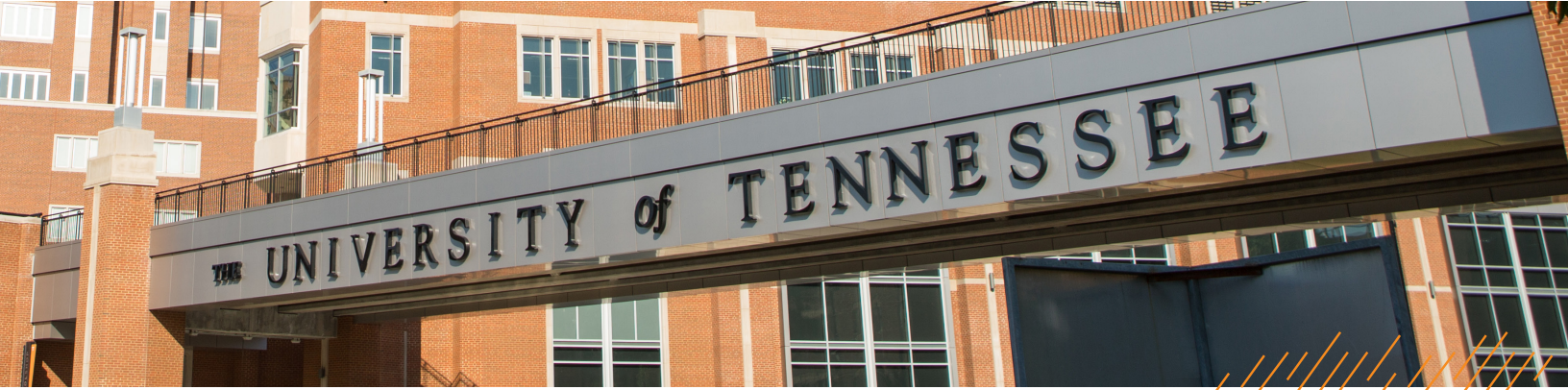




THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CENTER FOR CAREER
DEVELOPMENT &
ACADEMIC EXPLORATION

RECRUITER GUIDE



WHY THE UNIVERSITY OF TENNESSEE, KNOXVILLE?

The Center for Career Development and Academic Exploration at the University of Tennessee, Knoxville, serves the hiring needs of employers by providing quality customer service and candidates. Many of the 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.

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:

Katie Wiley

Assistant Director - Employer Development
kwiley@utk.edu | 865-974-7791

Leslie Walton

Assistant Director - Employer Development
lwalton@utk.edu | 865-974-6520

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. The university 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 36,304 students (28,883 undergraduate and 7,421 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



**Baker School of Public
Policy & Public Affairs**

baker.utk.edu



**Communication &
Information**

cci.utk.edu



**Education, Health &
Human Sciences**

cehhs.utk.edu



**Emerging &
Collaborative Studies**

cecs.utk.edu



**Haslam College of
Business**

haslam.utk.edu



**Herbert College of
Agriculture**

herbert.utk.edu



Law

law.utk.edu



**Natalie L. Haslam
College of Music**

music.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	●	●	●
Neuroscience	●		
Philosophy	●	●	●
Physics	●	●	●
Political Science	●	●	●
Pre-Professional Programs	●		
Psychology	●	●	●
Religious Studies	●		
Sociology	●	●	●
Spanish	●		
Statistics	●		
Sustainability	●		
Theatre	●	●	
World Languages & Cultures	●	●	●

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

Baker School of Public Policy & Public Affairs	B	M	D
Public Affairs	●		
Public Administration		●	
Public Policy		●	

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

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	●	●	●
Management	●		
Marketing			
Statistics	●	●	●
Strategy, Entrepreneurship & Organizations			●
Supply Chain Management	●	●	

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

Natalie L. Haslam College of Music	B	M	D
Applied Music	●		
Music Advertising & Public Relations		●	●
Music Business Administration	●		
Music and Culture	●		
Music Education	●	●	
Music Journalism & Media	●		
Performance	●	●	
Sacred Music	●	●	
Studio Music and Jazz	●	●	
Theory/Composition	●	●	

College of Education, Health & Human Sciences	B	M	D
Audiology & Speech Pathology	●		
College Student Personnel		●	
Counseling		●	
Counselor Education			●
Deaf Studies	●		
Education	●	●	●
Educational Admin.		●	
Educational Psych. & Research			●
Educational Psychology		●	
Higher Education Administration			●
Hospitality & Tourism Management	●		
Human Development & Family Science	●		
Kinesiology	●	●	
Kinesiology & Sport Studies			●
Nutrition	●	●	
Nutritional Sciences			●
Public Health	●	●	●
Recreational Therapy	●	●	
Retail & Merchandising Management	●		
Retail, Hospitality, & Tourism Management			●
School Psychology			●
Special Education	●		
Sports Management	●	●	
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 Emerging and Collaborative Studies	B	M	D
Applied Artificial Intelligence	●		
Data Science	●		
Innovative Transdisciplinary Studies	●		

College of Law	B	M	D
	●	●	

College of Nursing	B	M	D
	●	●	●

College of Social Work	B	M	D
	●	●	●

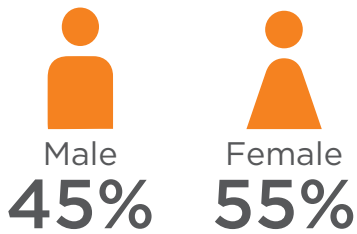
College of Veterinary Medicine	B	M	D
	●		

OUR STUDENTS

UT has a student body of 36,304 students (28,883 undergraduate and 7,421 graduate and professional). Students come to UT from a variety of paths, which include our Top 10 Enrollment Feeders listed below.

Of the **36,304**
students (undergraduate, and graduate)
enrolled at UT in the fall of 2023

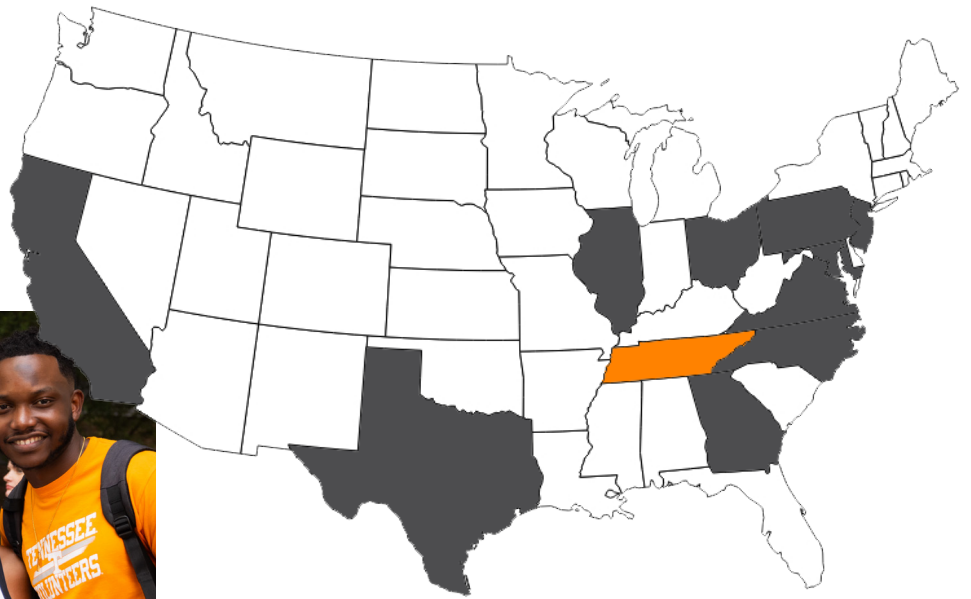
- **63%** come from Tennessee
- **33%** come from other states
- **4%** are international students from 100 countries



4.19
Average Entering GPA

TOP 10 OUT-OF-STATE STUDENT ENROLLMENT

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



ACCESS AND ENGAGEMENT

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-access-engagement

POST-GRADUATION INFORMATION

Average Salary (\$) by College

Bachelors

College/Major	Number of Salaries (Full-Time Employment)	Salary High	Salary Low	Salary Mean 2022-2023	Salary Mean 2021-2022	Salary Mean 2020-2021	Salary Mean 2019-2020
Architechure + Design	43	80,000	40,400	55,395	53,620	49,753	46,699
Arts & Sciences	90	90,000	28,000	47,917	44,585	38,224	38,385
Communication & Information	34	77,000	25,000	47,716	44,711	45,059	42,231
Education, Health & Human Sciences	51	73,000	25,000	42,380	41,826	37,204	32,868
Haslam College of Business	560	130,000	26,000	60,515	58,302	53,868	53,226
Herbert College of Agriculture	75	85,000	24,960	51,849	47,918	39,932	40,296
Nursing	153	110,000	40,000	64,404	58,664	49,520	44,785
Social Work	1	---	---	---	31,667	29,760	50,000
Tickle College of Engineering	153	185,000	30,000	75,508	71,146	65,836	66,302

Masters

College/Major	Number of Salaries (Full-Time Employment)	Salary High	Salary Low	Salary Median 2022-2023	Salary Mean 2021-2022
Architechure + Design	12	60,000	38,000	58,500	56,510
Arts & Sciences	6	93,000	52,000	62,950	65,567
Communication & Information	16	109,000	30,000	50,000	51,536
Education, Health & Human Sciences	13	64,000	20,000	46,575	47,290
Haslam College of Business	129	175,000	40,000	87,032	---
Herbert College of Agriculture	5	60,000	38,000	50,000	50,200
Nursing	0	N/A	N/A	N/A	N/A
Social Work	13	85,000	31,200	44,000	47,377
Tickle College of Engineering	20	135,000	48,000	72,300	79,402



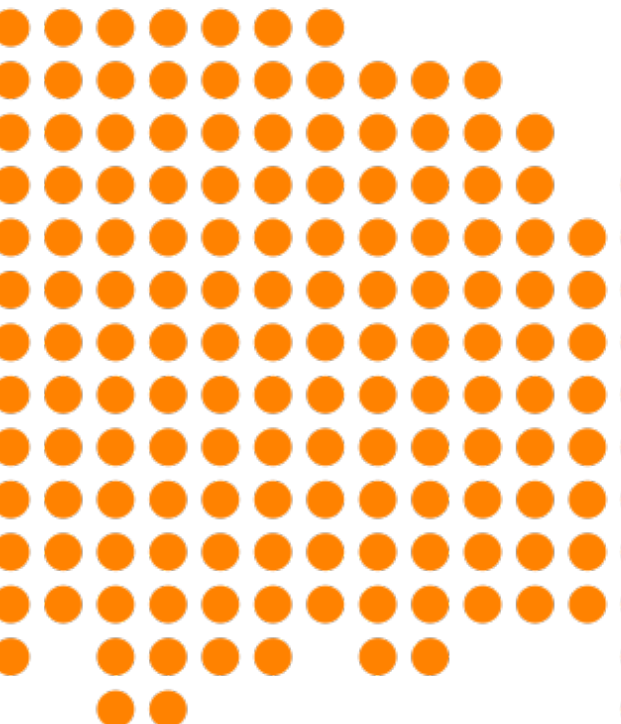
TOP HIRING EMPLOYERS

The following employers hired 20 or more graduates in 2022-2023:

- Axle Logistics
- Consolidated Nuclear Security, LLC (CNS)
- DENSO Manufacturing
- PepsiCo/Frito-Lay, Inc.
- Pilot Flying J
- State of Tennessee
- Total Quality Logistics
- University of Tennessee, Knoxville
- University of Tennessee Medical Center
- Vanderbilt University Medical Center



WHERE ARE OUR GRADS?



Region	Number of Hires
<i>Southern US</i>	2060
<i>Midwestern US</i>	119
<i>Western US</i>	169
<i>Northeastern US</i>	177
<i>International</i>	17
<i>Undisclosed</i>	323

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, Career Systems Manager - Handshake & Interviewing
mburns26@utk.edu | 865-974-2149

Alexis Andershock, Assistant Director - Population-Specific Programming
aandershock@utk.edu | 865-974-7646

Jeff Gerkins, Coordinator - Part-Time Jobs
jgerkins@utk.edu | 865-974-5224

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.

4

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 IN RESIDENCE

Employer in Residence is 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 assist our Peer Career Advisors during resume drop-in hours. Employers will also share their brand and opportunities with a promotional table during these hours. Participating employers must feel comfortable reviewing resumes and answering general career questions.

Each Employer in Residence will be promoted on Handshake, through newsletters, and social media to encourage student attendance.

For more information, contact Leslie Walton at lwalton@utk.edu.

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/elite-partners.

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 to 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.



POPULATION-SPECIFIC PROGRAMMING

The Center for Career Development & Academic Exploration hosts various career events throughout the semester with other offices on campus. Events are designed to meet our students where they are and connect employers with specific populations on campus. The events can vary by semester.

Campus partners include, but are not limited to, First-Generation Initiatives, Greek Life, Graduate Student Senate, Student Disability Services, and Veterans Success Center.

Please reach out to Alexis Andershock at aandershock@utk.edu if you are interested in getting involved.

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.

Learn more at 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.

5

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

6 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.

If you have any questions, please 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)
- **Business and Government Job & Internship Fair** (Fall/Spring)
- **Herbert College of Agriculture and Construction Science Career Fairs** (Fall)
- **Communication Job & Internship Fair** (Fall)
- **College of Architecture and Design Career Day** (Spring)
- **Education, Non-Profit, and Social Service Fair** (Spring)
- **Summer Experiences Fair** (Spring)

7 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 gets 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.

Offer deadlines can range by industry and timing of the year.

Although a one- to two-week time frame for offer deadlines is common, we recognize that it may not suit every position or candidate.

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.

Have you hired a UT student? Let us know here: tiny.utk.edu/ReportAHire.

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, Knoxville 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.

