

Manufacturer & Business Association

IMPACT

2018

EXPLORING **SUCCESS STRATEGIES** FOR
INTERNSHIPS — HOW TO ESTABLISH
A WORLD-CLASS PROGRAM



Believe in the possibilities.

Interested in learning more about how Gannon can support your company? Connect with us at 814/871-7680. A member of our employer relations team would be happy to speak or meet with you.

Also, consider our *Employer Guide to Recruiting* (below). This document contains how-to material on creating internship descriptions, reporting hires to the university, and other helpful tips.

A listing of Gannon University's degree programs can be found through the following link:
<http://www.gannon.edu/Academic-Offerings/>.



Employer Guide to Recruiting



GANNON UNIVERSITY
Career Exploration and Development

Inside Our Guide

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Gannon University Profile



Mission

Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility.

Vision

Gannon University will be a Catholic, multi-cultural university nationally recognized for educating socially responsible global citizens through dynamic learning experiences that transform the learner and their communities.

Gannon will be known as a leader in:

PROMOTING LEARNING BY ENGAGEMENT

- Design dynamic environments and engaging learning experiences that intentionally align to prepare students for personal and professional life after graduation.

ADVANCING ORGANIZATIONAL HEALTH

- Empower and incentivize employees to examine individual and institutional practices, including development and use of human, financial, physical plant and technology resources to further improve the quality of the experience for students, employees and alumni, and the health of the University.

CREATING PUBLIC IMPACT

- Encourage the linkage of scholarship, service and learning experiences with community needs through programs and partnerships to facilitate transformative change in Gannon's communities.



Fast Facts...

**GANNON UNIVERSITY
CONTAINS THREE COLLEGES**

THE COLLEGE OF BUSINESS AND ENGINEERING

**THE COLLEGE OF HUMANITIES, EDUCATION
AND SOCIAL SCIENCES**

**MOROSKY COLLEGE OF HEALTH PROFESSIONS
AND SCIENCES**

Gannon University's main campus is located in downtown Erie, Pennsylvania and is close to businesses and organizations that are active partners in helping students receive a hands-on education. Gannon also has a second campus in Ruskin, Florida that is strategically close to many experiential opportunities, particularly in healthcare.

Student Population Fall 2016

**3,098 UNDERGRADUATE
1,245 GRADUATE
4,343 TOTAL STUDENT ENROLLMENT
543 STUDENT ATHLETES**



**STUDENT/FACULTY RATIO: 13:1
VARSITY SPORTS: 20
CLUBS/ORGANIZATIONS: 80
ALUMNI: 43,462
MASCOT: THE GANNON KNIGHT**

GANNON MAJORS

To learn more about the specific majors and programs offered at Gannon University please visit:

<http://www.gannon.edu/Academic-Offerings/>

Why Hire a Gannon Knight?

Community Impact

99%

of Gannon students complete co-op placements, curriculum based internships, practicums, clinical rotations and/or community based service learning projects (2016 Report).



PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE

HONOR ROLL WITH DISTINCTION | Corporation for National and Community Service, 2015

Global Experience

During the 2015-2016 academic year, Gannon Students and faculty participated in **40** unique trips worldwide as a part of Gannon's travel, learning and service initiatives. These experiences took Gannon students across the globe to **25** different countries (2016 report).

Cliffs of Dover



Paris



Thailand



Zambia



Gannon University was nationally honored as a Catholic College of Distinction in 2016.



COMMUNITY ENGAGEMENT CLASSIFICATION

Carnegie Foundation for the Advancement of Teaching, 2015

Students at Gannon University are dedicated to transforming communities. Gannon University received the **Carnegie Community Engagement Classification** for commitment and care of the Erie community (2015).

total economic impact
\$209,000,000
on the region

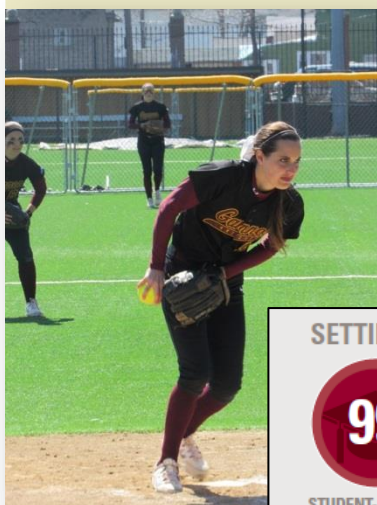
on the island
\$500,000,000



Athletic Leadership

Gannon's **543** student-athletes produced an overall **3.24** grade point average during the 2016 spring semester. Also, during the 2015-2016 academic year, Gannon had **208** students named scholar athletes and **8** students earn Academic All-America accolades from their sport's coaches associations.

99 student athletes received the Division II Athletic Directors Association Academic Achievement Award (2016 Annual Report).



SETTING RECORDS

99

STUDENT-ATHLETES
Received the Division II Athletics
Directors Association Academic
Achievement Award

208

PSAC SCHOLAR ATHLETES

Life After Gannon

Over 91% of Gannon graduates are either employed in substantive roles or are continuing their education within six months after graduation (2016 report).



#GUPOSSIBILITIES

Ways to Engage Gannon Students

*Simple ways
to engage
with our
students...*

Posting an opening (internship, full-time, part-time, seasonal) to our College Central Network platform.

Conducting on-campus interviews/recruiting.

Becoming a career mentor.

Offering an individualized or group job shadow opportunity.

Presenting company information to Gannon students.



Establishing an Internship

Employer and Student Benefits

Hiring an intern benefits the organization while contributing to the intern's education and professional development.

Employer Benefits

- Develop a pipeline to a diverse, full-time hiring pool.
- Gain valuable insights from a fresh perspective.
- Create positive press for your organization via student experiences and testimonials.
- Provide leadership opportunities for your employees as they supervise and mentor an intern.



Student Benefits

Provides an Opportunity to

- Apply classroom knowledge within the work environment, gaining hands-on experience.
- Build a network of professional contacts.
- Preview potential career paths.

Questions about where to begin?
Email Erin Hart at hart022@gannon.edu.



Internship Toolkit

What is an Internship?

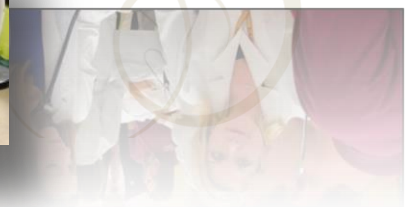
Internships are supervised work experiences in which students have career-related goals and learning objectives. The student reflects on learning throughout the experience and the supervisor provides ongoing guidance and feedback.

Gannon interns and co-op students typically work approximately 10 – 20 hours a week during an academic semester. Students are typically able to work more hours per week in the summer.

Internships may be part of an educational program where the student receives academic credit from their university program. Students must secure approval from their academic advisor prior to beginning an internship if they wish to earn academic credit.

The majority of internships should be major-related. According to the National Association of Colleges and Employers (NACE), the following criteria must be met for an internship to be considered educational:

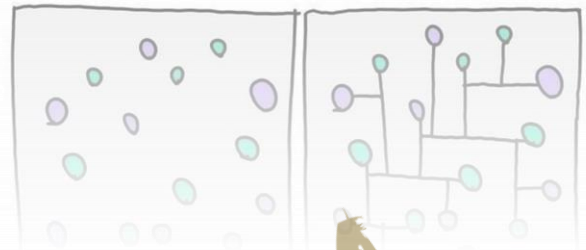
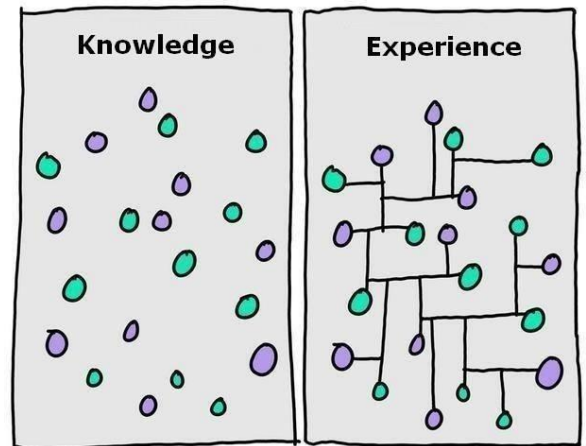
- ***The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.***
- ***The skills or knowledge learned must be transferable to other employment settings.***
- ***The experience has a defined beginning, end, and job description with desired qualifications.***
- ***There are clearly defined learning objectives/goals related to the professional goals of the student.***
- ***There is supervision by a professional with expertise and educational and/or professional background in the field.***
- ***There is routine feedback by the experienced supervisor.***
- ***There are resources, equipment and facilities provided by the host employer that support learning objectives/goals.***



Establishing Your Program

- 1) Start by considering your overall goals for creating an internship and determine which departments could utilize and supervise an intern.
- 2) Select an appropriate staff member to manage, supervise and provide ongoing support and feedback to the intern.
- 3) Determine the duration and number of hours per week the intern will work. We ask that you be flexible with students completing internships for credit, as they usually have hours requirements.

As you develop your internship program, keep in mind that adult students and international students may express interest in opportunities. Visa sponsorship is not required to hire an international student as an intern. However, your organization may have specific policies to follow when considering candidates who may require employer sponsorship in future full-time positions.



Creating an Internship Description

The internship description provides details of the intern's responsibilities, along with required skills/qualifications.

As you begin to draft a description:

- List a few of the day-to-day tasks or projects that will occupy the intern's time.
- List potential learning objectives for the intern.
- Consider the class years and majors/minors you wish to target.
- List the skills and attributes you wish the intern to bring to the position.
- To post internships, please refer to "Posting Jobs on College Central Network." The following page includes a sample internship description.

Job Information

Job ID	4743679
Job Title	Marketing & Outreach Intern
Job Description	<p>In this position, the student intern will experience real-world application of concepts learned in advertising, marketing, and communications classes. The student intern will learn how to identify target audiences, create and manage successful advertising campaigns, and analyze data, in addition to having one or two culminating projects for their own portfolio.</p> <p>The following job description contains a list of the essential roles, responsibilities and activities a candidate can expect to assume:</p> <ul style="list-style-type: none">- Create, update and draft articles for weekly e-newsletter- Continually update company website, Facebook, and social media accounts- Plan and execute after-school programming for youth ages 6-12- Create print materials such as flyers, media alerts and press releases for events- Assist in educational programming with local city school district
Salary	\$10.00/Hour
Type of Job	Paid Internship, Part Time
Job Location	Erie, Pennsylvania 16505
Expiration Date	11/11/2016

Be sure to list key projects for the intern and offer any relevant details.

Job Requirements

Degrees Wanted	None Required
Majors Wanted	Communication Arts; Education; Marketing
Job Targets Wanted	Communications - Public Relations; Education - Elementary School; Marketing
Special Skills Wanted	
Minimum GPA	3.00
Other Job Requirements	<p>Seeking a student with</p> <ul style="list-style-type: none">- Strong Interpersonal skills- The ability to educate and entertain youth- Strong organizational skills- The ability to multi-task- A willingness to work occasional weekends

If technical or specific software skills are needed, please list them here.

Company Information

Company Name	ABC Company
Company Description	ABC Company is a sample company created by Career Exploration and Development
Equal Opportunity Employer	Yes

Contact Information

Contact	<p>Name: Erin Hart Address: 109 University Square Erie, PA 16541 Phone: 814-871-7680 Email: hart022@gannon.edu Apply Online</p>
Application Instructions	Apply via link above

Compensation and/or Academic Credit

We highly encourage you to compensate your interns.

Providing compensation will:

- Attract a larger and more diverse applicant pool
- Attract candidates who are able to focus without as many financial concerns
- Provide a greater return on the investment in hiring interns

Significant changes to employment laws regarding overtime compensation for hours worked went into effect by the start of December 2016. Please review the U.S. Department of Labor regulations for more information.

If you decide that the internship position will be unpaid, the position must meet Department of Labor standards under the Fair Labor Standards Act. These standards were created to help employers determine whether workers are to be considered “trainees” or “employees.”

Department of Labor Standards

- *The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an education environment.*
- *The internship experience is for the benefit of the intern.*
- *The intern does not displace regular employees, but works under close supervision of existing staff.*
- *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.*
- *The intern is not necessarily entitled to a job at the conclusion of the internship.*
- *The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*

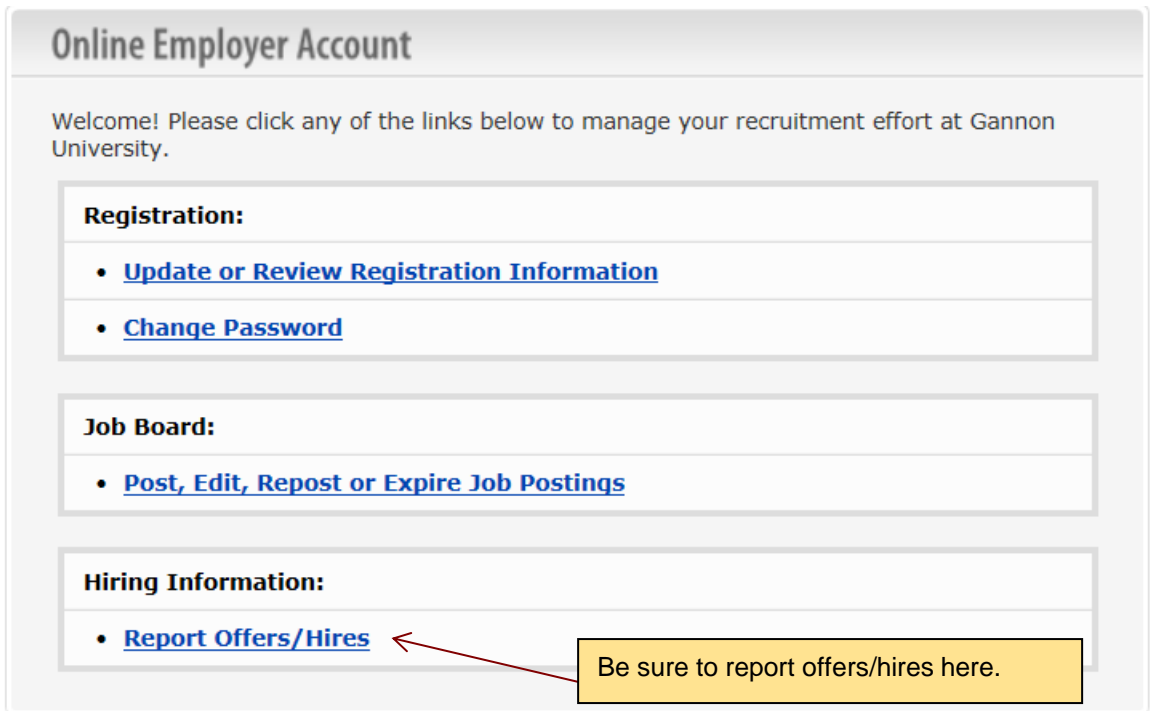


Selection Process

Once candidates apply and you have reviewed the resumes and determined which students you wish to interview, arrangements can be made for you to conduct interviews on campus or to contact the students directly for an interview at your place of business.

When you decide which candidate(s) will receive offer(s), you can contact the student (s) directly to discuss next steps.

We ask that you also go to the tab on College Central Network: “Hiring Information” and then click on “Report Offers/Hires.”



The screenshot shows the 'Online Employer Account' dashboard. It includes a welcome message and three main sections: 'Registration', 'Job Board', and 'Hiring Information'. The 'Hiring Information' section contains a link to 'Report Offers/Hires', which is highlighted by a red arrow and a yellow callout box.

Online Employer Account

Welcome! Please click any of the links below to manage your recruitment effort at Gannon University.

Registration:

- [Update or Review Registration Information](#)
- [Change Password](#)

Job Board:


- [Post, Edit, Repost or Expire Job Postings](#)

Hiring Information:

- [Report Offers/Hires](#)

Be sure to report offers/hires here.

For more information on onboarding and managing your intern, please refer to the section titled *Onboarding and Managing New Hires* on page 26.



If you are interested in establishing an ongoing partnership with Gannon, we encourage you to contact us regarding the creation of an affiliation agreement.

Evaluating and Retaining

- Provide feedback to your intern on a regular basis and be available to respond to questions.
- Schedule regular meetings to touch base and discuss any projects/respond to questions.
- Provide your intern with honest feedback regarding their professionalism and preparation. Address any concerns that may arise.
- Be sure to complete the Supervisor Evaluation form provided by Gannon for credit-bearing experiences.
- If this is your first time taking an intern, a member of the career team can assist you in determining best practices for evaluation.



If you decide to retain your intern for another semester, you and your intern can come to an agreement regarding availability and work schedule. New learning goals and higher level responsibilities should be developed. We suggest periodically reviewing the learning objectives and discussing what the student has learned and how this newfound knowledge is being applied. Continue to provide timely feedback on performance, congratulate your intern on a job well-done and address any areas for improvement/growth. Make sure to encourage your intern to self-evaluate throughout, and meet to discuss your final evaluation of the student's performance.

Termination of Employment

While rare, termination of an internship may become necessary. Please follow all company policies should this situation arise. For interns, termination may be initiated by either the employer or the student and may occur for a wide variety of reasons. If termination occurs, please notify Erin Hart in Employer Relations at hart022@gannon.edu.



Top 10 Things Interns Appreciate

1. **Meaningful Projects:** Besides gaining tangible, transferable skills, interns like to feel their work is impactful. When assigning projects to your intern, consider discussing the ways in which the project contributes to the overarching goals of the unit/organization.
2. **Honesty:** Candidates appreciate a clear picture of what they can expect from an internship. Be upfront about time commitment, responsibilities and projects. Setting expectations upfront will lead to easier transitions when interns begin.
3. **Timely Feedback:** Not only do they value honesty, but interns also like timely feedback, both positive and constructive. Interns want to succeed, but as new professionals they seek feedback to gauge performance and areas for improvement.
4. **Introductions:** How do you make an intern start to feel like part of the team? Introduce them to existing staff and pre-schedule one-on-one meetings with individuals who will work closely with the intern.
5. **Being Included:** Interns are contributing to your team, so make them feel a part of that team by including them in weekly staff meetings, team lunches, etc. Interns want to feel a connection to the organization and people.
6. **Assignments and Autonomy:** Interns appreciate details, examples and explanations when assigned new projects. However, they also like space to grow and work through projects on their own. Try setting regular times to check in with your intern and touch base regarding questions and progress.
7. **Mentors:** Interns appreciate having assigned mentors in the organization, outside of their work team. This is someone they can turn to for advice on the culture, role, industry, etc.
8. **Time:** Interns appreciate when mentors and supervisors are willing to invest time in their personal growth and development. Be prepared to take the time to regularly answer questions and provide growth opportunities for interns, such as co-presentations and observing or participating in important meetings.
9. **Workspace:** Interns appreciate a set workspace they can call their own. Similar to most people, interns are creatures of habit and appreciate having a set workspace, as opposed to being shuffled between workspaces based on who is out of the office that week.
10. **Compensation:** You may not be able to pay your intern, but anything helps! Interns appreciate stipends, parking, recognition, lunch once-in-a-while, gift cards, etc. Any way you can compensate your new professional is appreciated!



Posting Internships and Jobs at Gannon

Creating an Employer Account ...

Welcome to Gannon's College Central Network

To get started, follow this link: <https://www.collegecentral.com/gannon/Employer.cfm> and select "Create Account" on the right hand side of the page.

Please provide as much company information as possible, as it will expedite the profile approval process. For example, a company/organization web address is essential, as is an official email address linked to an employer.

If multiple recruiters/individuals in your organization wish to post openings, you have two options:

1. Use a generic or shared company user I.D. and password. With this option you will only be able to list one staff member as a primary contact. However, if you email Erin (Thomas) Hart at hart022@gannon.edu with the names/contact information of additional members of your organization involved in hiring/recruiting, their names will be added to the account off-line. Additionally, as you post openings, you can instruct that resumes be emailed directly to any organizational contact you choose. This can vary by position.

OR

2. Each recruiter/individual can create his/her own account. If you select this option, please list your company location and be sure to communicate with others at your location as this helps us avoid duplicate job postings in our system.

Equal Opportunity Employer

Our office expects that employers recruiting at Gannon University will adhere to the Equal Opportunity for Employment law. Upon account creation in College Central Network, you will be asked to sign the EOE Statement: *"We are an Equal Opportunity Employer. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, marital status, sexual orientation, veteran status or disability, as well as other classifications protected by applicable state or local laws."*

Additionally, Gannon University adheres to the National Association of Colleges and Employers (NACE) Principles for Professional Practice: <http://www.nacweb.org/principles>.

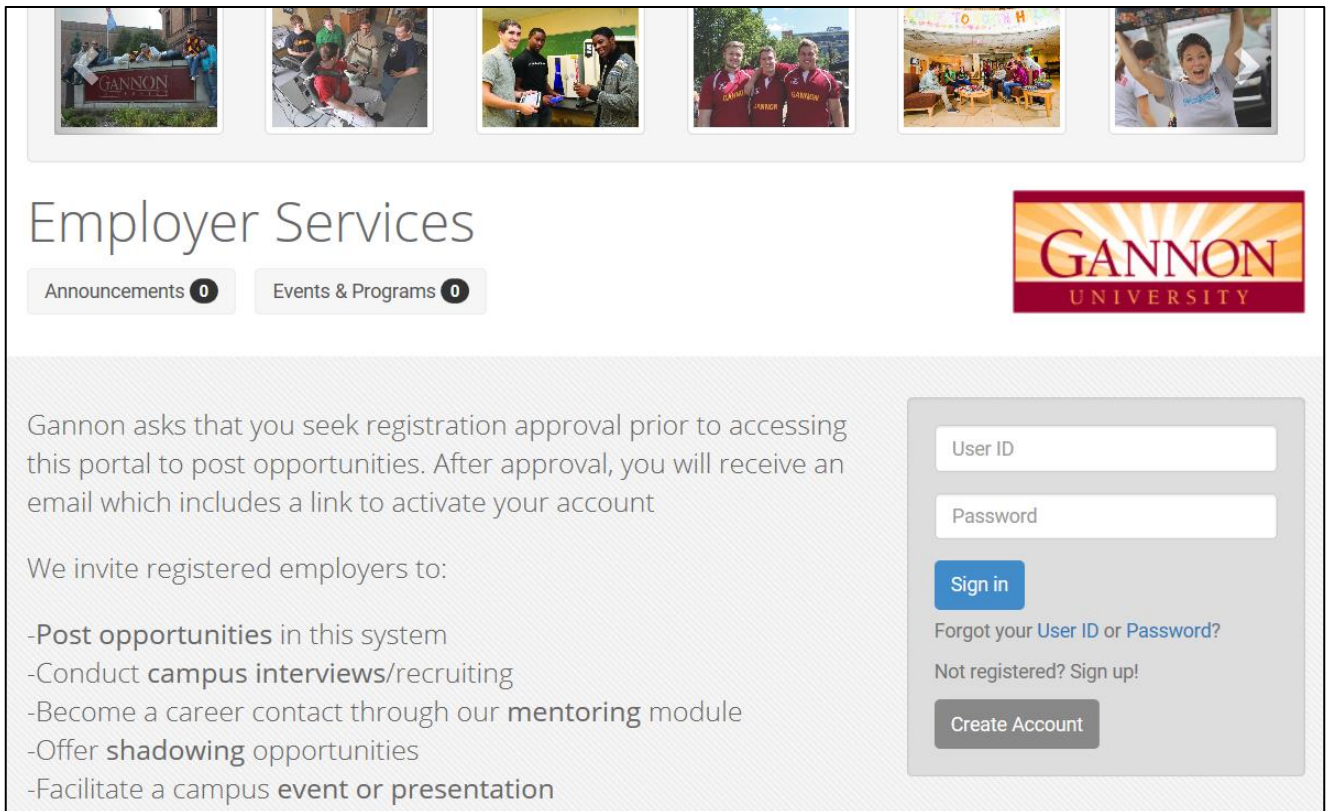
If you have any questions or need assistance with our College Central platform, please contact Erin Hart in Employer Relations at hart022@gannon.edu.

We want to be a resource! Please let us know how we might be able to help you achieve your recruiting goals!



Creating an Employer Account ... follow theses screenshots

1) Visit <https://www.collegecentral.com/gannon/Employer.cfm>



Employer Services

Announcements 0 Events & Programs 0

Gannon asks that you seek registration approval prior to accessing this portal to post opportunities. After approval, you will receive an email which includes a link to activate your account

We invite registered employers to:

- Post opportunities in this system
- Conduct campus interviews/recruiting
- Become a career contact through our mentoring module
- Offer shadowing opportunities
- Facilitate a campus event or presentation

User ID

Password

Sign in

Forgot your [User ID](#) or [Password](#)?

Not registered? Sign up!

Create Account



2) Complete your company information. Be sure to include:

- a) Full first and last name of contact person (you have the option to hide this information when posting)
- b) Company address and phone number
- c) Company website (applicants will see this when you post openings)
- d) Brief company description (applicants will see this when you post openings)

Employer Registration

Thank you for registering with the Career Exploration & Development. Please fill out the form below. All fields marked * are required.

Contact Name*	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>
Alumni Status	Are you an Alum of this school? <input type="radio"/> Yes <input checked="" type="radio"/> No
Company Name*	<input type="text"/>
Company Type*	<input checked="" type="radio"/> For-Profit <input type="radio"/> Non-Profit <input type="radio"/> Government
Company Address*	<input type="text"/> <input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/> <input type="button" value="v"/>
Zip Code*	<input type="text"/>
Country*	United States <input type="button" value="v"/>

Be sure to initial our Equal Opportunity Employer (EOE) statement – required to post at Gannon.

EOE Status	We are an Equal Opportunity Employer. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, gender, marital status, sexual orientation, veteran status or disability, to the extent required by federal, state, and local laws. Please initial: <input type="text" value="EH"/>
School Email Notices	<input type="checkbox"/> I do not wish to receive bulk emails from the Career Exploration & Development through the College Central Network system.
Access ID*	Create an Access ID for logging in to your account: <input type="text"/>
<input type="button" value="Register"/>	

3) A staff member in Gannon's career office will review your submission and respond within four days. Once your account is approved, you will receive the email below with an activation link that will prompt you to set a password.

Your Gannon University Employer Account

hart022@gannon.edu

Sent: Mon 10/10/2016 9:50 AM

To: Hart, Erin E

Your company has been approved to post jobs online at Gannon University.

Please use this secured link to [activate your account](#) and then you can begin posting jobs.

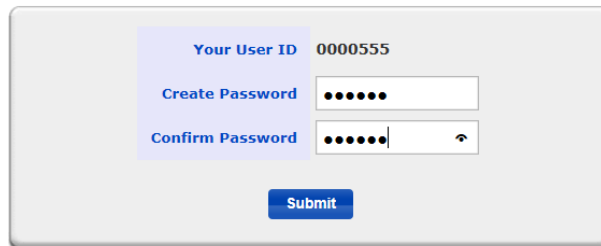
In the future, go to <https://www.collegecentral.com/gannon> whenever you want to post jobs. Please include a salary or salary range in the position description as you will achieve better results.

Thank you for your interest in recruiting with us!

The activation screen will appear similar to below:

Activate Employer Account

To ensure the security of this account, we require that you create a Password (10 characters max.).



4) Once your account activation is complete, you will be taken to the "Home" screen where you will have the opportunity to post a new job or internship.

Online Employer Account

Your account has been activated.

Welcome! Please click any of the links below to manage your recruitment effort at Gannon University.

Registration:

- [Update or Review Registration Information](#)
- [Change Password](#)

Job Board:

- [Post a New Job](#)

Click here to post a new job/internship.

Hiring Information:

- [Report Offers/Hires](#)

[CCN School Home Page](#)

5) You will be directed to fill in the information below. Be sure to list key projects/responsibilities in detail and include desired skills in the job requirements section.

Job Information	
Job ID	NEW
Job Title*	<input type="text"/>
Job Description*	<div>Briefly list duties, responsibilities, etc.</div> <div><div></div></div>
Type of Job*	<div><input type="checkbox"/> Co-op <input type="checkbox"/> Full Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Part Time <input type="checkbox"/> Shadowing <input type="checkbox"/> Student Employment <input type="checkbox"/> Temporary <input type="checkbox"/> Unpaid Internship</div>
Salary	<input type="text"/>
Job Location*	<div>State <div>On Campus Outside U.S. Virtual Alabama Alaska</div></div> <div>Control-Click to select multiple locations. Shift-Click to select a range of locations.</div> <div>If you selected a single location above, enter the city and Zip Code below: City <input type="text"/> Zip Code <input type="text"/></div>
Degrees Wanted	<div>None Required Associates Bachelors Certificate Diploma Doctorate</div> <div>Control-Click to select multiple degrees. Shift-Click to select a range of degrees. You may select up to 3 different degrees.</div>
Majors Wanted	<div>Any Major Accounting Advertising Communication Archaeology & Culture Athletic Coaching Athletic Training</div> <div>Control-Click to select multiple majors. Shift-Click to select a range of majors. You may select up to 50 different majors.</div>
Job Targets Wanted	<div>Please choose the Job Targets that best match the position you are trying to fill.</div> <div><input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/></div>
Minimum GPA	<input type="text"/> /4.00
Required Skills/ Certifications	<input type="text"/>
Other Job Requirements	<div></div>

Sample Full Time Job Description

Job Information	
Job ID	4743919
Job Title	Financial Analyst
Job Description	<ul style="list-style-type: none"> - Analyze client's financial information to determine strategies, products and services to help them meet their financial goals. - Meet with and educate clients about the purpose and details of financial products, services and strategies. - Build and maintain client base, maintain client records and acquire new clients regularly. - Contact clients regularly to determine if there have been changes in their financial status. - Provide knowledgeable, objective financial guidance and customized packages to clients.
Salary	Starts at \$45,000
Type of Job	Full Time
Job Location	Columbus, Ohio 43201
Expiration Date	11/11/2016
Job Requirements	
Degrees Wanted	Bachelors
Majors Wanted	Accounting
Job Targets Wanted	Accounting; Finance/Financial Management Services; Marketing
Special Skills Wanted	
Minimum GPA	3.00
Other Job Requirements	<ul style="list-style-type: none"> - Results-driven - Highly motivated - Self-starter with integrity and a strong work ethic - The desire to help others plan for their financial futures - Team player with strong interpersonal skills and communication abilities



Posting Opportunities on College Central Network

Once your account has been approved, you will receive an email with a secure link prompting you to activate your account by setting your password. After setting a password, you will be directed to the employer home page of the College Central Network portal.

Half way down the home page is a link that says “Post a New Job.” Select this link to post an opening. Please provide as much information regarding the role as possible. We request that all postings state the organization and location (city, state) of employment.

When selecting how applicants can apply for your opening, you have two options: Candidates can be directed to email their application documents (resume, cover letter, etc.) to you or another member of your organization.

1. If you choose this option, scroll down to the bottom of the posting under the “Contact” section and be sure to input the email address of the person you would like to receive the resumes. In the “Application Instructions” box, type “**Apply with resume and cover letter via the button below.**” You will not see a button, as it appears on the student page, but it is linked to the email address you input.

Other Job Requirements	<ul style="list-style-type: none">- Strong Interpersonal Skills- Ability to educate and entertain youth- Strong organizational skills- ability to multi-task- Willing to work occasional weekend
Company Information	
Company Name	ABC Company
Company Description	ABC Company is a sample company created by Career Exploration and Development
Equal Opportunity Employer	Yes
Contact Information	
Contact	Name: Erin Hart Address: 109 University Square Erie, PA 16541 Phone: 814-871-7680 Email: hart022@gannon.edu
Application Instructions	Apply with resume and cover letter via the "Apply Now" button below.

Be sure to input the email address of the staff member you wish to receive the applications.

Use this line in the Application Instructions box. Note: You will not see the actual button on your screen.

OR



2) Candidates can be directed to click on a link to your organization webpage/portal and fill out your internal application. Under the “Contact” section there is a slot that says “Apply Online” where you can insert your company link. In the “Application Instructions” box, type “Apply online via the link above.”

Contact Information

Enter only the contact information that you want to appear on your posting.
(At least one method of contact is required.)

Name

Street

City

State ▼

Zip Code

Country ▼

Phone

Fax

Email

An email address enables job seekers to send you a cover letter which provides you with access to their résumé.

Apply Online ▼ ←

Please Note: Do not fill in the **Apply Online** field unless you require the job seeker to fill out an application form on your web site. It must be a valid web address that is different from your company website's home page.

Be sure to input the link to your company's online application.

Application Instructions

Apply via link above ←

Type these instructions in the Application Instructions box.

Each posting is reviewed by a member of our staff within four days of submission. Be sure to set an expiration date for the posting as well. The default expiration date is one month from your day of posting submission.

If you have any questions or need assistance, please contact Erin Hart in Employer Relations at hart022@gannon.edu.



Recruiting on Campus

Please let us know how we can help you achieve your recruiting goals! We are always open to creative ways to engage employers and students and build brand awareness on campus. Popular recruiting opportunities include: group information sessions, classroom presentations, participation in skill-building events such as resume review days, as well as conducting on-campus interviews.

Information Sessions...

provide employers the opportunity to share company information, details about job/internship openings and hiring tips. PowerPoint slides and/or handouts are welcome. Information sessions are recommended for employers offering multiple job or intern opportunities and/or development/rotational programs.



Information Tables...

are set up in high traffic student areas and are a more informal option for employers to connect with students, providing information about current jobs/internships and building brand awareness on campus. Information tables are recommended for employers with part-time student employment opportunities and/or a single internship opportunity.

Both information sessions and information tables are a great way to build brand awareness on campus. Many employers prefer to host an information session/table in conjunction with posting a job in our online portal and prior to conducting on-campus interviews. Information sessions can also be given during a class or to a specific student organization based on request/availability.



On Campus Interviews...

In the Student Success Center, employers can take advantage of our interview rooms where they can conveniently interview a number of students from Gannon in consecutive timeslots. The office of Career Exploration and Development will assist in coordinating and scheduling students the employer wishes to interview. On-campus interviews are typically 30 or 60 minutes in length, and interview rooms can be reserved for consecutive days or a single full/ half day. On-campus interviews can be conducted immediately following an information session or at a later date. Employers have a few options for setting their on-campus interview schedule:

1. Employers can post an opening to the portal, receive applications, and then contact Gannon to set up on-campus interviews with applicants of choice.
2. Employers can conduct an information session and bring a sign-up sheet provided by career staff, selecting students from the info session to register for an interview slot post info-session.
3. Employers can choose a hybrid-model, including: posting an opening, pre-scheduling select candidates, conducting an information session, and scheduling additional candidates via a sign-up sheet at the session.

We are willing to accommodate your recruiting needs. **To get started, email Erin Hart in Employer Relations at hart022@gannon.edu. We recommend you call approximately one month prior to the date you are targeting to conduct interviews or schedule an info session.**

Niche Opportunities...

Additional opportunities to engage with Gannon students and to build brand awareness on campus include: hosting a group job shadow, participating in student skill building opportunities, such as our resume review day, etc. We will work hard to accommodate your recruiting requests. If you are interested in additional opportunities such as these, please contact Erin Hart in Employer Relations at hart022@gannon.edu to discuss your strategy and/or ideas.

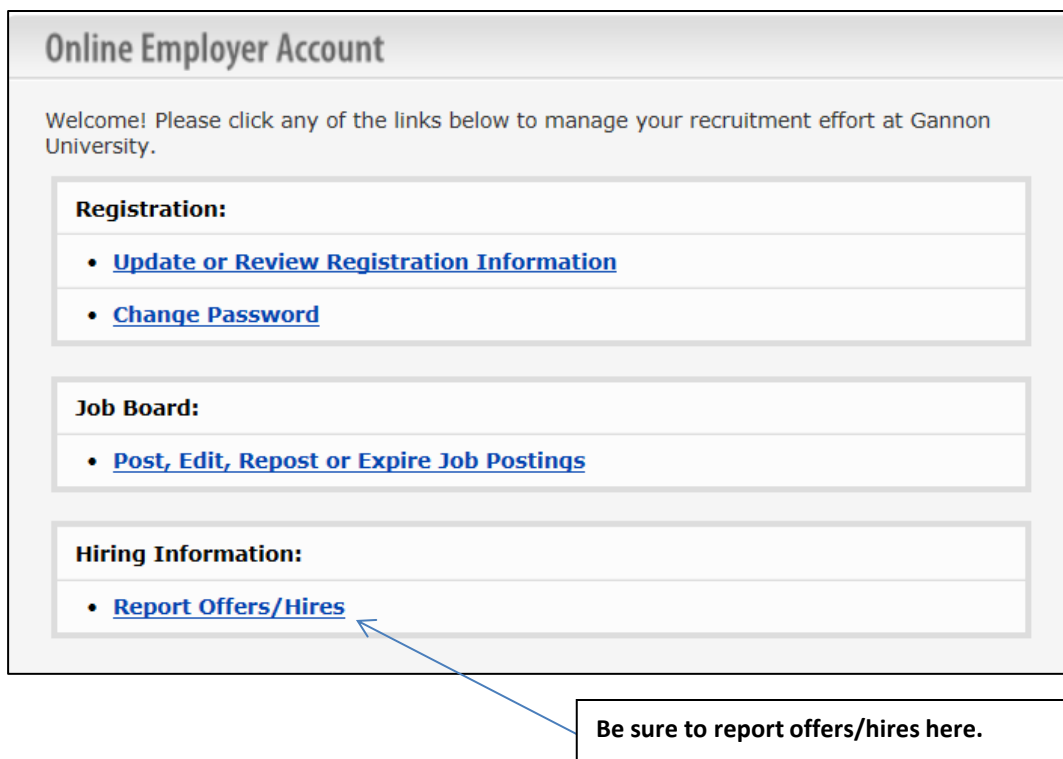


Making an Offer

Gannon University **recommends** that employers provide students **two to three weeks** to respond to job/internship offers. This recommendation was created out of respect for employers' hiring timelines, as well as students' need of sufficient time to consider offers of employment. Our goal is to minimize incidents of renegeing (continuing to pursue/accept employment after accepting an early offer). From our experience, students who feel pressured to make an employment decision are often prone to renege after accepting. Career Exploration and Development feels that following this offer timeframe is in the best interest of both employers and students.

If you have any questions regarding this recommendation, please contact Erin Hart in Employer Relations at hart022@gannon.edu.

We also ask that you go to the tab on **College Central Network: "Hiring Information"** and click on **"Report Offers/Hires."**



The screenshot shows the 'Online Employer Account' interface. It has a header with the title 'Online Employer Account'. Below the header is a welcome message: 'Welcome! Please click any of the links below to manage your recruitment effort at Gannon University.' The main content area is divided into three sections: 'Registration:', 'Job Board:', and 'Hiring Information:'. The 'Registration:' section contains two links: 'Update or Review Registration Information' and 'Change Password'. The 'Job Board:' section contains one link: 'Post, Edit, Repost or Expire Job Postings'. The 'Hiring Information:' section contains one link: 'Report Offers/Hires'. A blue arrow points from a callout box to the 'Report Offers/Hires' link. The callout box contains the text: 'Be sure to report offers/hires here.'

Online Employer Account

Welcome! Please click any of the links below to manage your recruitment effort at Gannon University.

Registration:

- [Update or Review Registration Information](#)
- [Change Password](#)

Job Board:

- [Post, Edit, Repost or Expire Job Postings](#)

Hiring Information:

- [Report Offers/Hires](#)

Be sure to report offers/hires here.

Sending a Rejection

Following an interview, it is recommended to send a rejection call or email to candidates within the month. A sample email is below. If possible, providing recommendations and constructive feedback to the candidate is extremely valuable.

Dear Allen,

Thank you for applying for our summer marketing internship program and coming to interview onsite last Wednesday. We appreciate your interest in ABC Company. Unfortunately, due to the high volume of applications this year, we are unable to offer you a spot in our summer internship program.

We value your passion for this industry. However, we recommend you gain experience by applying to work in one of our retail stores this summer. This will provide you additional knowledge about our brands and make you a more competitive candidate for our marketing internship program next summer. Additionally, your junior level marketing coursework will also better equip you for this experience.

Thank you again for your interest. Please consider applying again next summer.



Onboarding and Managing New Hires

Welcome Your New Hire

- Send an email to your existing staff announcing that a new intern, part-time or full-time hire will be joining the team.
- Be willing to host a site visit from a college representative, especially if this is your first time hosting a Gannon intern.
- Prepare the individual's work space; make sure that necessary supplies and technology are set up.
- Create an hourly work schedule for the first day and share it with the new hire.
- Block off 30-60 minutes to spend with your new hire at the beginning and end of the day.
- Take the individual to lunch along with the person who will serve as their supervisor.
- Share a calendar of company events and encourage participation if appropriate.

Provide an Orientation Session

Within the first few days, provide a thorough introduction to the organization, employees, cultural quirks and unwritten rules. This is an appropriate time to discuss:

- Dress code
- Important people and resources
- Lunch hours and breaks
- Protocol for handling any requests for time off
- An outline of the role and responsibilities



We recommend pre-scheduling one-on-one meetings with individuals who will work closely with the new hire. Additionally, we suggest assigning someone to serve as a mentor who can be a resource regarding the culture of the organization and answer questions about the local community.

Effective Management

- Provide a clear outline of roles and responsibilities.
- Outline short-term and long-term projects and include deadlines for completion.
- Provide an on-going project that the intern or new hire can pick up and work on during down time and/or after completion of other projects.
- Be prepared to be flexible with project assignments as the new hire adjusts to your organization's place of work.



Career Exploration and Development Profile

The office of Career Exploration and Development offers a variety of dynamic programs designed to prepare motivated students for the future. Individual and group programs enable students to develop academic abilities, as well as identify, research and explore career interests and employment options. Students are empowered to make informed life-decisions throughout college and beyond.

Individualized career coaching is offered on a variety of topics including:

- Career Exploration and Planning
- Job/Internship Searching
- Interviewing
- Networking
- Professionalism/Personal Branding

What can the GU Career Team do for YOU?

BUILDING YOUR BRAND

Looking to increase awareness of your brand at Gannon University? Career Exploration and Development can set you up with information tables in the heart of busy areas around campus. You can also host information sessions in an effort to boost your brand and share insights on opportunities that arise. Additionally, we encourage employers to join our informational interviewing database as it is a great way to connect with students. This practice requires very little time on your end as calls remain brief – usually no more than 30 minutes at a time.

COMMUNITY CONNECTIONS

Wondering how you might engage with the Gannon University community, but not sure where to begin? Career Exploration and Development can point you in the right direction. We will be sure to connect you with the appropriate programs or departments that make sense based on your interests. Between our faculty, the Erie Technology Incubator, the Small Business Development Center and other areas around campus, there are several connecting strategies we can consider together.

HIRING NEEDS

The office of Career Exploration and Development can assist with your hiring needs. Through our online portal, College Central Network, you can post an opening (internship, full-time, part-time, temporary) for our students and/or alumni. This service is free for employers and a staff member can assist you with our simple registration process. We also offer demonstrations as needed.

INTERNSHIP DEVELOPMENT

In need of an intern, but not sure where to begin? Career Exploration and Development can meet with you and provide resources on how to get started. We offer consultations on writing and promoting an internship description, how to go about interviewing candidates, ways in which you can set up your onboarding processes, and on how to provide effective mentoring for your new hire(s).

INTERVIEWING SPACE

We offer on-campus interview rooms that employers can reserve to conduct interviews. By holding interviews on-campus, employers are able to get a better feel for the Gannon culture as students participate between their regularly scheduled classes and campus commitments. Interviewing spaces are free to reserve and our staff will assist in scheduling the students you wish to interview. Your student interview schedule can also be provided ahead of your scheduled interview day to aid in your preparation.



Our Staff

Director: *Brian Collingwood*

Assistant Director, Internships and Professional Experiences: *Cheryl Rink*

Assistant Director, Employer Relations: *Erin Hart*

Career Advisor/Outreach Coordinator: *Kolleen Woodcock*

Career Advisor/Recruiting Coordinator: *Miranda Grom*

Connect with Us:

Front Desk: 814-871-7680

Erin Hart, Employer Relations: hart022@gannon.edu

College Central Network: <https://www.collegecentral.com/gannon/Employer.cfm>



GANNON UNIVERSITY
Career Exploration and Development

*Gannon students
participate in
Alternative Break
Service Trips*



Detroit, MI
Earthworks



Merida, Mexico
Misión de Amistad



Washington, DC
Father McKenna Center



The background features a complex, artistic design. It consists of several overlapping, semi-transparent squares in shades of light gray and beige. Overlaid on these squares are numerous swirling, scroll-like patterns. Some of these patterns are thin, light gray lines, while others are thicker, solid beige lines. The overall effect is a layered, decorative texture.

*We appreciate your
interest in Gannon!*



Believe in the possibilities.