IPFW CAREER SERVICES MISSION

To support students and alumni in reaching their career goals by providing opportunities to connect with employers through our high-quality programs and events. We assist students and alumni with their professional development, while educating and preparing them for a lifetime of career success.

IPFW CAREER SERVICES
Kettler Hall, Room 109
2101 East Coliseum Boulevard
Fort Wayne, IN 46805-1499

NOTE THE FOLLOWING IPFW RECRUITING POLICIES

Equal Employment Opportunity
Organizations must be equal opportunity employers in accordance with all applicable state and federal laws.

Career Events
If you are unable to attend a scheduled career event on campus, we ask that you send a qualified colleague in your place. If this is not possible, please notify us within 48 hours of the event so that we can notify employers that may be on our wait list to occupy your place.

Internships
All internship postings, whether paid or unpaid, are required to contain student-learning objectives. Based on the National Association for Colleges and Employers (NACE) and the Department of Labor’s Fact Sheet #71, which declares criteria for legal internships, an internship must be an extension of learning outside the classroom and learning objectives must be established to ensure protection of our students.

NACE Recruiting Principles
IPFW Career Services adheres to the recruiting principles and practices set forth by the National Association of Colleges and Employers (NACE). We require all employers recruiting at IPFW to follow the guidelines located at naceweb.org/principles

On-Campus Recruiting Program
To participate in our On-Campus Recruiting (OCR) program, organizations must post legitimate jobs or internships in IPFW JobZone™. Students will be able to submit résumés toward available positions for your review and invitation to interview. The résumés will be transmitted on the condition that parties outside the organization will not be permitted access to those résumés without written consent of the student.

Once the schedule closes and interviews are set, if an employer is unable to follow through with their scheduled date and is unable to schedule a new date with IPFW Career Services, they are responsible for contacting the interviewees directly to explain the situation and find alternative options for the candidates.

Third Party Agencies
Those companies that recruit on behalf of other organizations must comply with additional recruiting requirements, including fully disclosing to IPFW Career Services the company and position for which they are recruiting.
REPORT YOUR HIRES

You can help Career Services—and help strengthen your brand and your workforce—by reporting IPFW student and alumni hires. We collect statistics for the National Association of Colleges and Employers, as well as for government funding that requires us to track and file a report about successful student hires.

To provide effective services and recruiting programs for employers, we need to demonstrate statistics that support our efforts. In addition, our federally funded programs require us to report hiring statistics to the Federal Government. Our diverse range of services is designed to reach the specific students or graduates you seek. And best of all, our services, except for career fairs, are free for employers.

You have much to share with students and alumni. We sponsor a monthly live webinar on lifelong learning and success. Why not join us?

FINDING THE RIGHT HIRE—IPFW JobZone™

IPFW JobZone™ (powered by Symplicity”) allows you to connect with students and alumni at no cost to you.

• Post job, internship, and volunteer opportunities
• Register for career and internship fairs
• Arrange campus interviews
• Receive information about recruitment opportunities

To get started, visit ipfw.edu/jobzone

CONNECT THROUGH SIGNATURE EVENTS AND PROGRAMS

PARTNERING WITH IPFW

Whether posting a job, creating an internship, or branding your organization to thousands of potential candidates, IPFW Career Services works with you to develop the most effective strategies for your organization. We’ll learn more about your organization and your short- and long-term recruitment needs, serving as your one-stop for recruiting at IPFW.

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FALL CAREER FAIR

Mastodon Job and Internship Fair

Every September, Career Services hosts employers on campus for this important annual fair, giving you the opportunity to meet with many talented candidates in one day.

Mastodon Career Calls

You have much to share with students and alumni. We sponsor a monthly live webinar on lifelong learning and success. Why not join us?

EXTERNSHIP PROGRAM

The IPFW Externship Program helps students explore their chosen career field. Externships are much shorter than internships (typically two-to-five days) and are unpaid positions.

Externship Program

Join us and share your company culture and key IPFW staff.

On-Campus Interviewing

Interview IPFW students and alumni on campus with two private interview rooms for you to meet with qualified candidates.

Immersion Excursion

An Immersion Excursion is a unique opportunity for students to learn about an industry by visiting an organization’s workplace. In a small group setting, students and faculty will engage with professionals and explore their interests by experiencing a typical workday.

Reverse Career Fair

The roles are reversed! You connect with potential internship and job hires. And network with our student leaders as they staff booths representing their student organizations.

Train-a-Don Internship Program

An internship can provide an important experience for the student while adding value to your organization. Train-a-Don internships are typically one-time work experiences related to a student’s major or career goals. Interns bring some key experiences related to a student’s major or career goals.

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