairs are hosted throughout the academic year. The fairs provide an opportunity for employers seeking students/alumni for part-time positions, full-time positions, internships and co-ops to connect. Registration and cost can be found in Handshake and on our website at career.utk.edu/employers/job-fairs. Questions? Email Katie Wiley at kwiley@utk.edu.

- **Part-Time Job Fair** (Early Fall)
- **Meet The Firms** (Early Fall)
This event is our largest annual accounting recruiting event ideal for recruiting talent for accounting, audit, tax, and consulting internships and full-time positions.
- **Engineering/STEM Job & Internship Fair** (Fall/Spring)
- **Supply Chain Management Job & Internship Fair** (Fall/Spring)
- **Business/Retail/Government Job & Internship Fair** (Fall/Spring)
- **Herbert College of Agriculture and Construction Science Career Fair** (Fall)
- **Student-Athlete Job & Internship Fair** (Fall)
- **Communication Job & Internship Fair** (Fall)
- **College of Architecture and Design Career Day** (Spring)
- **East Tennessee PreK-12 Education Job Fair** (Spring)

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PREPARE YOUR RECRUITERS FOR JOB FAIRS AND OTHER EVENTS

Remember students are evaluating your organization so be strategic when selecting recruiters to send to campus. Alumni can be excellent ambassadors for you and sending individuals who are enthusiastic, engaging, and passionate about your company get the students excited about opportunities. We also see our students becoming increasingly interested in speaking with employees in the job you are recruiting for. Consider sending them with the recruiters coming to campus.

JOB OFFER INFORMATION

The Center for Career Development & Academic Exploration expects employers to abide by the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice and all applicable federal, state, and local rules and regulations in their hiring processes.

Exploding Offers – Employers should avoid placing undue pressure on a student to accept a job or internship offer. Anything under two weeks is considered an exploding offer and does not give the student adequate time for careful consideration. While incentives can be provided to entice students to make an earlier decision, the base offer (salary and signing bonus) must remain open during the two-week time period.

Rescinding Offers – Should you find the need to revoke an offer to a student, we encourage employers to follow the recommended steps to mitigate the consequences as outlined in the NACE statement on Rescinded and Deferred Employment Offers.

OUR TEAM & MISSION IS TO SERVE YOU!

Thank you for your interest in recruiting our students! We are proud of our students and know they are well-prepared and ready to step into your organization and contribute. Whether you are a new employer looking to connect with the University of Tennessee or simply want to refine your recruiting relationship with our office, we are ready to serve you. Connect with us today and let's take those steps towards a successful recruiting experience.

