THOMAS JEFFERSON UNIVERSITY

Employer Resource Guide

Important Information for all Employers who Visit Thomas Jefferson University's On-Campus Job Fairs

Courtesy of the Career Development Center

215-503-5805

Career.development@jefferson.edu

To Access Symplicity:

https://jefferson-csm.symplicity.com/employers

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ABOUT THE CAREER DEVELOPMENT CENTER

Thank you for your interest in attending our on-campus career fairs. We are excited about having you at our event! In addition to the many services the Career Development Center offers for students & alumni, the staff of the Center looks forward to serving employers by facilitating connections with qualified jobseekers.

The main goal of the TJU Career Fairs is to facilitate connections between students/alumni and employers. In addition, we aim to prepare students & alumni for the professional world. We believe the career fairs are major events in which jobseekers can learn to effectively present themselves as candidates for employment. Professional interactions with employers are a very important part of the student development process.

THOMAS JEFFERSON UNIVERSITY STUDENTS & ALUMNI

Students & Alumni are seeking experience in a diversity of job settings, but not limited to:

- Hospitals, local and out of state
- Inpatient and Outpatient Rehabilitation Centers
- Senior Living/Assisted Living Facilities
- Non-Profit Healthcare Organizations
- Behavioral and Mental Healthcare Settings
- Rural Hospitals and Medical Systems
- Urban Hospitals (such as DC, Baltimore, NYC)
- Research Facilities
- School Districts
- Community Health Centers/Clinics
- Retail Organizations
- Homecare settings
- U.S. Military, all branches
- Local/State/Federal government agencies
- Pharmaceutical Organizations
- Laboratories

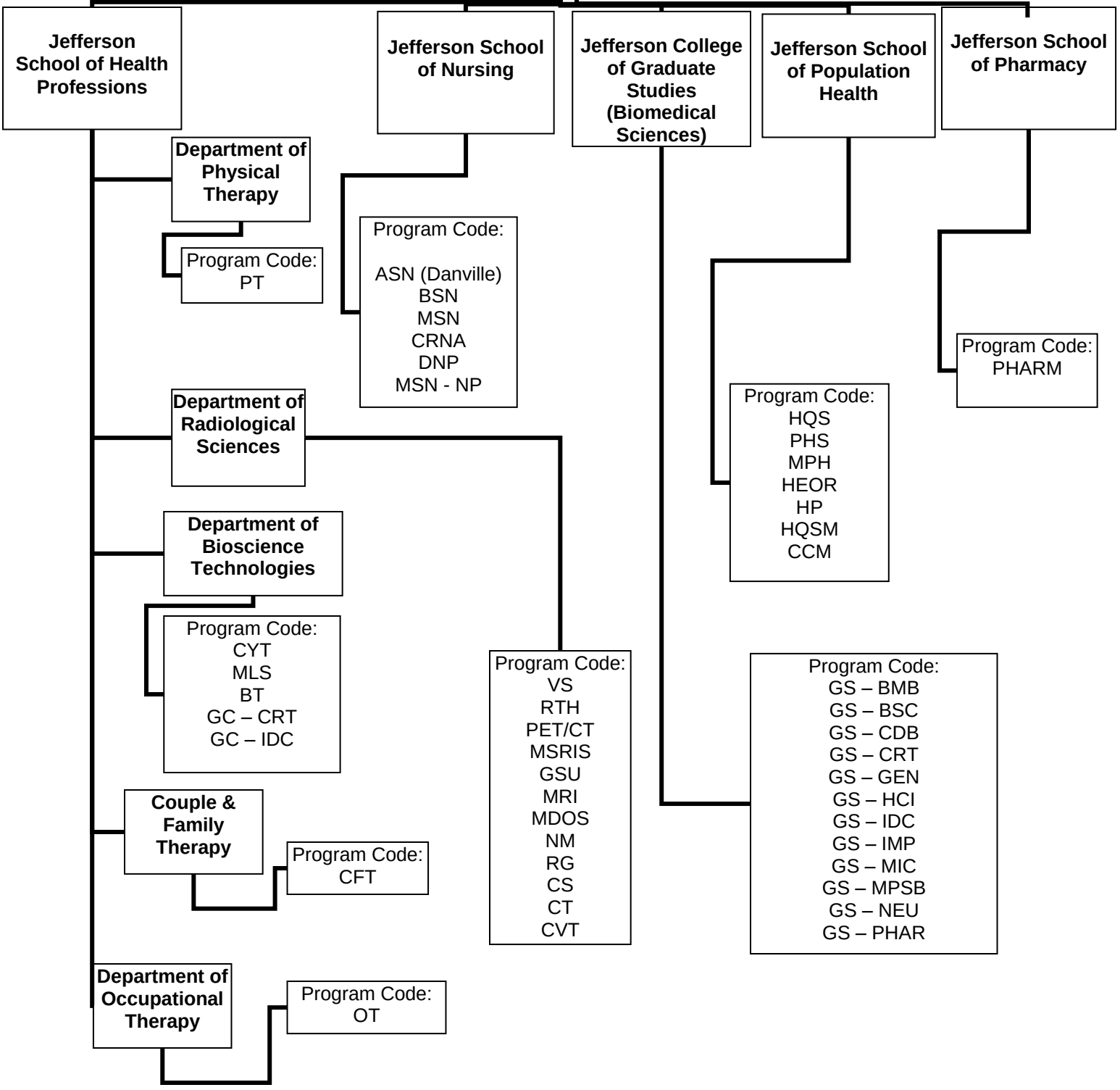
GENERAL ATTENDANCE INFORMATION

Below is a chart* that outlines some recent fairs and the break-outs, by program, of students and alumni who attended, as well as a total number of attendees, so you can see the professions represented at our job fairs.

*Please note: while we do communicate with the academic departments to ensure the majority of graduating seniors will be on-campus and eligible to attend the event, it is not a mandatory event. Sometimes students may have last-minute academic commitments that would prevent them from attending, in which case, we encourage them to submit their resume to the Electronic Resume Book (which you can access via your Symplicity account) and to reach out to you personally if interested in pursuing employment or other opportunities.

Academic Programs	**# of Students & Alumni who attended**			
	Spring 2010	**Spring 2011**	**Fall 2011**	**Spring 2012**
Bioscience Technologies	14	4	8	10
Couple & Family Therapy	1	0	3	1
College of Graduate Studies (Biomedical Sciences)**	3	4	7	22
General Studies	3	0	2	3
Nursing	125	150	69	96
Occupational Therapy	13	19	37	31
Pharmacy	11	17	16	16
Physical Therapy	75	58	7	52
Population Health**	2	2	0	4
Radiologic Sciences	37	12	7	34
Other	11	34	24	31
Total Attended:	**295**	**300**	**178**	**300**

Student/Alumni Attendees at TJU Career Fairs



** A program not previously included/targeted for on-campus job fairs prior to 2011-12 academic year. Attendance is expected to increase in the coming semesters.

JEFFERSON SCHOOL OF NURSING

ASN:	Nursing (Associate of Science)
BSN:	Nursing (Baccalaureate)
MSN:	Nursing (Master's)
MS-NP:	Nursing (Nurse Practitioner)
DNP:	Doctor of Nursing Practice
CRNA:	Nurse Anesthetist

JEFFERSON SCHOOL OF HEALTH PROFESSIONS

Department of General Studies

GS:	General Studies

Department of Radiologic Sciences

RG:	Radiography (X-Ray)
RTH:	Radiation Therapy
VS:	Vascular Sonography
CVT:	Invasive Cardiovascular Technology
MSRIS:	MS in Radiologic and Imaging Sciences
MRI:	Magnetic Resonance Imaging
MDOS:	Medical Dosimetry
GSU:	General Sonography/Ultrasound
NM:	Nuclear Medicine
PET/CT:	PET/CT
CS:	Cardiac Sonography/Echocardiography
CT:	Computed Tomography

Departments of Physical Therapy

PT:	Physical Therapy

Department of Bioscience Technologies

CYT:	Cytotechnology/Cell Sciences
BT:	Biotechnology/Applied Molecular Technologies
MLS:	Medical Laboratory Sciences

Couple and Family Therapy

CFT:	Couple & Family Therapy

Department of Occupational Therapy

OT:	Occupational Therapy

JEFFERSON COLLEGE OF GRADUATE STUDIES

GS-BMB:	Biochemistry & Molecular Biology (PhD, MD/PhD)
GS-BSC:	Biomedical Sciences (MS)
GS-CDB:	Cell & Developmental Biology (PhD, MD/PhD, MS)
GC-CRT:	Clinical Research Trials: Implementation (Graduate Certificate)
GS-GEN:	Genetics (PhD, MD/PhD)
GS-HCI:	Human Clinical Investigation: Theory (Graduate Certificate)
GS-IDC:	Infectious Disease Control (Graduate Certificate)
GS-IMP:	Immunology & Microbial Pathogenesis (PhD, MD/PhD)
GS-MIC:	Microbiology (MS)
GS-MPSB:	Molecular Pharmacology & Structural Biology (PhD, MD/PhD)
GS-NEU :	Neuroscience (PhD, MD/PhD)
GS-PHAR:	Pharmacology (MS)

JEFFERSON SCHOOL OF POPULATION HEALTH

MPH:	Public Health
HEOR:	Applied Health Economics & Outcomes Research
HP:	Health Policy
HQS:	Healthcare Quality & Safety
HQSM:	Healthcare Quality & Safety Management
PHS:	Population Health Sciences
CCM:	Chronic Care Management

JEFFERSON SCHOOL OF PHARMACY

PHARM:	Doctor of Pharmacy

BEFORE THE CAREER FAIR

REGISTRATION PROCESS

You must register for your personal account in Symplicity, The Career Development Center's online career management system, to access Career Fair Information. Please go to https://jefferson-csm.symplicity.com/employers to create your account. Keep in mind that we have to manually approve new account requests. You will receive a confirmation of your registration with a username and password after we approve your account.

To register for on-campus Career Fairs: Click on Events → Career Fairs → Register (example: 2012 Fall Career Fair).

BENEFITS OF SYMPLICITY (Free Service)

- Post jobs, internships, externships & clerkships
- Search for qualified candidates through our student and alumni database
- Take advantage of marketing opportunities – upload youtube, Facebook, Twitter, and graphics
- Receive important announcements about upcoming Career Development Center Events

ADVERTISEMENTS IN THE CAREER FAIR BOOKLET

We are offering the opportunity for employers to feature an advertisement in the employer directory, which is made available to students and alumni throughout the year. The size of each ad is 8 ½ x 11 and is printed in black and white ink on white paper. Ads should be submitted via PDF, Publisher (2003) or Word (2003) format to amelia.divalerio@jefferson.edu. Copy and images need to be received no later than one week prior to the event.

SHIPPING INFORMATION

Materials are to be shipped in advance to this address for the career fair:

Activities Office – Job Fair
Thomas Jefferson University
1020 Locust Street
B67-Jeff Alumni Hall
Philadelphia, PA 19107

Call the Career Development Center (215-503-5805) if you have any questions – please do not call the Activities Office.

PAYMENT

$230.00 (includes one 6-foot table, 2 chairs, lunch for 2 reps, and access to an Electronic Resume Book of candidates) Please note that all payments are due no later than one week prior to the event. Additional reps will be charged $25 per person.

REFUND POLICY

Refund and event cancellations can be made up to one week before the scheduled career fair. All cancellations within one week of the job fair will be charged the full amount of attendance.

HOTEL ACCOMODATIONS

For employers who wish to stay overnight, Thomas Jefferson University has awarded contracts with preferred hotels effective January 1, 2012 to December 31, 2012. All rates are subject to room availability.

Holiday Inn Express, 1305 Walnut Street, rates are $124.00. Extra cost incur for an additional person. Reservations: (215) 732-2002. Reservation contact: Marney Kolsky or Alan King.

Marriot Downtown Courtyard, 21 North Juniper Street, rates are $219.00. Reservations: (215)625-6139. Reservation contact: Maya McFarland or Laurie McFeiters.

Double Tree Hotel, Broad Street at Locust, rates is 25% off best available published price. Reservations: (215)893-1600 or 1-800-222-8733. Reservation contact: Alice

Sheraton Society Hill, Second and Walnut Street, rates are $160.00. Reservations: (215)238-6645. Contact: Karen Vincent (215) 238-6053.

Lowes Hotel, 1200 Market Street. Rates are $165.00 from January 1, 2012 – December 31, 2012. Reservations: (215) 627-1200. Contact: Lois O'Shea.

DAY OF THE CAREER FAIR

DIRECTIONS TO CAMPUS

FROM THE PENNSYLVANIA TURNPIKE
Take Exit 326, follow sign for Route 76 East, Philadelphia. Stay on 76 East for about 10 miles, exit on left to 676 East, Central Philadelphia (Vine Street Expressway). Exit at 8th Street and make a right onto 8th Street. Proceed 7 blocks to Spruce Street and turn right. Go to 11th Street and make a right turn and proceed one block to Locust Street.

FROM I-95 NORTHBOUND
Take Exit #22, Central Philadelphia. Bear right on exit ramp, follow signs for Independence Hall/Callowhill (do not take 676). Proceed to 8th Street and turn left. Follow 8th Street for about seven blocks to Spruce Street and turn right. Go to 11th Street and make a right turn and proceed one block to Locust Street.

FROM I-95 SOUTHBOUND
Exit at Central Philadelphia. Stay in right lanes (do not take 676). Follow to traffic light (Callowhill Street) and make a right turn. Proceed to 8th Street and turn left. Follow 8th Street for about seven blocks to Spruce Street and turn right. Go to 11th Street and make a right turn and proceed one block to Locust Street.

FROM NEW JERSEY TURNPIKE (BEN FRANKLIN BRIDGE)
Take New Jersey Turnpike to Exit 4. Follow Route 73 North until you reach Route 38 West. Follow all signs to Ben Franklin Bridge, Route 30 West. Go over Ben Franklin Bridge and stay in left lane. Follow sign for 8th Street/Chinatown. Make a left onto 8th Street. Follow 8th Street for about seven blocks to Spruce Street and turn right. Go to 11th Street and make a right turn and proceed one block to Locust Street.

PARKING INFORMATION

PARKING*

Central Parking System: $19.00**
12th & Sansom Streets

Parkway Parking: $20.00**
219 S. 13th Street
215-923-9867

Five Star Garage: $22.00**
8th & Chestnut Streets
215-238-1128

Walnut Towers: $25.00**
834 Walnut Street
215-575-4000

Jefferson Hospital for Neuroscience: $22.00**
9th & Locust Streets
215-955-8568

Hamilton Garage: $22.00**
11th Street, btwn. Locust & Walnut Streets
215-955-8568

12th & Walnut (Parkway Corp.): $22.00**
1201 Walnut Street

Walnut Street Theater (Parkway): $22.00**
805 Walnut Street
215-575-4000

For additional parking information in Philadelphia, visit: www.philapark.org.

*Note: Parking facilities fill up quickly during this event. Please plan to arrive early if you intend to park in one of the above-listed lots.

**Latest pricing information available at time of printing; prices always subject to change.

PUBLIC TRANSPORTATION:

Amtrak Reservations: 800-USA.RAIL (800-872-7245), www.amtrak.com

SEPTA: Routes & Schedules 215-580-7800; Customer Service 215-580-7852; Paratransit 215-580-5555; www.septa.org

PATCO: Information 215-922-4600; From NJ 856-772-6900

NJ Transit: 973-275-5555

TRANSPORTING YOUR MATERIALS

You may pull over temporarily on Locust Street to unload your car. Student volunteers will be able to watch your belongings as you park your car. Once unloaded, please park your car immediately, as curb-side space is limited and needed for other employers. Please be aware that we are unable to provide assistance with unloading/loading your vehicle or with transporting your items to from curbside to your table. We ask that you bring with you items that you can carry on your own.

The entrance to Jefferson Alumni Hall has stairs. If you prefer to use a ramp to enter the building, please unload your vehicle at the side entrance of Jefferson Alumni Hall on 11th street between Locust Street and Spruce Street.

EXHIBIT SPACE & SET UP

You will be in an "arena" setting with one 6-foot table and two chairs.

Registration fee covers attendance and lunch for up to two (2) representatives. A $25.00 charge applies to each additional representative.

Booth set-up is anytime between 9:30 am and 10:45 am; students begin arriving promptly at 11:00.

Internet access may not be available for guest users. If you need internet access, consider bringing your own wi-fi access or internet card.

LUNCH

A lunch buffet is provided to all employers in Jefferson Alumni Hall. Lunch starts at 10:30 a.m.

AFTER THE CAREER FAIR

STUDENT FEEDBACK FROM PRIOR FAIRS

After every on-campus career fair, we survey the students and alumni who attended. In general, we discovered that students/alumni enjoy speaking with employers from every industry and all attendees comment on how great it feels to talk with representatives who greet them with a warm smile.

Below are samples of the positive feedback we received from our most recent job fairs:

"I only had a few moments to stop by the career fair due to my schedule but the short time I spent there, I got to meet a lot of employers and use the Leadership LIVE skills I acquired from the networking session to make a positive impression." Spring 2012 Attendee

"The career fair provided me with a great way to find externship opportunities that I was unaware of and allowed me to talk to potential future employers face-to-face." Spring 2012 Attendee

"I have been more confident of talking with employers. I believe it is a good [initial] step in preparedness for any future interview." Spring 2012 Attendee

"I believe that my contact with one employer to which I had already applied helped to clinch the interview." Fall 2011 Attendee

"I am [a] first year Nursing Student so I did not attend with the intention of finding a job. I was simply speaking with recruiters to see the type of positions that are available at this time. I thought the Job Fair was well organized and the booklet was very helpful to find the correct companies to speak with." Fall 2011 Attendee

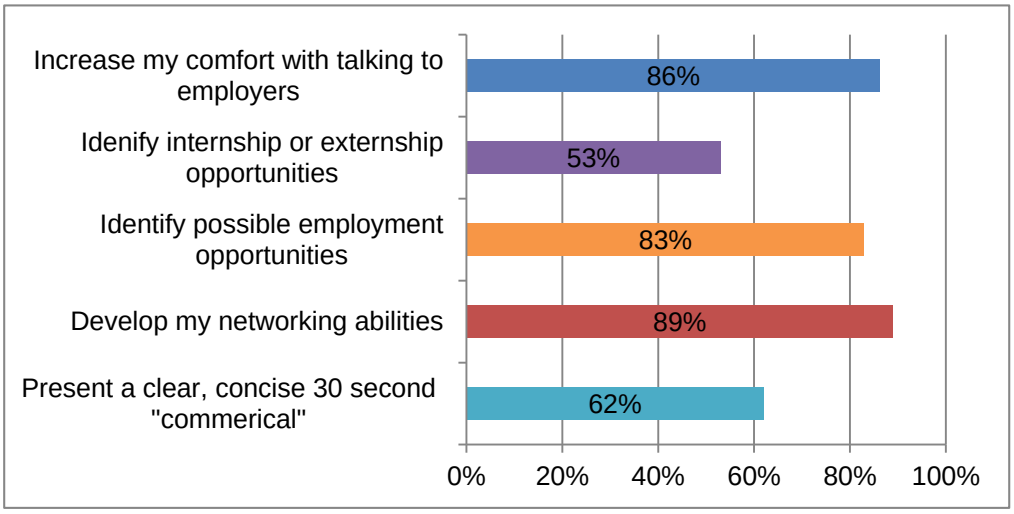
"I thought it was a great job fair. As I am graduating, it was nice to get a feel for what is out there and talk with potential employers about their place of work. Although I am not ready quite yet for a job, it is great practice and come the Spring I will be really trying to focus more on securing job leads." Fall 2011 Attendee

"The job fair allows students to meet with future employers in person to get a better understanding of the facility. It also allows the student to feel comfortable talking to the recruiters." Fall 2011 Attendee

YOU MAKE A DIFFERENCE

Our career fairs expose students to the valuable professional skills they need to develop before entering the professional working world. Employers play a key part in helping students develop confidence and communication skills during the job search.

Student/Alumni Learning Outcomes



Percentages indicate the number of students who marked "Strongly Agreed" or "Agreed" to the learning outcomes question on the Career Fair Student/Alumni Survey

RESUME BOOKS

All registered employers will receive a resume book through email the week before the Career Fair. This book includes all resumes from students and alumni who have opted-in to be included in the publication.

As an additional benefit, employers who attend our on-campus Career Fairs have the ability to request a resume book of candidates who meet their own unique screening criteria. Students and Alumni continuously upload resumes all year to Symplicity. Employers may request to view these resumes if the jobseeker has opted-in to be included in resumes books. This feature can be especially helpful for employers who are seeking candidates with a specific major and/or skills.

To request a resume book for your recruiting needs, please call the Career Development Center at 215-503-5805 or email us at career.development@jefferson.edu

FAQ'S

1. *Do you validate parking?*

   We do not have a system in place to validate parking at this time.

2. *Can you require students to attend?*

   We are not able to require students to attend the on-campus career fairs.

3. *What other opportunities are there for my organization to recruit students?*

   If your organization is interested in other opportunities to recruit Jefferson students, the Career Development Center encourages you to reach out to any staff member through email or telephone.

4. *What is your cancellation policy?*

   If an employer needs to cancel a registration, we ask that we receive 7 days advance notice to receive a full refund.

5. *Who can I contact if I have a question about the Career Fair or other recruiting opportunities?*

   You may call the Career Development Center at 215-505-5905 or email career.development@jefferson.edu

Thank you for your participation and interest in Thomas Jefferson University

Dayna Levy, Director
Sally Collier, Career Counselor
Jennifer Walker, Graduate Intern
Amelia DiValerio, Administrative Assistant

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