

# Howard University

School of Business  
Center for Professional Development

September 2008

Dear College Recruiter:

The School of Business at Howard University is proud to present the **Center for Professional Development**. The Center, which is **located** on the **2<sup>nd</sup> floor in suite 222**, is designed to meet your company's recruitment and relationship-building activity needs with Howard University's School of Business. In the fall of this year, the Center will embark on its fourteenth year of activities. We are again excited about the new relationship building activities designed to mutually benefit your company and our students.

The information below will provide your company with various ways to interact with our students, faculty and staff. Your choice of activities is as follows:

## **I. SPEAKERS BUREAU ACTIVITIES Fall 2008:**

The Speakers' Bureau will be held on **Tuesdays, Wednesdays and Thursdays, throughout the month of September**. Companies will have two hours, from **4:30 p.m. to 6:30 p.m.**, to interact with all majors within the School of Business through the Speakers Bureau. During the first hour, four company representatives will speak to our students, in a videotaped session, regarding career opportunities with their respective companies. During the second hour, students will have an opportunity to ask questions of our panelist. Speakers Bureau sessions will only be conducted in the fall and are all videotaped.

## **II. INFORMATION SESSIONS:**

**FALL 2008: Information Sessions will be held on Tuesdays, Wednesdays and Thursdays, throughout the month of October and November.** Companies will be exclusively featured in Information Sessions interacting with all majors within the School of Business. Each company will be featured in intervals of an hour, between the times of **5:00p.m. - 8:00p.m.** During these sessions, a company may want to provide refreshments for our students. You may contact **Debra Reid of University Catering Service at 202-865-0217.**

If audio/visual equipment is needed, please indicate your needs to the Scheduling Coordinator **Ms Cheryl Tate at (202) 806-1570.**

**SPRING 2009:** All logistics will remain the same as in the fall, for the following months: **February and March.** Time allocations remain the same as in October.

### **III. INTERVIEW SESSIONS:**

#### **FALL 2008: (Graduating Seniors, MBA's, and Summer Intern MBA's only)**

Fall interviews are normally conducted on **Wednesdays, Thursdays and Fridays, throughout the months of October and November.** On Wednesdays, Thursdays, and Fridays, companies will be provided space on a first come, first served basis, with **limited schedules.**

#### **SPRING 2009: (Full-time Hires & Summer Interns)**

Spring interview schedule activities will concentrate on those companies seeking full-time hires and students for summer internship opportunities. All logistics will remain the same as in the fall for the following months: **February and March.**

The School of Business uses the **NACELink On-line Recruiting System.** Companies will be provided the information upon securing an interview date from the scheduling coordinator.

### **IV. MBA Fall 2008:**

In an effort to better target and promote our MBA pool of candidates, the CPD will be conducting a series of additional **MBA Relationship Building activities and interviews. Tuesdays, Wednesdays and Thursdays,** companies will have the opportunity to conduct information sessions each evening, exclusively for MBA students. The **sessions** will begin at **8:00 pm.**

On **Thursday, October 30th through Saturday, November 1st, the annual MBA Exclusive** takes place involving a **Career Fair, Receptions, Case Study Competition, Interviews and Workshops** in a very dynamic atmosphere designed to further facilitate the relationship building process with our Howard University MBAs and invited MBAs from the consortium schools in the Washington, DC area and beyond. All of these activities are in addition to your company being able to recruit MBA's throughout the already established recruitment scheme. To get involved in the MBA Exclusive and Career Fair, please contact Assistant Director, Verna Supel at 202-806-1610.

### **V. MBA SPRING 2008 (Tentative):**

The MBA Program conducts a **Spring Career Fair** which attracts MBA students from the surrounding schools in the Washington, DC area as well as conducting interviews for our Howard University MBA students.

### **VI. FOR YOUR INFORMATION**

This year Homecoming will take place during the week of October 13<sup>th</sup> through 19<sup>th</sup> 2008.

### **VII. UNIVERSITY CAREER FAIR**

**Date:** Fall - October 1 & 2, 2008, Spring - TBA  
**Contact:** Ms. Joan Brown  
**Phone:** (202) 806-7513

In conclusion, **before forwarding confirmation forms to the CPD, please ensure that our Scheduling Coordinator, Ms. Cheryl Tate, has confirmed your scheduled recruiting activities!** If you have any questions about the enclosed materials, contact Ms. Tate at (202) 806-1570.

We wish you a very successful 2008-2009 recruitment year at Howard University!

Sincerely,

Harold L. Gray, Sr., Director  
Center for Professional  
Development

**Howard University**  
**School of Business**  
**Center for Professional Development**  
*CPD*

**Office Personnel**

Harold Gray – Director	<a href="mailto:hgray@howard.edu">hgray@howard.edu</a>
Joan Black - Program Coordinator	<a href="mailto:jwallace-black@howard.edu">jwallace-black@howard.edu</a>
Cheryl Tate - Scheduling Coordinator	<a href="mailto:ctate@howard.edu">ctate@howard.edu</a>

**Office Location**

Howard University  
School of Business  
2600 6<sup>th</sup> Street, NW, Suite 222  
Washington, DC 20059m,  
Phone (202) 806-1570  
FAX (202) 806-4907

**Interview Time Schedule**

Half-hour, 45-minute, or one-hour interviews starting at 9:00 am and ending at 5:00pm  
Lunch: 12:00-1:00  
If you desire, breaks can be incorporated in schedule

**Company Information**

Materials (brochures, annual reports, etc.) should be forwarded to this office at least one month prior to the scheduled recruiting and relationship building dates.

**Transportation**

National Airport is the most convenient airport to Howard University. It is approximately 5 miles from campus. Dulles International and Baltimore Washington International are located approximately 30 miles outside of Washington.

**Parking**

Parking on campus is very limited and you must have a parking permit. If you drive to campus, please contact the Center and we can have a permit waiting for you, but **you will be responsible** for securing the permit in the basement of the Administration Building, 2400 6<sup>th</sup> Street, NW, Room B12 on the day of your interviews. The cost is \$4.00 per permit. This is a time consuming process. We do suggest that a taxi is the most appropriate transportation to our campus.

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**Hotel Accommodations Convenient to Howard University**

Embassy Suites Chevy Chase Wisconsin at Western Avenue 4300 Military Road, NW Washington, DC 20036 (202) 362-9300	Grand Hyatt/Washington 1000 H Street, NW Washington, DC 20001 (202) 582-1234	Washington Courtyard 1900 Connecticut Avenue, NW Washington, DC 20036 (202) 332-9300
Holiday Inn Capitol 550 C Street, SW Washington, DC 20024 (202) 479-4000	Holiday Inn 1501 Rhode Island Avenue, NW Washington, DC 20001 (202) 483-2000	Washington Hilton 1919 Connecticut Avenue, NW Washington, DC 20006 (202) 483-3000
Holiday Inn 8777 Georgia Avenue Silver Spring, Maryland 20910 (301) 589-0800	Hyatt Regency Washington 400 New Jersey Avenue, NW Washington, DC 20001 (202) 737-1234	J.W. Marriott Hotel 1331 Pennsylvania Avenue, NW Washington, DC 20001 (202) 393-2000
Sheraton Carlton 16 <sup>th</sup> and K Streets NW Washington, DC (202) 638-2626	Renaissance Washington DC 999 9 <sup>th</sup> Street, NW Washington, DC (202) 898-9000	Sheraton Washington 2660 Woodley Road, NW Washington, DC 20036 (202) 328-2000