

EMPLOYER GUIDE

2025-26



Missouri State™

Career Center
MISSOURI STATE UNIVERSITY

Connect with Missouri State University

The **Missouri State University Career Center** is a centralized office for the entire university. We service all MSU academic areas and the employers who recruit students and alumni from those areas. We offer a variety of opportunities for employers to connect and engage with our students and alumni such as visiting campus, participating in career fairs, events & interviews, promoting your organization, and more.

Please feel free to reach out to us and speak to the **Employer Relations team** to discuss your needs.



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Handshake

Missouri State University Career Center uses **Handshake** as our Career Management Platform. Students and employers can interact with each other, posting and viewing career opportunities and exchanging messages. Recruiting events & fairs are posted through Handshake for a wide audience.

Learn more about how you can recruit Missouri State University students & alumni on our [Employers & Recruiters](#) page.

Reach Students Employer Spotlight of the Week

With our Employer Spotlight program, we offer the opportunity for one employer per week to be featured across our social platforms and university website to reach our student audience for \$50. Benefits include the following:

- Employer's logo and short profile on the Career Center website, with a short video (approximately two minutes) you create promoting your organization and job internship opportunities. Examples of previous Employer Spotlights are available on our [YouTube channel](#).
- Feature and video posted on the Career Center's social media platforms (Facebook, LinkedIn, and Instagram), which also can be shared on your organization's social media.

Learn more and complete an interest form on our [Employer Spotlight Page](#).

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Visit Campus

Bear Your Talent Tuesday

Organizations may reserve designated Tuesdays to recruit on campus for \$25. This opportunity is available in academic buildings or various locations on campus. This includes a **recruiting table for a few hours (generally between 10am – 2pm) and advertisement in our social media.** We do ask that employers comply with the following:

- Post a job or internship opportunity or event (open house, virtual information session, etc.) within Handshake
- Adhere to the Missouri State University Employer Policies

Visit our Bear Your Talent Tuesday page to learn more or sign up to participate.

**There are limitations on some academic buildings and locations on campus*

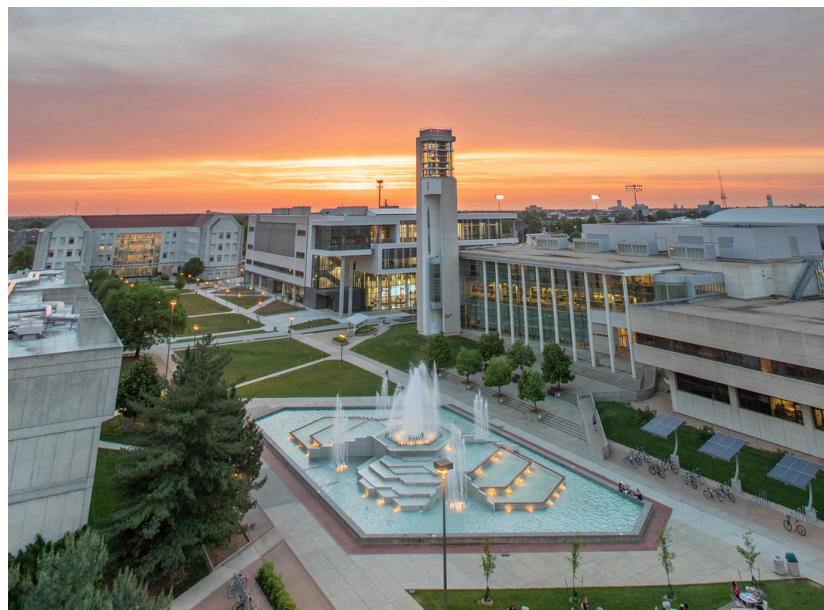
College of Business (COB) Employer of the Day

The Employer of the Day program is a casual interaction opportunity between business employers and students that allows an employer to build brand awareness in Glass Hall near business students.

COB Employer of the Day includes:

- An information table in Glass Hall; 10am – 2pm
- Social Media advertising
- One employer exclusivity

**To see cost, availability and to sign-up to participate, visit the COB Employer of the Day page.*



Host an Information Session

Organizations may create virtual information sessions as well as reserve a room in an academic building on the Missouri State University campus for an information session. Organizations often host information sessions before an application deadline or a day or two before an on-campus interview.

Virtual Information Sessions can be reserved & hosted independently by the employer. We recommend posting the event in Handshake as well as reaching out to the Employer Engagement team directly to help promote the information session/event.

**To discuss hosting an in-person information session, please contact us at CareerCenter@Missouristate.edu with the dates and times you would like to consider.*

On Campus Interviews

Recruiting through on-campus interviews is an excellent way to connect with talented students and enhance your organization's on-campus brand. Most on-campus interviews are held in the Career Center's office in Glass Hall. The Career Center staff are happy to discuss on-campus interview processes with you and schedule a visit to Missouri State University!

Conducting on-campus interviews is free but employers must have an approved Handshake Employer Account and positions posted must adhere to and meet the [Missouri State University Employer Policies](#) and [Principles for Employment Professionals](#) to be scheduled.

On-Campus Interviewing Accommodations

- Private interview room(s) in Glass Hall or specific academic building conference room(s)
- Complimentary light snacks and beverages
- Reception desk and waiting area for students
- Staff members in proximity for support
- Access to Wi-Fi so you can work in between interviews
- Additional space for greeters or lunch may be available upon request

On-Campus Interviewing Schedule Options

- A **Pre-Select Schedule** is the most frequently used interview schedule. Employers set candidate screening criteria, review resumes, and select candidates to interview after the application deadline.
- **Open Schedule** allows any qualified student to sign up for an interview time; there is no selection process on the employer's part.
- A **Room Only Schedule** is for employers who wish to schedule interviews directly with candidates. Many employers with a shorter recruiting timeline have used this option. Room only schedules must still be requested through Handshake.

Scheduling Considerations

Most on-campus recruitment occurs from September through November and February through April.

Academic Calendar 2025-2026

August 18, 2025	Fall Semester Classes Begin
September 1	Labor Day
October 9 - 10	Fall Break
November 26 - 30	Thanksgiving Holiday
December 5	Last Day of Fall Classes
December 6 - 11	Fall Final Exams
December 12	Commencement
December 13-January 11	Winter Holiday
May 9	Spring 2025 Commencement
January 12, 2026	Spring Semester Classes Begin
February 16	Presidents' Day Holiday
March 14-22	Spring Break
April 3-5	Spring Holiday
May 1	Last Day of Spring Classes
May 2-7	Spring Final Exams
May 8	Commencement

Eligibility and Requirements

Employers must follow [Missouri State University Employer Policies](#) to be eligible for on-campus interviews

Requirements for Scheduling On-Campus Interviews:

On-campus interviews:

Reserve at least three weeks prior to the scheduled interview date through [Handshake](#) to allow for advertisement & student response time.

Employer must:

- Have an approved Handshake Employer account connected to Missouri State University
- Have job(s) or internship(s) posted in Handshake.
- See our [instructions](#) for creating a Handshake account and [posting a position](#) on Handshake.
- Employers must not have any outstanding balance with Missouri State University

Additional Employer Responsibilities:

Maintain communication regarding on-campus interview reservations and schedules with the Missouri State University Career Center. This includes:

- Answering inquiries from the Employer Engagement Team in a timely manner
- Canceling room reservations (which are no longer needed) as soon as possible
- Communicating all on-campus interview logistics to the recruiting staff who will be conducting the on-campus interviews
- Sharing the Missouri State University's [Employer Policies](#) with the recruiting staff who will be conducting the on-campus interviews

Requirements for Employers Conducting On-Campus Interviews:

- Maintain confidentiality of students and alumni information in accordance with the Family Educational Rights and Privacy Act (FERPA)
- To protect student confidentiality, employers should refrain from discussing candidate qualifications/performance in public areas of the Career Center including open spaces outside the interview rooms.
- Limit on-campus interviews to Missouri State University students and alumni *
- Start interviews no earlier than 8:30 am*
- Complete interviews by 4:00 pm and depart by 4:30 pm*

*Exceptions may be made with approval from the Missouri State University Career Center's Employer Engagement Team. To request an exception, please contact CareerCenter@Missouristate.edu.

How to Request an Interview Schedule:

On-campus interview requests may be entered through [Handshake](#). Prior to building an interview schedule, it is recommended to contact CareerCenter@Missouristate.edu to:

- Verify room availability for your desired date(s)
- Discuss positions your company is hiring to ensure it meets our guidelines
- Discuss special accommodation needs, if necessary
- View instructions for [creating an interview schedule](#)

The Career Center will accommodate employer requests for **virtual** interviews and information sessions upon request. Follow similar instructions as in-person campus visits.

Calendar of Career Events - 2025-2026

The Career Center invites employers to participate in our career events. More information & any updates can be found in the **Career Fairs** module in *Handshake*.

August 24-November 2	JCPenney Online Suit-Up Event
September 3	Business Resume Café Event
September 4	Business Resume Café Event
September 9	College of Business Career Fair – Springfield Expo
September 10	Construction Career Fair – Springfield Expo
September 11	Day after Career Fair Interview Day – Glass Hall
September 18	Agriculture Resume Café Event
September 25	Agriculture Career Fair – DARR Center
September 25	PK-12 Teacher Education Career Fair – PSU Ballroom
October 2	Health Professions Career Fair – McQueary Building
October 14	Hospitality Showcase/Career Fair – PSU Ballroom
October 16	Business Mock Interview Day – Glass Hall 2nd Floor
November 5	Hospitality Virtual Career Fair - Handshake
November 6	Mock Interview Day – PSU Ballroom West
November 12	CNAS Career Expo
November 19	Business Alumni Panel Event

February 10	Business Resume Café Event
February 24	Business Mock Interview Day – Glass Hall 2nd Floor
March 4	Job & Internship Career Expo
March 31	Business Resume Café Event
April 23	Networking Event

*Check events on [Career Center website](#) for any updates or changes.



Support and Engagement Opportunities

Class Presentations

The Career Center cannot guarantee class visits as it depends on the instructor and their class schedule, but we can connect you with the appropriate academic departments and colleges as they may welcome visitors and virtual guests. To learn more about this opportunity, please contact us at 417-836-5636 or CareerCenter@missouristate.edu

Student Organizations

Attending Missouri State University Student Organization meetings is an excellent way to meet with students in focused group settings. Check out the list of organizations & contact information on Missouri State Universities [BearLink directory](#).

Mentors

If your organization is interested in connecting with and supporting Missouri State University students and alumni through additional involvement, please email us at CareerCenter@Missouristate.edu.

Employer opportunities include the following: reviewing resumes, offering mock interviews, hosting job shadow events or site tours. We look forward to discussing your interests and goals with you.

The two options for “Being a Mentor” include:

- Allowing students to contact you directly to request career advice
- Allowing students to conduct information interviews with you to learn more about your profession



Meet Our Bears

College Academic Programs | Fall 2024 Data

College of Business (COB) 4347 students

houses the following academic programs:

- School of Accountancy
- Finance, Economics and Risk Management (FERM)
- Information Technology & Cybersecurity
- Management
- Marketing
- Merchandising & Fashion Design
- Technology & Construction Management

College of Education (COE) 1624 students

houses the following academic programs:

- School of Teaching, Learning & Developmental Sciences:
- Child & Family Development, Child Life Studies, Early Childhood Education (Birth – Grade 3), Elementary Education (Grades 1 – 6), Family & Consumer Science (K – 12), Business Education (Grades 9 – 12) and Literacy & Middle School Education (Grades 5 – 9)
- School of Special Education, Leadership, and Professional Studies:
- Special Education (K – 12), Educational Administration, Student Affairs in Higher Education, Foundations/MATL/SETL/MAT, Educational Technology and American Sign Language

Darr College of Agriculture (DCOAG) 863 students

houses the following academic programs:

- School of Hospitality Leadership, Agribusiness, Communication & Education
- School of Animal Science, Environmental Plant Science & Natural Resources

College of Natural and Applied Sciences (CNAS) 1620 students

houses the following academic programs:

- Biology
- Chemistry & Biochemistry
- Computer Science
- Engineering
- Geography, Geology & Planning
- Mathematics
- Physics, Astronomy & Material Science

McQueary College of Health and Human Services (MCHHS) 4392 students

houses the following academic programs:

- School of Anesthesia
- Biomedical Sciences
- Communication Sciences & Disorders
- Kinesiology
- School of Nursing
- Occupational Therapy
- Physical Therapy
- Physician Assistant Studies
- School of Mental Health and Behavioral Sciences: Psychology, Counseling & Social Work
- Public Health & Sports Medicine

Reynolds College of Arts, Social Sciences & Humanities (RCASH) 3388 students

houses the following academic programs:

- School of Arts: Art & Design, Music and Theatre & Dance
- School of Communication: Communication, English, Media, Journalism and Film
- School of Humanities and Social Sciences: History, Political Science/Philosophy, Sociology/Anthropology/Gerontology, Religious Studies/World Language and Cultures
- School of Criminology and Criminal Justice
- School of Defense and Strategic Studies

Graduate & Undergraduate College

Graduate College 304 students

houses the following academic programs (not housed in the other colleges):

- Applied Communication
- Project Management
- Homeland Security
- Hospitality Administration
- Library Science
- Sports Management
- Professional Students – General
- Interdisciplinary Studies
- Graduate Certificate



Undergraduate College/Provost 621 students

houses the following programs:

- General Studies
- Exchange Students
- Individual Programs
- Professional Undergraduate programs (Pre-Professional programs)
- Undeclared



Student Enrollment Statistics

Fall 2024 Data from Office of Institutional Research

Missouri State University Bear Stats

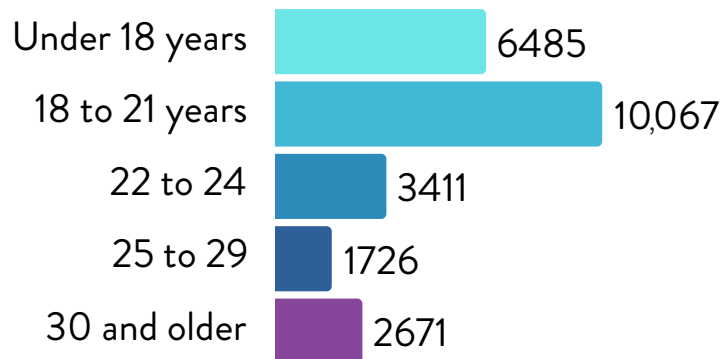
Total Student Enrollment: 24,360

- Undergraduate Enrollment: 20,584
- Graduate Enrollment: 3776
- Full-time: 13,385 students (UG: 11,680 / Graduate: 1705)
- Part-time: 10,975 students (UG: 8904 / Graduate: 2071)

Geographic Origin

Missouri	20,389 Students
Out of State	2504 Students
International	1460 Students

Age Group



Extended Campus Programs: 7201 students

house the following programs:

- Online
- Off-Campus Programs

Gender

Female	14,762 Students
Male	9536 Students
Other	62 Students

Ethnicity

Hispanic/Latino	1363 Students
American Indian/Alaska Native	93 Students
Asian	538 Students
Black/African American	843 Students
Native Hawaiian/Pacific Islander	21 Students
White/Non-Hispanic	18,558 Students
One or more races	1086 Students
Unknown, race not reported	799 Students
International, all races & ethnicities	1059 Students

Missouri State™

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