



CAREER CENTER
GEORGIA COLLEGE & STATE UNIVERSITY

HIRE GCSU

A Guide to Recruiting at Georgia College & State University

THINK INDEPENDENTLY. LEAD CREATIVELY.

TABLE OF CONTENTS



Welcome Letter.....	3
About Us	4
GCSU at a Glance.....	5
Employment Statistics	6
What Employers Are Saying About GCSU Students	7
Academic Programs.....	8
Career Planning Milestones	9
Engagement Opportunities	11
Become an Employer Sponsor	13
Annual Career Fairs	14
Employer Guide to Handshake.....	17
Developing an Internship Program.....	19

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 through 1:1 student appointments, classroom presentations, networking events, workshops, career fairs, on-campus employer interviews, and more.

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 GCSU Employer Relations & Internships Team**

ABOUT US

Mission

As Georgia's only designated 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 students and their local and global communities.

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**

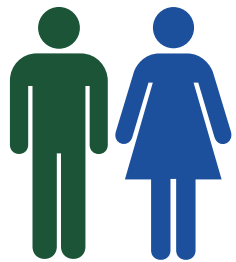
**ETHICAL, REFLECTIVE, AND
ENGAGED CITIZENS**

**SERVICE-ORIENTED
LEADERS**

**DEDICATED
PROFESSIONALS**

GCSU AT A GLANCE

Enrollment



5,681
Undergraduate
1,130
Graduate

#6

Top Public School

US News & World Report,
Regional Universities South

#16

Overall Ranking

US News & World Report,
Regional Universities South

#3

Undergrad Teaching Programs

US News & World Report,
Regional Universities South

#4

Most Innovative

US News & World Report,
Regional Universities South

Top Enrolled Majors

College of Arts & Sciences

Psychology
Biology
Mass Communication

College of Business & Technology

Marketing
Management
Management Information Systems

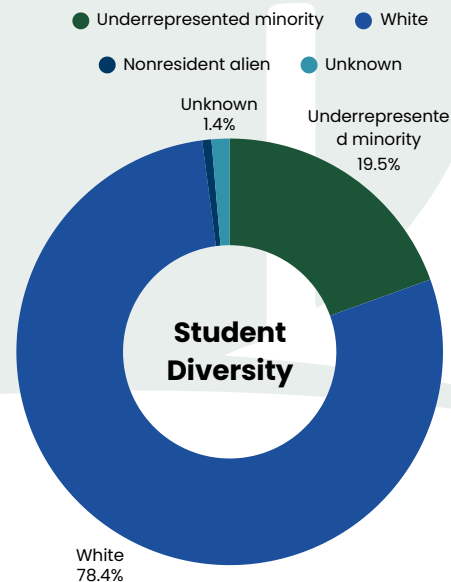
82 Majors & Certificates

College of Education

Elementary Education
Special Education
Middle Grades Education

College of Health Sciences

Nursing
Exercise Science
Public Health



About our Grads

**based on most recent student self-reports*

\$62,400

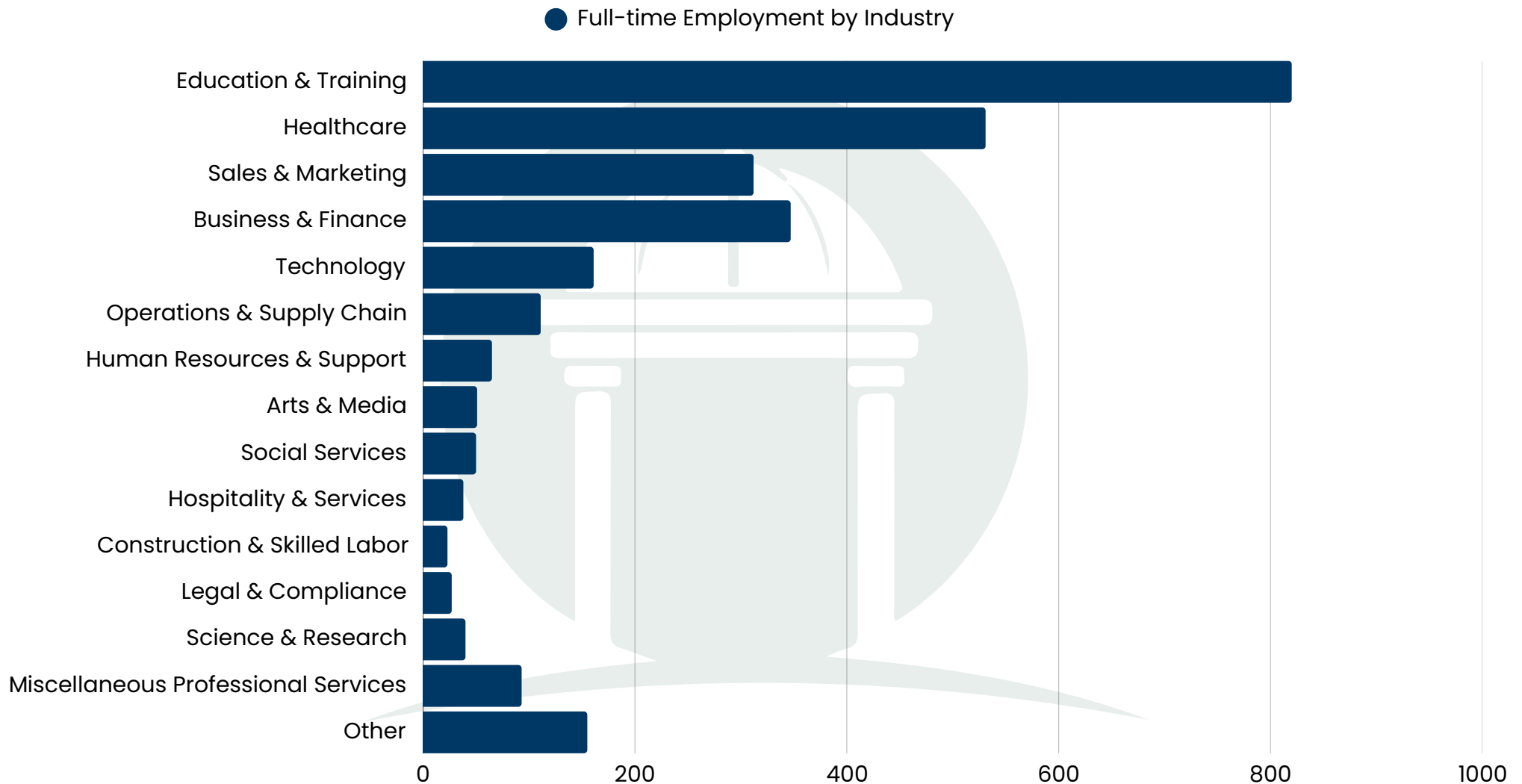
median annual salary

Atlanta, GA

top employment location

Information provided by GCSU Office of Institutional Research and Effectiveness

EMPLOYMENT STATISTICS



Information reported by students and provided by First Destination Survey



WHAT EMPLOYERS ARE SAYING ABOUT GCSU STUDENTS

“ [The intern] has and continues to be a **valuable part of our team**. [The intern] approaches each assignment with curiosity and a positive attitude...We **couldn't have asked for a better person and intern!** ”

“ 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... ”

“ [The intern] has been a **great asset** to [our] department...[The intern] can be given instruction and left to **take ownership of a project** without needing to be constantly looked after. ”

“ 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... ”

“ 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... ”

“ [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**. ”



ACADEMIC PROGRAMS

College of Arts and Sciences

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

Public Administration, MPA
Music Education, M.A.T., M.M.Ed.

J. Whitney Bunting College of Business and Technology

Accounting*
Computer Science
Data Science
Economics
Finance
Management
Management Information Systems*
Marketing
Business Administration, M.B.A.
Logistics and Supply Chain Management, M.L.S.C.M.

***Both undergraduate and graduate programs available**

John H. Lounsbury College of Education

Elementary Education*
Middle Grades Education*
Special Education*
Curriculum and Instruction, M.Ed., Ed.D
Educational Leadership, M.Ed.
Instructional Technology, M.Ed.
Secondary Teacher Education, M.A.T
Teacher Leadership, Ed.S.
Library Media, M.Ed.

College of Health Sciences

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



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, 86.9% 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 GCSU

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 & Engagement Objective:

To provide students with opportunities to engage and network with industry professionals.

The Career Center also hosts a variety of career planning workshops, information sessions, 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

Tabling Sessions [Request here: bit.ly/campusengagement](https://bit.ly/campusengagement)

Our students love when you visit campus. 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. Not sure what to bring? We can help! 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](https://bit.ly/campusengagement)

Do you currently have internships or jobs posted? If an employer has a specific position/opportunity available and wishes to interview the GCSU applicants here on campus, we can offer space and online scheduling. Reserve a room, or rooms, and meet the students on GCSU's campus. Students will have the advantage of working around their class schedule and not having to travel.

Career Center Drop-in Days [Request here: bit.ly/campusengagement](https://bit.ly/campusengagement)

The Career Center hosts monthly drop-in days in the fall and spring semesters, 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.

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. Topics can range from professionalism, resume/cover letter writing, interviewing skills, LinkedIn Profiles, networking, and job searching, and more. We recommend scheduling these sessions at least one month in advance so that we have plenty of time to market the opportunity to students.

Social Media Engagement

- Be featured in our weekly "Hot Job & Internship" campaign ([Request here: bit.ly/gcsuopportunityhighlight](https://bit.ly/gcsuopportunityhighlight))
- Let us share opportunities/graphics on your behalf

Employer Advisory Board

We provide the opportunity to serve and be a member on our Career Center Employer Advisory Board. The purpose of the Career Center Employer Advisory Board is to enhance employment outcomes by providing a forum for employer representatives and university stakeholders. Board members and participants achieve this purpose by building relationships, evaluating services, and implementing best practice solutions. 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 on the Career Center Employer Advisory Board, please contact the GCSU Career Center at career.center@gcsu.edu.

Elevator Pitch Competition

Hosted biannually by the College of Business & Technology, employers are invited to judge the students' elevator pitches, provide feedback, talk about their company/organization, and build relationships with students. For more information regarding participating in the Elevator Pitch competition, please contact the [College of Business & Technology](#).

BECOME AN EMPLOYER SPONSOR

Our 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.

All sponsorship levels include the following: custom social media campaigns, tabling events during academic year in high traffic areas of choice, company logo inclusion on career fair promo materials, first invitation to participate in student drop-in service dates, on-campus interviews, and on-site visits.

For more information on our Employer Sponsorship Program, please contact the Career Center at career.center@gcsu.edu.

Additionally, you may sign up for an info session at the link below:

<https://bit.ly/gcsusponsorshippsession>

BENEFITS	GREEN	BLUE	BOBCAT
Cost per year	\$500	\$1500	\$3000
Priority recruiting dates & complementary registration fees <i>*Number of fees waived based on level</i>			
Targeted email promotions to a limited number of majors			
Year-round visibility including your company logo displayed on campus, on the University website, and on our Career Center t-shirts provided to students			
Recognition during National Career Development month in November			
Sponsorship of two career-related workshops during academic year			
Premier parking at career fairs <i>*Number of spaces based on level</i>			
Featured locations at career fairs			
GCSU 'Featured Employer' in our monthly newsletter			
Social media "Takeover Week"			
Membership on Employer Advisory Board			
On-stage speaking opportunity at career fairs <i>*One career fair of choice each semester</i>			



ANNUAL CAREER FAIRS

FALL

Part-time Job Fair
Accounting Career Fair
Nursing Recruitment Fair
Information Technology Career Fair
Career & Graduate School Fair
GACE Statewide Career Fair (Atlanta)

SPRING

Teacher Recruitment Fair
Accounting Career Fair
Nursing Recruitment Fair
Career & Graduate School Fair
Campus & Summer Jobs Fair
Statewide Law Enforcement Fair

SUMMER

Nursing Recruitment Fair

ANNUAL CAREER FAIRS

Part-time Job Fair

As students begin their fall semester, many seek part-time jobs for the school year. Our Part-time Job Fair provides an excellent opportunity for local employers and employers with remote opportunities to connect with a large pool of new and returning students eager for part-time employment.

Accounting Career Fair

The Accounting Career Fair is hosted by the Georgia College chapter of Beta Alpha Psi, in coordination with the Department of Accounting and Business Law. This event enables employers and our accounting students to network and discuss summer leadership programs, internships, and employment opportunities. For more information, please contact the Department of Accounting and Business Law: www.gcsu.edu/business/accounting.

Nursing Recruitment Fair

Our Nursing Recruitment Fair offers an ideal opportunity for employers to connect with senior nursing students, as well as junior nursing students who are seeking externships. Oftentimes, senior nursing students are required to attend this event.

Career & Graduate School Fair

Our Career & Graduate School Fair offers recruiters and students the opportunity to network and connect for full-time and part-time jobs, internships, and graduate school programs. This fair is promoted to alumni and students of all majors and classifications.

GACE Statewide Career Fair

The GACE Statewide Career Fair is the largest collaborative Career Fair in the state of Georgia. The Career Fair regularly attracts between 800-1,000 student and alumni participants each year from a variety of Georgia institutions. For more information, please contact the Georgia Association of Colleges & Employers: www.gace.org.

Teacher Recruitment Fair

Our Teacher Recruitment Fair is a great opportunity to connect with graduating seniors in our teacher education programs, as attendance is required as part of a class assignment. Graduate students in our MAT programs and liberal arts majors interested in teaching are encouraged, but not required, to attend. An optional mock interview session for recruiters is available after the fair, providing our undergraduate education students with a required opportunity to practice interviewing skills.

Information Technology Fair

The Information Technology Career Fair is hosted by the Information Systems and Computer Science Department in the J. Whitney Bunting College of Business and Technology. This event is a wonderful opportunity to network with students who are interested in full-time and internship opportunities in the information technology field. For more information, please contact the Department of Information Systems and Computer Science: www.gcsu.edu/business/iscs.

Campus & Summer Jobs Fair

As students start looking forward to summer break, they often begin searching for a part-time job or internship. Our Campus & Summer Jobs Fair is a great place for employers with summer opportunities to connect with a large pool students of all majors.

Statewide Law Enforcement Fair

The Statewide Law Enforcement Fair, held in partnership with Valdosta State University, Columbus State University, and Georgia College & State University, offers a valuable opportunity for law enforcement employers to network and share full-time and internship opportunities with students.

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
- Create on-campus interview schedules

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/3QU4kB3>

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/3ytBGk5>

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. Use this link for more information on how to post a job or internship.

How to Register for a Career Fair: <https://bit.ly/3V8oYjr>

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 Request an Interview Schedule: <https://bit.ly/4aAAwjT>

If you would like to interview applicants on-campus, you will need to request an on-campus interview at our school via this on-campus engagement form here: <https://bit.ly/campusengagement>

Once your on-campus interview request has been approved, you may utilize Handshake for your scheduling needs. 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/4dMpQ4L>

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.

A Guide to Talent List: <https://bit.ly/3Vb2634>

Talent List allows employers to identify and further nurture prospects through curated, individual messaging.



DEVELOPING AN EFFECTIVE INTERNSHIP PROGRAM WITH GCSU

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 up to \$25+/hour, based on experience and industry/field
- For a 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>

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
 - SMART goals = Specific, Measurable, Achievable, Relevant, and Time-bound
- 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
 - *Do you have the time, staff, and physical resources to support an intern?*
 - *Do you have quality work assignments for the intern?*
- 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 academic credit

The GCSU 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.

Please find more information about our recruitment policy on our website at gcsu.edu/career.

For more information on how to start an internship, please contact the Employer Relations & Internships team at career.center@gcsu.edu.



HIRE GCSU: Employer Recruitment Guide

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



@gccareercenter

GCSU Career Center

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(478) 445-5384 | www.gcsu.edu/career