We appreciate your interest in employing Florida Gulf Coast University students and alumni. Our recruitment services involve a cooperative effort with College Central Network, Inc., a third-party provider of career and employment technology solutions. Before registering to use this system, please read the “College Central Network (CCN) Usage Restrictions” located on the second and third pages of this document to ensure your organization is eligible to use this system and your postings are in compliance with our policies.

In addition to College Central Network, you may also want to consider using the free web-based job listing system, www.employflorida.com, made available by CareerSource Florida.

Step 1: You must register and be approved in order to post jobs and conduct resume searches. An active email address is required to register.

• Print this document for you to refer to during the registration process.
• Go to www.collegecentral.com/fgcu (you may want to bookmark this site on your computer.)
• Select the Employers icon.
• Choose the link for Register Now and enter registration information.
• BE AWARE that using the “go back” button on your browser may result in losing information that you have entered in blank fields.
• Create an Access ID. We recommend an ID that includes some part of your company name or initials. For example, “Florida Gulf Coast University” would be “FGCU”, or “Everglades Travel” would be “gladestravel.”
• Once approved by our office, you will receive an email notification within two business days confirming your Access ID and informing you of your Password.
• Please write your Access ID and Password down so that you have it for your records. If you have printed this document for your records, you can make note of the information below:
  Access ID: __________________________  Password: ______________________________

Step 2: Using the College Central Network system once approved:

• Go to our school’s site (listed above) and choose the “Employers” icon.
• Click the link for “Log Into Your Account”
• Enter your Access ID and assigned Password.

From your account page, you may:

Post a new Job or internship opportunity

• Give plenty of detail to make your postings attractive to students/alumni.
• Students will be contacting you/your company to apply. Therefore, provide detailed application instructions.

Edit, Repost or Expire Job Postings

• We ask that all employers that have filled the posted position “expire” it in College Central Network.

Search Student and Alumni Resumes

• As with any database search, the more criteria you chose, the more limited your results will be.

Update Registration Information

• Check your registration information periodically to ensure the correct person is listed as the contact.
IMPORTANT
College Central Network (CCN) Usage Restrictions
All employers that utilize CCN accept that the information contained in the system is for the sole purpose of employment-related activities only. FGCU Career Development Services reserves the right to deny access to any employer that abuses the system or posts intentionally inaccurate or misleading information. Employers are expected to respect the privacy of students/alumni information and proceed with due professionalism. All employers utilizing CCN are expected to adhere to the Principles of Professional Conduct provided by the National Association of Colleges and Employers - http://www.naceweb.org/principles/principi.html

The following types of jobs are NOT eligible for posting in CCN or job fair recruitment:

- Internships that do not meet the criteria established under the Fair Labor Standards Act. See below.*
- Work in private homes for child care, nanny, yard work, moving, painting, maintenance, etc.
- Network marketing jobs – see policy on network marketing companies below**
- Commission-only positions not requiring a bachelor’s degree
- Independent contractor positions
- Positions that pay in cash
- Positions that do not pay the Florida minimum wage of $8.05/hr.
- Positions that violate the Fair Labor Standards Act, discriminate against designated groups, or violate any federal or state employment laws
- Positions that require out of pocket expenses or investment from the student (other than transportation)
- Postings from third-party recruiters that do not identify the name of the employer or that require an applicant paid fee
- Postings intended to gather resumes to sell to a third party

*UNPAID INTERNSHIPS
The U.S. Department of Labor has created a fact Sheet that 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. A copy of this Fact Sheet can be found here: http://www.dol.gov/whd/regs/compliance/whdfs71.pdf. You may also request a copy from FGCU Career Development Services. The information provided in this Fact Sheet on internships is provided as a resource and should not be construed as legal advice for any particular situation. Because of the complexity of the issues regarding status and pay, each employer should review its internship program with its legal counsel.

**Network marketing companies** are not eligible to utilize College Central Network or any of the services of FGCU Career Development Services. Network marketing companies are defined as those companies that engage in any of the following activities:

- Sponsors individuals to set up their own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business
- Requires an initial investment such as payment of a fixed fee, payment to attend orientation or training session(s), and/or the purchase of a starter kit or inventory
- Offers compensation in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others
- Offers compensation in the form of merchandise or other non-monetary compensation
The process for posting an internship opportunity

1. Post your internship using College Central Network, our web-based system
2. Students will apply directly to you/your company for consideration. Your company facilitates the selection process. FGCU Career Services does not “place” students into internships. Not all academic programs at FGCU require students to complete an internship. Therefore, this is a “student driven” process.
3. **If the student is completing the internship for credit**, then the student is responsible for taking the job posting to their Faculty Supervisor for approval. The student is also responsible for ensuring other paperwork that requires your company’s approval is completed (such as the “Internship Agreement”, and “Contract for Academic Credit”.)
4. **If the student is not pursuing the internship for credit**, the relationship is strictly between you and the student. FGCU is not involved.
5. Once you have filled the internship, you should “expire” the posting in College Central Network. Be sure to reactivate the posting when you are ready to hire another intern.

**The typical responsibilities of the organization/company when offering an academic internship:**

- The organization/company shall provide the student intern a planned, supervised program of career related experiences. In most cases, positions that entail a high degree of clerical work do not qualify as internships.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

**Typical time requirements:**

In order to earn three credit hours of academic credit, students are required to work a minimum of 120 to 150 hours at an approved site for a 10 to 12 week period. However, this may vary depending on the academic program in which the student is enrolled. Florida Gulf Coast University does not offer “Cooperative” internships, which are typically full-time over the course of one or two semesters.

If you have any questions about how internships work, feel free to contact us at 239-590-7946.