USC Price
Recruitment Guide for Employers
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Greetings from the University of Southern California, Price School of Public Policy, Office of Career Services.

The Office of Career Services provides professional development support for the following core degree programs housed within the school; Master of Public Administration, Master of Public Policy, Master of Planning, and Master of Health Administration as well as the undergraduate Bachelors of Science in Policy, Planning, and Development.

The majority of USC Price School of Public Policy graduate students enter with two to five years of work experience in their respective fields. USC Price School of Public Policy currently enrolls legislative staff, city council members, real estate developers, health care professionals, architects, Peace Corps volunteers, physicians, teachers with Teach for America, Coro Fellows, foundation staff, engineers, researchers, and professionals from community-based organizations, among others.

Our office works toward developing USC Price School of Public Policy students professionally, bridging them into a professional world, where they can apply the skills they have learned in both the classroom and past experiences. Our students not only have a variety of interests but are also interested in a variety of employment opportunities such as internships, residencies, and full-time positions. Our services strive to connect these student needs with the best employers and career opportunities in their field.

We look forward to working with you and your organization.

UNIVERSITY PARK CAMPUS

USC Price School of Public Policy
Office of Career Services
650 Childs Way, RGL 108
Los Angeles, CA 90089-0626

T: 213-740-0546
F: 213-740-7573
The Office of Career Services takes pride in running a department online job database for students and alumni. The web database allows for visitors to search through job postings and apply directly to the employer via their application procedures. The announcements contain all the information one would need to apply for the position and can be accessed anywhere either on campus or off using a computer terminal.

To create a profile and post a position, an organization would visit our page at: https://uscprice-csm.symplicity.com/

From here, employers can choose the “Employer” link, and then “Register and Post Local Job.” This will allow the employer to create an account containing the company information. With this account the employer can then submit the pertinent information regarding the positions including the application process and deadline. Employers can select what field(s) the position would fall within which will then be used by the database to sort into categories for students and alumni to view and apply. The web submission form allows for posting of full time, part time, internship, fellowship and academic positions. After completing the form, the announcement is sent to be approved and then posted on our website. The turnaround time for posting the position from the point of submission is typically 1 - 2 business days.

Positions are listed for students and alumni in a table form for viewing. The table lists the date the position was posted, the title, the location, and the organization. This is a great way to get the word out to the USC Price School of Public Policy community.
OVERVIEW OF EMPLOYER SERVICES

ON-CAMPUS RECRUITING

If an employer wishes to recruit on campus our office offers many services to help.

1. **Information Sessions:** When recruiting our students as either the first contact before an on-campus interview or just to get the word out about your organization, one option is to host an information session. They allow students to meet representatives from your company, to ask questions and find out more information about the employer.

2. **On-Campus Interviews:** If you have multiple job opportunities, we can host on-campus interviews for you. Our role is to function as the moderator between the employer and student population. We advertise, collect resumes, schedule rooms in our building, and times for students to interview with an organization at no cost to the employer.

3. **Career Fair:** Each year we host a Public/Non-Profit Career Fair in early September. Our aim is to expose USC graduate and undergraduate students to internship, employment, and volunteer opportunities within local, state, national government and non-profit organizations.

4. **Table Hours:** Employers can visit us in a more informal way by hosting Table Hours. Table Hours allow recruiters to set times during the academic year where they reserve a table in our RGL building to distribute information about their organization. If you are looking to recruit for opportunities that have rolling deadlines or you would like to promote your organization, this might be a good option.

INFORMAL RECRUITING OPPORTUNITIES

1. **Networking Nights:** We host two Networking Nights in Los Angeles during the academic year; one each fall and spring semester. This is a social event where professionals are introduced to our current students to learn about one another and discuss career development in a relaxed and enjoyable atmosphere.

2. **Externship Providers:** Externships function as condensed internship, designed to help students connect with professionals in the field, start to develop a career network, and to gain exposure that may influence the students’ career and academic choices. The program will take place during the university’s spring break session and is a minimum of 25 hours.

3. **Internship Providers:** The internship program is designed to further the personal and professional development of students and provide service to partnering organizations. The internship provides invaluable opportunities for students to get hands on experience and the organization benefits as well by having the assistance of capable and skilled students.

4. **Mentoring Program:** The Professional Mentor Program (PMP) is a unique mentoring program pairing undergraduate and graduate students of the USC Price School of Public Policy with an experienced working professional during the academic year. Mentors and mentees select each other based on common career and academic interests. Mentors serve
as role models, offer advice on academic and career goals, and guide students as they begin to develop professional networks. Mentees explore their mentor’s professional life and network through office visits and other professional development functions.

If you are looking to recruit from our student body we can promote your organization in many ways. Organizations that are looking to hire multiple students can come to campus and conduct on-campus interviews.

This process typically starts with the organization hosting an information session, usually one hour in length, to present their opportunity, to answer questions and explain the application process and time line. Our office will then send the job announcement to students calling for resumes and/or letters of intent via email to which we send on to the employer for pre-screening. Once the employer has selected who they feel would be qualified candidates, we will send out a request to those particular students to come in to our office and select a time slot for their interview.

Based on your hiring needs, we can customize your interview schedule. Interviews commonly range from a half hour, forty-five minutes, and an hour in length per candidate. Interviews can also start during any point of the day between 8 A.M. and conclude by 5 P.M. Generally, employers interview between five and 12 candidates during each on-campus interview day. The amount of students interviewed in one day is based on an organization’s individual hiring need.

The benefit of on-campus recruiting to the hiring employer is that the administrative tasks of the process will be handled by our office and that students will be located in one central location. The benefit to the students is the convenience of having to only travel to campus for the interviews as well as knowing ahead of time how long the entire process will take.
The Internship program is designed to further the personal and professional development of students as well as provide service to cooperating organizations. Through this program they will gain exposure to the working environment where they will be able to integrate theoretical experiences. They will have the opportunity to develop new skills and enhance career choices as well as establish valuable contacts. The organization benefits as well, by having the assistance of a capable and skilled student and by establishing on-going relations with the University.

The internship experience provides invaluable opportunities for students to get hands on experience in their respective fields. It is also a unique opportunity for a three-way exchange between the student, the University, and the organization. Responsibility and commitment on the part of all three are essential for a successful Internship.

**REQUIREMENTS FOR THE INTERNSHIP**

1. MPA students must work a minimum of 300 hours; MPL students must work a minimum of 400 hours; MHA students work between 500-1000 hours; and undergraduates work a minimum of 140 hours. Students must keep track of the hours worked and must have the hours log approved by the supervisor.

2. Internship supervisor and student must determine mutually agreeable goals and objectives for the internship using the Internship Contract as a guide. The Contract should outline what the student hopes to learn, the assigned tasks related to these objectives, and the end product of the internship. The Contract will also be used as a tool for evaluation.

3. Students whose programs require an internship (MPA, MPL and BS) must successfully complete the internship, as indicated on the Internship Contract, and be evaluated by the supervisor. The supervisor must evaluate the intern at the completion of the internship and submit the evaluation to the Career Services Office.

4. We encourage the student to request that the supervisor write a letter of recommendation for the student’s personal use.