Tips for Hiring a UCLA Intern

Hiring UCLA interns presents the ideal way to connect with an extraordinary talent pool and build your brand on campus. We’re pleased to report that at any one time the Career Center’s BruinView™ service features over 1,000 current internships. But this volume of opportunities can also prove daunting for employers seeking to stand out among many strong programs. With this in mind, we have compiled a few tips to help you market internships at UCLA.

Set Student-Friendly Hours
Most Bruins do not have discretion over the days and times classes are offered, so consider setting a schedule of 8 to 12 hours per week for a school-year assignment. During summer, many students and new grads are eager to work full-time. Bruins can apply new knowledge quickly, and a focused schedule often results in stronger performance.

Consider a Paid Internship
Many industries traditionally offer unpaid internships, and these assignments can offer the tangible reward of an excellent learning experience. At the same time, undergraduate tuition has risen 38% in the space of two years, with students facing steep financial challenges. Against this backdrop, paid internships offer one of the best ways to distinguish yourself among competitors. Generally, Bruins completing an unpaid internship for course credit can work one ten-week quarter; paid positions offer the space of two years, with students facing steep financial challenges. Against this backdrop, paid internships offer one of the best ways to distinguish yourself among competitors. Generally, Bruins completing an unpaid internship for course credit can work one ten-week quarter; paid positions offer the flexibility of a longer-term commitment. If you are hiring for a paid position, be sure to note it in the job title.

Define Clear Learning Outcomes
Education is the goal and priority for any good internship, and job descriptions that highlight clear learning objectives draw more qualified applicants. Invite interns to train with your full-time staff, offer meaningful projects, and schedule shadowing opportunities or brown-bag lunches with company principals. Steps like these will earn your program positive evaluations and word-of-mouth to attract top candidates.

Minimize Administrative Work
The most poorly reviewed internship programs are those that simply hire students for repetitive tasks with little learning potential. Although interns will eagerly give their best to every request, balancing your administrative tasks with skill-building projects is a sure way to motivate students and help them reach their full potential. While your internship experience may focus on extensive data entry, errands, or receptionist duties, you can use those experiences to shape a program that makes all who participate proud.

Assign a Committed Mentor
A mentor who embraces your internship program’s goals is the ideal candidate for training and advising student workers. An enthusiastic manager or practitioner will inspire interns to perform above-and-beyond the requirements of the internship, and ultimately reflect as a positive image for your team at UCLA.

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Welcome the UCLA Career Center

As the central contact, provider of services and resources, and point of entry for employers recruiting at UCLA, the UCLA Career Center presents a very busy and exciting schedule for our 2011 Winter and Spring Quarters. Our programs and services include job and internship postings, information sessions, on-campus interviewing through BruinView, and several major career fairs, plus ongoing consultation with employers to connect you with UCLA students, student groups, academic departments, student advisors, and alumni. In addition to our core services, the Career Center is offering a number of outstanding targeted programs, presenting great opportunities for employers to gain more personalized exposure and connection with UCLA students. The coming line-up includes:

Job Search JumpStart
Unique to UCLA, this annual series of programs are designed to help students explore, prepare for, and pursue careers in various industries, as well as allow employers the opportunity to discuss the nature of their organizations and opportunities, offer guidance and advice in regards to the hiring process, and meet with potential candidates. Job Search JumpStart has grown in popularity over the past several years, from 525 students attending 25 programs in 2005 to 1,045 attending 23 programs in 2010.

2011 Winter and Spring Job Search JumpStart Schedule (held at the Career Center, 4-7pm):
- Internship Search, Tuesday, January 11
- Technology/Engineering/Consulting, Thursday, January 20
- Entertainment, Tuesday, February 8
- Public Health, Wednesday, April 20
- Marketing/PR/Advertising, Wednesday, May 11
- MBA, Tuesday, May 17

Boutique Career Nights
Last year we piloted targeted career fairs right in our Center. The events were lively, with overwhelmingly positive feedback from employers and students alike. By focusing on a theme and limiting the number of employers, we create an effective, intimate supplement to our larger fair format. We are pleased to host additional programs this year:
- Internship Night, Wednesday, February 9, 6:30-8:30pm
- Government & Non-profit Open House, Thursday, February 24, 1:00-4:00pm
- Networking Night, Thursday, May 19, 6:30-8:30pm

Boutique Events listed are by invitation only. Interested employers should contact Sharon Kamiya via email at skamiya@career.ucla.edu
Career Week

Every April the Career Center hosts a full week of programming, targeting a spectrum of career fields, industries, options, and opportunities. With many events open for panelists and presenters, it is a great way for employers to share unique knowledge and perspective about their industries, to promote their organizations and opportunities, and to network with substantial numbers of participating students. Our 2011 Career Week will be held April 11-15. Details will be publicized starting in February. We hope you can join us.

For further information on any of these programs, please visit our website (career.ucla.edu) or contact Employer and Corporate Relations at 310.206.1902.

2011 Engineering & Technical Fair!
Tuesday, January 25, 2011, 11am-3pm, Ackerman Ballroom

Don’t miss out on our premier fair for companies interested in students from engineering, technical, and business fields, or who want to provide job and internship postings and related opportunities. This is one of our signature events, connecting UCLA students with recruiting companies. You’ll get on-the-spot access to thousands of UCLA students - in one place, in a concentrated time frame. All private or public enterprises offering career positions and internships to UCLA students are invited to enjoy the benefits of the Engineering and Technical Fair. For information or to register, visit career.ucla.edu. Or call 310.206.1902 to speak with one of our staff.

Register today at career.ucla.edu/Fairs

5 Reasons to Recruit in the Winter!

1. On Campus Recruiting is a very low-cost way to reach top talent. Posting positions and reserving interview rooms are free services offered to employers looking to recruit UCLA students.
2. Reach our most qualified candidates while your competitors are retrenching.
3. Student candidates are better prepared and grateful for opportunities – resulting in increased loyalty to you and less turn-over for your organization.
4. You will be positioned to gain a competitive advantage as the economic recovery continues to develop.
5. The best candidates are available!

We are currently accepting reservations for your on-campus recruiting schedules and information sessions.

To request an on-campus recruiting schedule:
• Log into your BruinView™ account at career.ucla.edu/PostBruinViewOpportunities
• Click on “Create New Schedule Request” under “Shortcuts.”

To request an information session or employer presentation:
• Log into your BruinView™ account.
• Click on “Request New Information Session” under “Shortcuts.”

UCLA Sharpe Fellows Program
Connecting employers with our top undergraduates in Economics

The UCLA Career Center, UCLA Department of Economics, and the Alumni Board of Visitors invite you to consider enhancing your internship recruitment efforts through the Sharpe Fellows Internship Program. This program, named in honor of Nobel Prize winning UCLA Economics alumnus William Sharpe, is designed to bring together UCLA’s brightest and most promising undergraduates with top internship employers.

Students undertake an extensive application process to be considered for the Sharpe Fellows program. In addition to a well-crafted resume and cover letter, students must write two personal application essays and complete an interview with the alumni selection committee. The committee looks for students with strong communication skills, leadership experience, high academic achievement, and an overall drive towards success. This year the committee recognized our top 22 students as the 2011 Sharpe Fellows.

We invite you to take part in this program. The Department of Economics and its Board of Visitors will work with you to find talented UCLA undergraduates who meet the needs of your firm. The Sharpe Fellows program is a unique way to connect with a pre-selected group of UCLA Economics and Business Economics majors to find the top talent needed to meet your firm’s recruitment goals. The Sharpe Fellows program complements existing programs within your organization. If your company offers an internship program, we encourage you to consider the benefits of becoming a Sharpe Fellows employer.

Employer Benefits
• Increased access to high achieving, successful students
• An opportunity to explore talent for full-time positions
• Increased ability to connect with top students early
• A unique branding opportunity to reach top students
• A streamlined process: University alumni review applications and conduct first-round interviews thereby reducing an organization’s time commitment to the screening process

Participation Requirements
• Provide a full-time paid internship opportunity for at least 10 weeks during the summer
• Interview at least one UCLA Sharpe Fellow for your internship position
• Provide an immediate supervisor or mentor for the summer intern

For additional information or to discuss your organization’s participation, please contact Katie Davy, Economics Career Specialist, 310.206.1931, kdavy@career.ucla.edu.