



Pittsburg State University  
Office of Career Services  
1701 South Broadway  
Pittsburg, KS 66762



**Pittsburg State  
University**  
CAREER SERVICES

FOLLOW US ON:



## Partnership & Visibility

The Pittsburg State University Office of Career Services is honored to be partnered with some outstanding companies and organizations. Representatives attend career fairs, interview on-campus, and volunteer their time for a variety of events and functions. A number of companies also support Career Services by sponsoring an interview room and/or employer hospitality room in the Career Services complex. These employers are recognized below. If you believe your company would be interested in sponsoring an area within Career Services, please contact Heather Busch, Employer Relations Coordinator, for more information.



### PITTSBURG LODGING

Comfort Inn & Suites – 4009 Parkview Drive, 888-876-8186  
Hampton Inn & Suites (Kansas Crossing Casino) – 800-426-7866  
Holiday Inn Express – 4011 Parkview Drive, 800-HOLIDAY  
Lamplighter Inn & Suites – 4020 Parkview Drive, 866-478-4660  
LaQuinta Inn & Suites – 2410 S. Broadway, 620-670-5614  
Super 8 Motel – 3108 N. Broadway, 800-800-8000  
Regency Inn & Suites – 4023 Parkview Drive, 620-232-2800

**CAMPUS MAP** [pittstate.edu/about/maps/campus-map.dot](http://pittstate.edu/about/maps/campus-map.dot)

**ABOUT PITTSBURG** [www.pittks.org](http://www.pittks.org)

**VISIT CRAWFORD COUNTY** [visitcrawfordcounty.com](http://visitcrawfordcounty.com)

### MILES TO PITTSBURG STATE UNIVERSITY 1701 S. Broadway, Pittsburg, KS 66762

#### FROM:

Kansas City International Airport – 132 mi.	Topeka, Kan. – 127 mi.
Kansas City, Mo. – 118 mi.	Joplin, Mo. – 24 mi.
Overland Park, Kan. – 110 mi.	Springfield, Mo. – 78 mi.
Wichita, Kan. – 145 mi.	Bentonville, Ark. – 75 mi.
	Tulsa, Okla. – 112 mi.



# 2018-2019 Successful Recruiting at Pitt State

## OUR MISSION

To proactively educate students and alumni to make informed career decisions and provide them with counseling, teaching, training, resources, plus consultation and employment-related services necessary to optimize their lifespan career development; and to support institutional outcomes through employment data collection.

## STAFF

**MINDY CLONINGER**  
Director  
620-235-4142 • [mcloninger@pittstate.edu](mailto:mcloninger@pittstate.edu)

**KIM HULL**  
Assistant Director for Career Development  
& Student Employment  
620-235-4143 • [khull@pittstate.edu](mailto:khull@pittstate.edu)

**HEATHER BUSCH**  
Employer Relations Coordinator  
620-235-4141 • [hbusch@pittstate.edu](mailto:hbusch@pittstate.edu)

**JEANNICE PARKER**  
Career Resource Center  
Senior Administrative Assistant  
620-235-4144 • [jparker@pittstate.edu](mailto:jparker@pittstate.edu)

## CONTACT INFORMATION

OFFICE OF CAREER SERVICES  
Student Welcoming Center  
Rooms 202 & 203  
[careers.pittstate.edu](http://careers.pittstate.edu)  
[careers@pittstate.edu](mailto:careers@pittstate.edu)  
620-235-4140 • FAX: 620-235-4008

# PSU Office of Career Services

Our centralized office provides employers with an effective and efficient method of connecting with students from our 25 academic departments. Career Services staff members are dedicated to creating a professional atmosphere for our talented students, graduates and alumni to connect with employers.

## 2018-2019 Events

Monday, September 10, 2018 ..... MEET THE FIRMS DAY  
Tuesday, September 18, 2018 ..... COLLEGE OF TECHNOLOGY COMPANY DAY  
Wednesday, September 19, 2018 ..... COLLEGE OF TECHNOLOGY COMPANY DAY  
Thursday, October 25, 2018 ..... FALL CAREER EXPO  
Tuesday, February 12, 2019 ..... TEACHER INTERVIEW DAY  
Monday, February 25, 2019 ..... SPRING CAREER DAY

To register for events, visit our website: [careers.pittstate.edu](http://careers.pittstate.edu)

## 2018-2019 Academic Calendar

### FALL 2018

August 20 ..... Fall Semester begins  
September 3 ..... Labor Day Holiday, offices closed  
October 11-12 ..... Fall Break, no classes  
November 21-23 ..... Thanksgiving Holiday, no classes  
December 10-14 ..... Final exams  
December 14 ..... Commencement  
December 17-31 ..... No classes  
December 24-31 ..... Holiday Break, offices closed

### SPRING 2019

January 1-13 ..... No Classes  
January 14 ..... Spring Semester begins  
January 21 ..... Martin Luther King, Jr. Holiday, offices closed  
March 11-15 ..... Spring Break, no classes  
May 6-10 ..... Final exams  
May 10 ..... Commencement (College of Arts & Sciences, College of Business)  
May 11 ..... Commencement (College of Education, College of Technology)



# Successful Recruiting at PSU

As an industry leader, you're looking for the best employees and you'll find them at PSU. In order to improve your ability to attract the most talented students, you need to increase brand awareness and let students know exactly what you have to offer.

Our staff can help you increase and maintain your company's presence on our campus. Here are a few easy ways in which you can make the most out of your time on campus.

## PARTICIPATE IN AN ON-CAMPUS INTERVIEW

Conducting at least one on-campus interview each semester will help you maintain a strong connection with our students and improve awareness. It's the perfect way to develop a successful relationship that will benefit both your company and our students.

## ADVANCED PREPARATION

As an industry leader, you know that success begins with preparation. We ask that you schedule your interview date at least one month prior to your visit. Contact our Employer Relations Coordinator at 620-235-4141 to reserve your date.

## CHOOSE THE PROPER ON-CAMPUS RECRUITMENT SCHEDULE

Employers can choose to take part in on-campus interview sessions that are either open or preselected. Recruiters requesting an open schedule will supply qualifications, and students who meet those qualifications will be allowed to take part, as time allows, on a first-come, first-served basis.

Those employers wishing to host a pre-select recruitment schedule will pre-screen resumes in advance, and invite only selected candidates.

## ATTEND RECRUITING EVENTS

Career Services hosts several Career Fairs each year. This is the perfect venue for you to interact with hundreds of students from a variety of academic departments.



## HOST AN INFORMATION SESSION

Providing an information session is an excellent way to target a group of students who fit your organization's specific needs. Career Services will make all of the necessary arrangements, including equipment and refreshment requests. Combine this event with an on-campus interview session to get the most out of your information session and campus visit.

## MAJORS AND LEVELS OF DEGREES

Pittsburg State University is one of the premiere universities in the Midwest and home to four distinct colleges. Each of our colleges (College of Arts & Sciences, College of Business, College of Education, and College of Technology) is nationally known for the quality of its programs, faculty and students.

Pittsburg State offers more than 150 academic programs and provides its students with the opportunity to earn both an undergraduate and graduate degree. For a full listing of degrees please visit [pittstate.edu/academics](http://pittstate.edu/academics).

# GORILLAS4HIRE

Career Services is proud to offer our web-based recruiting system, aptly titled "Gorillas4Hire." This system lets employers easily conduct a resume search, view schedules, and post job vacancies.

## ACCESSING GORILLAS4HIRE

To access Gorillas4Hire:

- Go to: [careers.pittstate.edu/employers](http://careers.pittstate.edu/employers)
- Hover over "Employers" and select "Gorillas4Hire"
- Click on "Employer Login." If you are already a registered employer, type your Username and Password to access your account.

For NEW employers:

- Click on "Click here to register!"
- Complete your company and contact profiles and submit to Career Services.
- Once your account is activated, you will be able to login with your Username and Password.

## POST A JOB LISTING OR INTERNSHIP

You can reach hundreds of students with a simple listing through the Gorillas4Hire system. You are welcome to post your listing through your Gorillas4Hire account or if you would like our staff to post it, simply email your listing to: [careers@pittstate.edu](mailto:careers@pittstate.edu) and our Career Services staff will place your posting online within 24 hours.

## RESUME REFERRALS

Your company is unique and demands talented students who fulfill your needs. Career Services can help you search for candidates that meet your specific needs through our resume referral system. You can access student resumes through the Gorillas4Hire system or by contacting our office to request a resume bundle.



## Phillips 66 Career Resource Center

The Career Resource Center maintains an extensive collection of resources and a computer lab for individuals to access Gorillas4Hire, career guidance software programs, online assessments, information on occupations, business and government employers, school districts, job search skills and techniques, international opportunities and graduate schools. Peer advisors are available during office hours in the Career Resource Center to assist students in developing or revising resumes and job search documents.

