



Career Services Center

**Employer
Information
Packet**

University of Alaska Anchorage
Career Services Center
3211 Providence Drive, RH 122
Anchorage, AK 99508

Phone: (907) 786-4513 Fax: (907) 786-4351

www.uaacareerservices.com

University of Alaska Anchorage Career Services Center

General Information for Employers

The Career Services Center (CSC) provides many services that assist University of Alaska Anchorage students and alumni for present and future success in employment.

These services include:

Career Counseling	Resume Assistance	Mock Interviews
Career Fairs (Expos)	Internships	Workshops
CSC Website	Computer Lab	Library/Study Lounge

Our department is an important bridge between students and employers. If a company chooses to utilize all of the CSC capabilities, they are assured to have a continuous and qualified student pool applying for their vacancies. The resources listed below can be requested on our website at www.uaacareerservices.com.

Website Job Posting

Employers can post part-time, full-time, and internship positions on the CSC website at no charge. Please refer to the Website Navigation Guide for more detailed information.

Students receive an automatic email about openings in their requested fields of interest, are able to review the job openings, and can apply for them online. If the employer is interested, they may contact the student applicant directly to schedule an interview. The website also gives students the capability to sign up for their own interviews. (Please see “Interviewing on Campus,” below.)

Career Fairs/Expos

CSC coordinates several career expos throughout the spring and fall semesters. These are great opportunities for employers to meet and hire degree-seeking students. Some events concentrate in particular areas of study while others are open to students in all majors. All events effectively assist in engaging qualified and interested students. The expos are marketed campus-wide over many months. Presentations, workshops, and advertising assure that these events are well attended.

Interviewing on Campus

We offer access to our well-appointed interview rooms, which are available by appointment year-round. This is especially accommodating if the employer is located out of state and needs a professional setting to interview potential candidates.

Internships

An employer can create internship positions that allow students to gain essential hands-on training while earning credit in their degree. The internship is a unique and vital educational opportunity that integrates classroom learning with paid, planned, and supervised work experience. The internship program is a wonderful recruitment tool to train and maintain great employees. Interns provide employers with a cost-effective means of recruiting and training for future openings with actual on-the-job performance as a basis for permanent hiring decisions.

Other Opportunities to Promote your Company

- Company logos may be added to the CSC home page throughout the website.
- Advertise in the CSC’s widely-distributed Career Management Guide. (Every UAA graduate receives one.)

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Internship Process for Employers

1. Contact the Career Services Center (CSC) Internship Coordinator to go over the University's requirements for employers to participate in the internship program.
2. Post the internship position online at www.uaacareerservices.com. Please refer to the Website Navigation Guide included in this packet. It may take up to 24 hours for the CSC to review and approve the posting.
3. The listing will be forwarded to faculty members to notify students and will be announced in various classes in conjunction with career expos (see #3.)
4. Participate in upcoming career fairs to promote the internships. Students are notified to arrive to these events professionally dressed and with resumes in hand.
5. Log in to the website every few days to see how many students are viewing the posting, and open any resumes that have been submitted via the website. If a large number of students are viewing the position and not submitting applications, call the Internship Coordinator for advice. The number one recommendation is to include the wage on the job announcement.
6. Review and interview prospective students.
7. Once a student has been selected, contact the CSC Internship Coordinator immediately. Notify the student to contact the CSC to start paperwork. The student will receive an internship packet and will be required to obtain the required signatures that verify the student's eligibility to proceed with an internship. The student must have an overall GPA of 2.0. (Some academic departments have higher GPA requirements.)
8. A Learning Agreement will be created. The Agreement consists of the job duties/learning objectives, wage, and start/end dates. The document will be signed by the student, Internship Coordinator, employer/worksites supervisor, and a faculty advisor.
9. The student has three business days to return the signed Learning Agreement to the Career Services Center.
10. On the agreed-upon start date, the work may begin.
11. An evaluation form will be emailed or faxed to the employer halfway through the internship. At the same time, a conference call will also be scheduled with the Internship Coordinator, faculty advisor, employer and intern. For the conference call, the student and employer must be together at the work site, and the Internship Coordinator will call in with the faculty advisor.
12. A final evaluation form will be emailed or faxed to the employer and must be returned within three business days. This ensures that the faculty advisor has sufficient time to submit grades prior to the end of the semester.

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Requirements and Recommendations for Successful Internships

- All interns must be paid minimum wage or higher.
- Students are not permitted to work more than 20 hours per week during the fall and spring semesters. Hours are not restricted during the summer or between semesters.
- If any problems arise during the internship, the employer and student must contact the Employer Relations Coordinator.
- It is also the employer's responsibility to promote the internship. It is highly recommended that employers participate in career expos to meet students that are interested in their line of work.
- The Career Services Center (CSC) does not place students in positions. At times, faculty will recommend particular students. We will ask those and all students to apply online or however is designated in the job posting.
- Internship courses are usually three-credit courses. To earn one credit, interns must work 75 hours. To fulfill three credits, the student must work 225 hours. The majority of internships run either 6 weeks (during the summer) or twelve weeks (fall and spring) in order to meet those requirements.
- When posting the internship online, be sure to include the hourly wage. If a designated wage is not determined while submitting the posting, select an hourly wage range and include "depends on experience." (Example: \$12 - \$17, DOE)
- Post internship opportunities shortly before school starts and repost every three months until filled. Do not allow the announcement to close (which will automatically happen after it has been open for 90 days) or the student will not be able to apply.
- Classes begin in the last week of August and the second week of January.
- Classes end the third week of December and the last week of April.
- If students are viewing the announcement, but not submitting a resume, contact the Internship Coordinator for advice to increase applicants. The job description may be overwhelming or the wage not specific.

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Website Navigation for New Employers

Registration

1. Go to www.uaacareerservices.com.
2. Select “Employers” under “New to the System?” on the right hand side of the page.
3. Click on either of the following tabs or links: “Register”, “Register And Post Local Job”, or “Register And Post Job At Multiple Schools”(choose whichever is most applicable)
4. Complete the registration process.
5. Click “Submit” and your registration information will be sent to the Career Services Center for approval.
6. Once your registration information is reviewed, an approval email will be sent directly to the email address that originated the request. After the approval process, log into the website using the username and password provided to you in the email.

Posting Job Openings

Non-OCR (non-On Campus Recruiting, job postings for UAA students and alumni)

1. To create a non-OCR job posting, click “Jobs” on the top menu bar.
2. In the “Single School Postings” tab, select “Add New.”
3. Complete the Position Information form.
4. Click “Submit” and the job posting will be sent to the Career Services Center for approval. After the approval process, log onto the website and click “Jobs” on the top menu bar. All positions will be listed.

Multi-school Job Postings

*Note: There is nominal fee for multi-school posting. The most current prices can be found at:

http://www.nacelink.com/nl_pricing.php.

1. Click “Jobs” on the top menu bar.
2. Select the “Multi-School Postings (Paid)” tab. Click “Add New.”
3. Complete the Multi School Position Information form. Click “Submit”
4. Select the “Scheduled Posted Date”. Choose other participating colleges and universities.
5. Select “Review Posting.” Review information to ensure accuracy, then click “Proceed to Checkout.”
6. Complete the Checkout form. Click “Submit Job.”

To Register for Career Fairs

1. Click “Events” on the top menu bar.
2. Select “Register” on the left side of the event you would like to register for.
3. Complete the Career Fair Registration form.
4. Click “Submit.” A Career Services Representative will receive the request and contact you

To Request an Information Session

1. Click “Events” on the top menu bar.
2. Select the “Information Sessions” tab. Select “Add New.”
3. Complete the New Information Session form.
Click “Submit.” A Career Services Representative will receive the request and contact you.

For more information, please contact the Career Services Center at (907) 786-4513.