HIRE GC

A Guide to Recruiting at Georgia College & State University

THINK INDEPENDENTLY. LEAD CREATIVELY.

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WELCOME LETTER

Greetings from the University Career Center at Georgia College & State University!

We want to let you in on one of the best kept secrets in higher education: Georgia College & State University. What makes us so special? The answer to that question lies in our mission as the state of Georgia's Public Liberal Arts University and our dedication to making liberal arts education meaningful to the 21st century employer. We offer employers 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.

At Georgia College & State University, students in every major gain real world experiences that are transferable to the work world. To maximize these experiences and make them relevant to their future careers, all incoming students are expected to complete a set of career planning benchmarks throughout their time at GCSU. Because of this campus-wide initiative, over 85% of undergraduate students interact with the Career Center to complete these milestones. During the 2021-2022 fiscal year alone, 88% of students were reached through classroom presentations, networking events, workshops, career fairs and on campus employer interviews.

In addition, when employers choose to recruit at Georgia College & State University, they find that our small college environment translates into a high level of customer service. 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.

We offer a wide variety of options to help you connect with our students, including participation in our comprehensive, multi-level sponsorship program. Our staff prides itself with offering exemplary customer service to our employers. If you do not see a recruitment option that fits your needs, please reach out to us so that we can talk about your ideas.

We hope that you consider Georgia College & State University as a partner as you expand your recruitment initiatives. We look forward to the opportunity to work with you.

Best regards,
The Georgia College Employer Relations & Internship Team

ABOUT US

Mission Statement

As Georgia's public liberal arts university, Georgia College & State University offers undergraduate programs of study to talented and motivated students in a residential college setting. Georgia College & State University also provides graduate and professional studies that support the needs of the region and create pathways to individual success and personal fulfillment. Its academically engaging, student-centered programs often take learning beyond the traditional classroom and develop the intellectual, professional, and civic skills and dispositions that enable graduates to thrive in an information-intensive and diverse global society. Through its teaching, research, and service, Georgia College & State University enriches the lives of studentsand their local and global communities.

Enrollment

Undergraduate: 5,844
Graduate: 1,180

Campus Location Information

GCSU is conveniently located in the geographic center of the state, approximately 2 hours from Atlanta and Valdosta. Traveling by interstate, we are approximately 45 miles from Madison off of I-20, Dublin off of I-16, and Macon off of I-16/I-75.

The Career Center is located on the first floor of Lanier Hall, located in the center of campus near our fountain and library. Parking permits are available from the Career Center.

For driving directions, visit www.gcsu.edu/about/directions.

Why liberal arts?

Our liberal arts curriculum emphasizes transformative, active learning experiences that help students develop skills for the 21st century marketplace.

At Georgia College & State University, we are committed to developing graduates who are:

- **Skilled communicators**
- **Critical and creative problem-solvers**
- **Ethical, reflective, and engaged citizens**
- **Service-oriented leaders and professionals who are dedicated to excellence**

Georgia College & State University has been awarded the Colleges of Distinction Career Development honor for the second year in a row. The Career Center's efforts in intentional programming and student-centered staff resulted in the Career Development portion of this award.

WHAT EMPLOYERS ARE SAYING ABOUT GC STUDENTS

"[The intern] has continuously impressed us with **drive, critical thinking, and confidence** in [their] work...[They have] been **invaluable** to the marketing department...We are extremely **excited** to have [them] as a part of the team this year!"

"[They] are a good fit for this organization and can **take our programs to the next level**. I have offered [them] a job and **can't wait for [them] to start**."

"In all sincerity, **[they] have been one of the best interns that our department has ever had**. [Their] ability to work independently, while still asking the right questions in order to gain a deeper context and understanding of the assignments given is impressive..."

"With this semester coming to a close, I wanted to share our **fantastic recruiting results from GCSU**. We have hired 10 full-time Bobcats to join us after graduation. We have also hired 4 interns to join us this summer..."

"We have recruited in and around the Atlanta area for years. Establishing a relationship with **Georgia College has been one of our biggest successes**. I didn't know where Milledgeville was, but now we won't stop coming back..."

ACADEMIC PROGRAMS

College of Arts and Sciences

Art
Biology*
Chemistry
Criminal Justice*
English*
Environmental Sciences
Geography
History
Liberal Studies
Mass Communication
Mathematics
Music
Music Education*
Philosophy
Physics
Political Science
Psychology
Rhetoric
Sociology
Theatre
World Languages & Cultures
Creative Writing, MFA
Public Administration, MPA

J. Whitney Bunting College of Business and Technology

Accounting*
Computer Science
Data Science
Economics
Finance
Management
Management Information Systems*
Marketing
Master of Business Administration
Master of Logistics and Supply Chain Management
Georgia WebMBA at Georgia College

John H. Lounsbury College of Education

Early Childhood*
Middle Grades*
Special Education*
Secondary Education*
Educational Leadership*
Curriculum & Instruction, M.Ed.
Reading, Literacy, and Language, M.Ed.
Instructional Technology, M.Ed.
Library Media, M.Ed.

College of Health Sciences

Exercise Science
Public Health
Music Therapy*
Nursing*
Athletic Training, M.S.
Health & Human Performance, M.S.
Kinesiology/Physical Education, M.A.T.

*Both undergraduate and graduate programs avaliable

CAREER PLANNING MILESTONES

About the Career Planning Milestones

All undergraduate students at Georgia College & State University are expected to complete a set of career planning benchmarks known as the Career Planning Milestones. GCSU students are introduced to career planning from day one, helping them make better decisions throughout their college experience and as they interview for their first full-time or part-time job, internship, or graduate school. The newly redesigned Career Planning Milestones allow traditional and non-traditional students to easily achieve and meet their career planning goals. Throughout the completion of the Career Planning Milestones, students can gain interviewing skills, resume/cv building techniques, graduate school exploration and document preparation, career and major exploration tools, internship and job searching skills, and more. GCSU students graduate with the ability to clearly articulate their skills and abilities for the industry they plan to enter. Most recently, 85% of GCSU undergraduate students completed the Career Planning Milestones.

GC Journeys

The GC Journeys Program is a program where students are expected to participate in five inside and outside classroom transformative experiences during their time at Georgia College & State University, allowing them to step outside of their usual surroundings, gain authentic experiences, solve problems, become a leader, participate in real-world settings, and put ideas into action. The Career Center's Career Planning Milestones play an important role in the GC Journeys Program as well as the completion of an internship, through which the Career Center can help students find and track. The goal of GC Journeys is to help students graduate as curious, critical, and creative problem-solvers; ethical, reflective and engaged citizens; skilled communicators, and service-oriented leaders and professionals who are dedicated to excellence.

How Employers Benefit from the Career Planning Milestones

We believe the Career Planning Milestones provide employers who recruit at GCSU with three key benefits:

- Exposure to students who understand career options before entering their first job
- Access to talent who can articulate how their skills and experiences fit their career field or industry
- Increased student engagement with career services provides employers with more access to students when they recruit through virtual or on-campus strategies

CAREER PLANNING MILESTONES

1. Self-Awareness & Career Exploration Objective:
To introduce students to career planning resources early so that they are making informed decisions when choosing a major and planning for a future career. We want students to be confident in these decisions and aware of career planning as a life-long process.

2. Resume/ CV Writing Skills Objective:
To introduce students to basic resume/CV and cover letter writing.

3. Interview Skills Objective:
To help students articulate their career goals and identify how their skills and experiences align with those goals.

4. Professional Networking and Engagement Objective:
To provide students with opportunities to engage and network with industry professionals.

The Career Center also hosts a variety of career planning meetups, information sessions, workshops, and career fairs each year. Students should access their Handshake account through Unify to view the calendar of events. Additionally, the Career Center staff communicates regularly with students via their GCSU email to promote opportunities for completing the Career Planning Milestones. For details on how to complete the Milestones, visit gcsu.edu/career/milestones.

ENGAGEMENT OPPORTUNITIES

Employer Sponsorships Program

Our newly implemented Employer Sponsorships program was built to maximize your on-campus recruitment experience and effectiveness while enriching your branding and building your on campus presence with the Bobcat community. Through our program, you are guaranteed various opportunities to create valuable propositions between you, the partner employer, and the Bobcat community. Please visit www.gcsu.edu/career/hire-gc for more information on the program.

In addition to the program, we also offer 'a la carte' opportunities for engagement including the following:

Elevator Pitch Competition

Hosted biannually by the College of Business & Technology in Spring (February/March) and Fall (October). Employers are invited to judge the students' elevator pitches, provide feedback, talk about their company/organization, and build relationships with students.

Employer Drop-in Days Request here: bit.ly/campusengagement

The Career Center hosts five to six drop-in days per semester, outside of general appointments, to prepare students for upcoming career fairs and to support their Career Planning Milestones completion. These opportunities help companies connect with potential talent while also providing students with advice on their interview skills and resume writing abilities. These are done on a drop-in basis based on employer availability. These events are heavily promoted and provide students an opportunity to receive our services on a drop-in basis, no appointment needed.

Information and Tabling Sessions Request here: bit.ly/campusengagement

Employers can come to campus and set up in a high-traffic area to talk with students about their company/organization, pass out business cards/any swag, engage students, gather information, etc. If you wish to host a more formal information session, we can provide space and promotion for that event.

Hosting On-campus Interviews Request here: bit.ly/campusengagement

If an employer has a specific position posted in Handshake and wishes to interview the GC applicants here on campus, we can offer space and online scheduling. Student will have the advantage of working around their class schedule and not having to travel.

Workshops

If you have expertise in a particular area, presenting on a particular topic related to career development is a great way to connect with students. The student may opt to attend a workshop versus scheduling a traditional appointment with a career center staff member.

Developing Internship Programs

If an employer has never had a GCSU student intern, we can walk them through the process of setting up a program, goals/expectations, deadlines, reporting for credit, etc.

Social Media Engagement

- Take over our Instagram/Facebook live
- Participate in Q & A sessions
- Be featured in our weekly "Hot Job & Internship" campaign
- Let us share opportunities/graphics on your behalf

Classroom Presentations

These are based on the discretion of the faculty member.

*Dates for these events determined by the Employer Partner, the Career Center and the professor/class schedule.

Employer Advisory Board

Our newly developing Employer Advisory Board began Spring 2023. The board will meet two (2) times a year to help identify career related trends in their marketplace, ideas and concerns related to entry level full time and internship hiring, resume trends, and starting salaries. The most valuable contribution is your expertise and input. If you are interested on serving, please contact Brittany Archer at brittany.archer@gcsu.edu.

*Virtual accommodations can be offered by request

**Workshop and Presentation add-on: topics can range from professionalism, resume/cover letter writing, interviewing skills, LinkedIn Profiles, networking, and job searching… We recommend scheduling these sessions at least one month in advance so that we have plenty of time to market the opportunity to students.

ANNUAL CAREER FAIRS

FALL

August

Part-time Job Fair

Nursing Recruitment Fair

September

Accounting Career Fair

October

Grad Fest

November

All Industry Career & Internship Expo

GACE Statewide Career Fair (Atlanta)

SPRING

January

Teacher Recruitment Fair

Accounting Career Fair

Nursing Recruitment Fair

February

Information Technology Career Fair

Graduate & Professional School Fair

March

STEM Industry Night

All Industry Career & Internship Expo

Creative Industries Fair

April

Statewide Law Enforcement Fair

EMPLOYER GUIDE TO HANDSHAKE

All employers interested in a recruiting relationship with Georgia College & State University should start by creating an account on Handshake at gcsu.joinhandshake.com.

Handshake allows employers a centralized place to:

- Post jobs and internships for free
- Register for career fairs
- Request an on-campus interview date

Handshake is our FREE social career platform provided by the Career Center that will help your company connect with GCSU students for full-time positions, part-time jobs, internships, summer opportunities, and more.

Getting Started with Handshake: Creating an Account & Connecting: https://bit.ly/3nCA6mT
Use this link to find the guide created to help walk you through the process of getting started on Handshake with troubleshooting tips for each step of the way. Getting started should be a smooth process!

How to Post a Job or Internship: https://bit.ly/3nxOIDR
In order to post a job to a school via Handshake, you'll need a confirmed user account that is connected to a company profile, and your company profile must be approved at the school(s). Use this link for more information on how to post a job or internship.

How to Register for a Career Fair: https://bit.ly/3nwkhhv
This guide will walk you through how to register for a fair on Handshake. If you don't already have an employer account, you'll need to first sign up for Handshake.

How to Schedule On-campus Interviews: https://bit.ly/3jDIuB9
If you would like to interview applicants on-campus, you will need to request an Interview Schedule at our school. The link above leads you to an article that will walk you through the steps to do so!

How to Interact with Students via Handshake

- **Viewing Student Profiles:** https://bit.ly/3nz04aL
  Once you are connected with Georgia College & State University in Handshake, you can view student profiles in Handshake, as long as student has opted into sharing their profile with employers.

- **Search Students Feature:** https://bit.ly/3GtTxa8
  The Search Students page in Handshake provides a student directory at our school of the students who have opted-in to sharing their profile with employers.

DEVELOPING AN EFFECTIVE INTERNSHIP PROGRAM WITH GEORGIA COLLEGE

High impact practices are an integral part of a student's journey here at Georgia College & State University. Through employer partnerships, our students can participate in an engaging internship experience to enrich their skills and professional growth. Internships are an excellent way to incorporate fresh perspectives into your organization and create a pipeline of talent into your organization for future full-time openings.

We consider the following to be our Key Components of an Internship Program:

PURPOSE

An internship should offer students with:

- Practical work experience or a project, given by a designated supervisor
- Integration of knowledge and theory learned in the classroom with practical application and skills development in a professional setting
- An opportunity to observe, contribute, and rotate through the different parts of the department/organization
- Career connections, mentorship, and networking opportunities within the organization/industry
- Training, either "formal," on-the-job or virtual/remote along with constructive, on-going feedback for personal and professional development

CHARACTERISTICS

Length

- Completed during an academic semester or summer; typically, 6-12 weeks. If a student is receiving academic credit, a confirmed start and end date must be set.

Hours

- Designated number of hours to be put in daily/weekly as determined by the student and supervisor. If a student is receiving academic credit and requires a certain amount of hours, time should be tracked and documented.

Compensation

- Starting at minimum wage to $25+/hour, based on experience and industry/field
  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. 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

GUIDELINES

Goal Setting

- Assess the organizational needs and determine what you hope to gain from an internship program
- Define the aspects to make an internship an educational, interesting, and rewarding experience
- Develop individual expectations, SMART goals, and learning objectives for the intern
- Communicate program goals with your team to ensure the organization's commitment

Initial Preparation

- Draft a job description that clearly explains the duties required of the intern indicating an expected start date, number of hours and location
- Review the organization's ability to provide assignments, equipment, and compensation
- Invest time in interns through selection, training, supervision, and evaluation
- Identify a staff member who would enjoy and benefit from mentoring an intern, who is committed to and capable of providing structure insight in addition to constructive feedback
- Discuss upcoming intern projects and activities in addition to the time commitment
- Set specific professional and career goals for the internship once the candidate is selected

During an Internship

- Orient the intern to your organization; acquaint the intern to the mission, vision, and policies of your company (un/written and un/spoken) along with team introductions
- Teach the intern about the working world and consider serving as a mentor
- Explain the organizational structure and illustrate the company culture
- Schedule a formal meeting to discuss progress and expectations for your projects
- Provide other colleagues with background information about the intern's projects, responsibilities, and schedule
- Discuss projects regularly and expected outcomes (decide on start and end dates, in advance)
- Schedule a mid-semester evaluation and an exit interview to provide a forum for constructive feedback and questions
- Complete any needed evaluations for class credit

The Georgia College Career Center expects our employers to abide by Non-Discrimination Policies and Anti-Harassment Guidelines when interacting with GCSU students before, during, and after their internship experiences. The Career Center reserves the right to refuse recruitment privileges to any company whose policies and/or services do not match the educational values and mission of Georgia College & State University. For more information on how to start an internship, please contact the Employer Relations team at career.center@gcsu.edu.

CAREER CENTER

GEORGIA COLLEGE & STATE UNIVERSITY

For more information, contact a member of the Employer Relations & Internship Team.

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