Greetings from the University Career Center at Georgia College!

We are often asked, why Georgia College? The answer to that question lies in our mission as the state of Georgia’s Public Liberal Arts University. In the most basic sense, that designation allows us to provide a high quality liberal arts education at a public school cost. To you as an employer, we hope to offer you candidates who are T-shaped professionals: possessing breadth in a variety of essential leadership and soft skills and depth in a specific field or discipline.

In addition, our tight-knit environment translates into a high level of customer service for our valued employers. Our staff in the Career Center is committed to serving as your consultants regarding our institution and students. We strive to provide customized on-campus recruitment plans to best meet your hiring needs and to position you effectively with the student and faculty targets you wish to network with.

Included in this packet is information about the variety of recruitment opportunities that we offer throughout the academic year. Companies can also schedule campus interviews, hold information sessions, and post jobs and internships through Career Connection. Our staff prides itself with offering exemplary customer service to our employers. If you do not see a recruitment option on the enclosed list that fits your needs, please reach out to us and we will do our best to creatively accommodate your unique situation. We also offer free job and internship postings through our Career Connection database.

We hope that you consider Georgia College as a partner as you expand your recruitment initiatives. We look forward to the opportunity to work with you. Please do not hesitate to reach out to us at (478) 445-5384 or at the individual email addresses below.

Sincerely,

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Employer Guide: How to navigate GC Career Connection System

Career Connection is a FREE online system provided by the Career Center that will help your company connect with GC students for full-time positions, part-time jobs, internships, and summer opportunities.

How to Register/Login
- Visit the GC Career Connection website at www.myinterface.com/gcsu/employer.
- Already registered? Login with your email address and the password: bobcat (unless you created your own account and chose a different password). If you registered but cannot remember your password, request your password be sent to you rather than create a duplicate account.
- New companies should choose “Click here to register.”
- Follow the prompts which will ask you to search for your company name and then complete a profile entry on yourself as well as your company (if you’re a new company to the database).
- Click the “Register” button after completing the profile and contact information.
- You can immediately begin posting jobs, registering for career fairs, and scheduling campus interviews.

Post Jobs
- Under the “My Jobs” tab, click “New Job” to post a new position.
- To view an old position, click “Job List” and your past job postings will appear. You can edit or copy any inactive or active job.
- Complete the online form, providing as many details as possible about the position.
- Carefully complete the required fields to help us have accurate information for students.

Register for Career Fairs and Other Employer Programs
- Under “Career Fairs and Events” search for “Career Fairs.”
- The list of events employers can register for will appear.
- To register immediately, click “Register” next to your event.
- By clicking on the name of the career fair, you will get basic information on the event, including registration costs and our event confirmation packet. To then register, click the “Register Now” button.
- Complete the registration form, paying close attention to required fields. Continue to the next page to add additional recruiters.
- The final page will be your payment section. Complete the information and choose save.
- Once the Career Center approves your registration, you will receive a confirmation email with event details and receipt or invoice.

Scheduling Campus Interviews
- Go to My On-Campus Schedules and choose “New Schedule Request.”
- Choose the type of interview schedule you like and request three possible dates. In this section you can also request an information session during your visit. Choose Save and Continue.
- Input the appropriate job information for your interview date request.
- Submit the request. Our office will contact you with your interview date and discuss any additional requests you have.

Search Student Resumes and Access Resume Books
- To search student resumes, use the “Search Students” tab for all active users.
- The “Resume Book” tab is reserved for specific resume books for Intern Ready, career fairs for Accounting and IT majors, and other special events and specific student populations.
Recruit the best from Georgia’s Public Liberal Arts University

Guide to Recruiting at Georgia College

Campus Interviews
Throughout the year, employers can schedule campus interviews for jobs and internships. We also offer employers the opportunity to conduct campus interviews after our Career Expo each March. This is an excellent way to maximize your time and travel budget!

Job and Internship Postings
Employers can use Career Connection to post jobs and internships. For details on how to get started, visit www.gcsu.edu/career.

Mock Interview and Resume Review Days (Employer Mock Interview Days: Feb. 17 and Mar. 30)
Setting up a day to help with interview skills or to offer resume critiques is a great way to get students thinking about your company as a possible place of employment. This type of event is especially ideal for those of you who are uncertain of your hiring projections or only hire a few times each year.

Assist with a Career Center event.
Do you have expertise in a particular area such as salary negotiating, cover letter writing, etc.? Come share with our students! This is also an excellent opportunity for students to learn more about the professional culture of your company.

Information Tables and Sessions
Set up a table outside or in the library atrium, cafeteria, or an academic building, or host an informational session to promote your company and the job opportunities you have to offer.

Georgia College 2016/2017 Career Fair Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 17</td>
<td>Part Time Job Fair</td>
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<tr>
<td>September 7</td>
<td>Senior Picnic</td>
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<tr>
<td>September 21</td>
<td>Accounting Career Fair</td>
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<tr>
<td>October 5</td>
<td>Fall Career &amp; Internship Expo</td>
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<tr>
<td>November 9</td>
<td>Career Opportunities Fair in Atlanta- <a href="http://www.georgiacareeropportunities.org">www.georgiacareeropportunities.org</a></td>
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<tr>
<td>January 27</td>
<td>Teacher Recruitment Day</td>
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<tr>
<td>February 8</td>
<td>IT Career Fair</td>
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<tr>
<td>February 27</td>
<td>Summer Camp Job Fair</td>
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<tr>
<td>March 8</td>
<td>Spring Career &amp; Internship Expo and Interview Day</td>
</tr>
<tr>
<td>April</td>
<td>Statewide Career Fair in Atlanta- <a href="http://www.gace.org">www.gace.org</a></td>
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For more information about recruiting at Georgia College contact the University Career Center at (478) 445-5384 or career.center@gcsu.edu
Internship Frequently Asked Questions

Why recruit an intern?
Internships are an excellent way to incorporate fresh perspectives into your organization and to give back to an industry by developing a student’s skills and knowledge through practical experience. In addition, hiring interns is a great way to create a pipeline of talent into your organization for future full-time openings.

What qualifies a position as an internship?
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Internships give employers the opportunity to guide and evaluate talent.


Are interns required to be paid?
In order for your for-profit company to be in full compliance with The Fair Labor Standards Act, it is always in your best interest to offer at least minimum wage to interns. Students receiving academic credit through the university may be able to do an internship without compensation if following the conditions set forth in the Fair Labor Standards Act. The student’s academic department will need to approve the internship site in order for the student to receive academic credit. Please contact the University Career Center if you have additional questions regarding internships and compensation.

A fact sheet regarding internship programs under The Fair Labor Standards Act can be found here: http://www.dol.gov/whd/regs/compliance/whdfs71.htm

How can I promote internships at my organization to GC students?
Organizations can post internships and other opportunities through Career Connection at www.gcsu.edu/career, the University Career Center’s online employer and student database. Organizations can also promote internship opportunities on campus at our career fairs and information sessions. For more information about recruiting on campus, please contact the Career Center at (478) 445-5384 or career.center@gcsu.edu.

My organization has never hired an intern before, how do we get started?
An internship should provide hands on learning opportunities to the student under the guidance of a supervisor who can serve as a mentor and coach throughout the internship. Creating an internship in your organization may be easier than you think. The University Career Center is happy to work with you in determining how an internship program would meet your organization’s goals.

Do students receive academic credit for their internship?
Many students elect or are required to receive academic credit for their internship experience. However, students may complete a paid internship without receiving academic credit.

Some majors that provide academic credit for internships include:

Arts and Sciences: Art, Biology, Chemistry, Criminal Justice, English, Environmental Science, Geography, History, Mass Communication, Political Science, Psychology, Sociology, Theatre

Business: Accounting, Computer Science, Economics, Management, Management Information Systems, Marketing

Health Sciences: Athletic Training, Community Health, Exercise Science, Music Therapy, Nursing, Outdoor Education

For more information about internships please contact the University Career Center at (478) 445-5384 or career.center@gcsu.edu
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.