

# Quality Employees, Not So Hard To Find

Career Services connects you with graduates

Thousands of highly trained, prospective employees in one place! It's what recruiters dream of, and it's a reality.

The Career Services department is a little known gem of the University of Wisconsin–Stout campus. The professional staff in Career Services have made the search for quality employees virtually pain-free. You could think of the Career Services department as your company's own personal staffing agency. Everything they do is driven towards matching companies with the graduates and interns that would best fit the positions the companies are trying to fill.

The step-by-step guide on the next column is designed to give you an idea of the process that Career Services uses to connect employers with prospective interns and employees.



## On campus interviews create results

This process has been streamlined throughout the years for ease of use. It has worked for thousands of companies ranging in size from ten employees to a thousand employees.

Aside from the conventional process of finding employees outlined here, there are also other avenues to get your company's name and image out to prospects. One of the main ways of doing this is by attending the Career Conference that is held every fall. This is one of the largest job fairs in Wisconsin. It is divided into three separate days with each day focusing on a different college within the University.

As with everything though, the more time and attention you give it, the better it will work. The optimal situation is to set up an on-going relationship with the university. Once the staff at Career Services know the personality of your company and what kind of applicants best suit your needs, the better they are at helping you find them.

Career Services  
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University of Wisconsin–Stout  
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(715) 232-1601

## 1 Show Interest

The first thing to do is simply show interest. A quick email or call to LaMont Meinen, Director of Career Services, is all you need to set up a long-standing professional relationship with UW–Stout.

Dr. LaMont Meinen

[meinenl@uwstout.edu](mailto:meinenl@uwstout.edu) • (715) 232-1469

## 2 Company Profile

Once you have made that “scary” first move, the rest is easy. You will create a company profile for the Career Services database. This can be done through one user-friendly form on the website. If you dislike the thought of navigating the internet without any help, don't worry. The Career Services staff can easily guide you through the process over the phone.

## 3 Search Resumes (optional)

Career Services offers a database of over 14,000 resumes of current students looking for a co-op/internship position, graduating students searching for full-time positions, and alumni exploring new career options. You can set criteria to look for resumes in a certain major or a certain year in school, click search, and presto! You've got a resume book of quite an impressive size.

## 4 Post a Job (optional)

Of course, if you want, you can simply post a job description on the Career Services website outlining the requirements that you are looking for in applicants. But why stop with just that?

## 5 Schedule Interviews

You can set up a day to come on campus and interview applicants. This is an efficient way to see the most qualified candidates in the shortest period of time. This step can be done with the Career Services office or you can do it online yourself.

## 6 Interview Applicants

When you arrive on the UW–Stout campus for your interview day, you will receive a packet containing the resumes of every applicant on your interview schedule in the order that they will come in. Also, you will have access to several interview rooms and a professional environment in which to meet with your prospective co-op/interns and employees.